

## National Certificate in Baking (Instore/Franchise) (Level 4)

**Level 4**

**Credits 210**

This qualification has been reviewed. The last date to meet the requirements is 31 December 2019.

### Transition Arrangements

This qualification was republished in May 2016 to extend the last date for enrolment from 31 December 2016 to 31 December 2017.

This qualification has been reviewed and replaced by the New Zealand Certificate in Trade Baking (Craft) (Level 4) with strands in Bread, Cake and Biscuit, and Pastry [Ref: 2698].

The replacement qualification is substantially different in design to that replaced. The last date for entry into programmes leading to this qualification is 31 December 2017. The last date to meet the requirements of this qualification is 31 December 2019 at which point the qualification will be designated **discontinued**.

It is recommended candidates currently enrolled in programmes leading to this qualification complete their existing programme by 31 December 2019. They may, however, choose to transfer into a programme leading to the replacement qualification.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to the Competenz at the address below. Appeals will be considered on a case by case basis.

This qualification contains lapsed classifications. For the purpose of version 2 and version 3 of this qualification, people who have gained credit for standards in the new classification may use those credits to meet the qualification requirements. Other current classification exemptions are also listed under Transition Arrangements below.

<b>Standards from</b>	<b>Are treated as standards from</b>
Health>Health Studies>First Aid	Health>Health Studies>Core Health
Business > Business Operations and Development > People Development and Coordination	Business > Management > Management – Developing and Coordinating People
Business > Business Operations and Development > Quality Management	Business > Management > Quality Management
Humanities > Health and Physical Education > Home Economics	Sciences > Home and Life Sciences > Food Technology and Nutrition

For detailed information see [Review Summaries](#) on the NZQA website.

## NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	December 2006	December 2017
Republished	1	November 2012	December 2017
Republished	1	April 2013	December 2017
Review	2	November 2013	December 2018
Republished	2	April 2014	December 2018
Review	3	July 2015	December 2019
Republished	3	May 2016	December 2019

It is the intention of Competenz that no existing trainee should be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may appeal to Competenz using the contact details below

### Standard Setting Body

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## National Certificate in Baking (Instore/Franchise) (Level 4)

**Level** 4

**Credits** 210

### Purpose

This Baking qualification is designed to recognise the competence, knowledge, and skills required for baking products within Instore/Franchise baking enterprises. It is awarded to people who demonstrate the ability to prepare, mix and bake Instore/Franchise products that meet industry standards and the Australia New Zealand Food Standard Code.

The qualification reflects the skills required for bakers working in New Zealand Instore/Franchise bakeries and encompasses baking, retailing, merchandising, and bakery management.

Holders of this qualification have the following knowledge and skills, assessed both off the job (during courses and correspondence conducted and monitored by accredited training providers), and on-job (in the workplace).

The qualification consists of a compulsory and two elective sections.

The compulsory section covers:

- health and safety;
- food safety;
- baking ingredients and science;
- recipe calculations;
- preparation using manual production methods;
- batch baking.

Elective A requires 60 credits for industry specific standards from the domains for Baking; Baking – Biscuit; Baking – Bread; Baking – Cake; and/or Baking – Pastry.

Elective B allows candidates to select from a range of skill standards such as quality management, computing, and customer service which will support roles within instore bakeries or franchised bakeries.

The qualification can be achieved in the course of a three to four year traineeship or apprentice programme. People who have completed the National Certificate in Baking (Level 3) [Ref: 0589] and wish to progress to working in instore bakeries or franchised bakeries, will already have significant credits towards this level 4 qualification.

This qualification shares credits with other baking trade qualifications at level 4:

- National Certificate in Baking (Craft Baking) (Level 4) [Ref: 0590];
- National Certificate in Baking (Plant Baking) with strands in Bread, Biscuit, Cake, and Pastry (Level 4) [Ref: 0591].

### Credit Range

	Compulsory	Elective A Industry Specific	Elective B
Level 1 credits	1	0-6	0-52
Level 2 credits	37	0-46	0-52
Level 3 credits	34	0-46	0-52
Level 4 or above credits	26	14-60	0-52
Minimum totals	98	60	52

### Requirements for Award of Qualification

This qualification will be awarded to people credited with a minimum total of 210 credits from the compulsory and elective sections of the qualification.

#### Compulsory

All the listed standards are required.

#### Elective A - Industry Specific

A minimum of 60 credits, of which a minimum of 14 credits is at level 4 or above, is required from the specified domains.

#### Elective B

The balance of credits, to achieve a minimum total of 210 credits, is required from the specified subfields and/or domains.

#### Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

### Detailed Qualification Requirements

#### Compulsory

All the standards listed below are required.

Field Health  
 Subfield Occupation Health and Safety  
 Domain Occupation Health and Safety Practice

Id	Title	Level	Credit
497	Protect health and safety in the workplace	1	1

Field Manufacturing  
 Subfield Food and Related Products Processing  
 Domain Baking

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
14706	Prove products for batch baking	2	10
15135	Demonstrate knowledge of legislative and food code requirements in the baking industry	3	4
15136	Demonstrate knowledge of bakery science	4	8
15137	Demonstrate knowledge of the characteristics and processes of flour technology	4	4

Domain Baking – Bread

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
7841	Divide and mould bread doughs using manual production methods	3	12
14702	Prepare and weigh ingredients for white bread doughs using manual production methods	2	4
14703	Mix and develop white bread doughs using manual production methods	3	8
14704	Prepare and weigh ingredients for grain and meal bread doughs using manual production methods	2	5
14705	Mix and develop grain and meal doughs using manual production methods	3	10
14707	Batch bake bread products	2	10
15139	Demonstrate knowledge of bread breaking technology and bread products using manual systems	4	8
15154	Prepare, mix, and bake specialty breads	4	6

Domain Food and Related Product Processing – Safety and Health

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
7755	Apply safe working practices in the food or related product processing workplace	2	2

Field Service Sector  
 Subfield Hospitality  
 Domain Food Safety

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
167	Practise food safety methods in a food business	2	4

Subfield Service Sector Skills  
 Domain Service Sector – Core Skills

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
62	Maintain personal presentation in the workplace	2	2

**Elective A - Industry Specific**

A minimum of 60 credits, of which a minimum of 14 credits is at level 4 or above, is required from the following domains.

Field	Subfield	Domain
Manufacturing	Food and Related Products Processing	Baking
		Baking – Biscuit
		Baking – Bread
		Baking – Cake
		Baking – Pastry

**Elective B**

The balance of credits, to achieve a minimum total of 210 credits, is required from the following subfields and/or domains.

Field	Subfield	Domain
Business	Business Administration	Business Information Processing
		Any
	Business Operations and Development Management	First Line Management
		Management – Developing and Coordinating People
	Quality Management	
Computing and Information Technology	Computing	Generic Computing
Education	Generic Education and Training	Assessment Of Learning
Health	Health Studies	Core Health
Humanities	Communication Skills	Interpersonal Communications
		Reading
		Writing
Manufacturing	Food and Related Products Processing	Food and Related Product – Environmental Care
		Food and Related Product Container Filling
		Food and Related Product Development
		Food and Related Product Information Provision
		Food and Related Product Laboratory Practice
		Food and Product Packaging
		Food and Related Product Process Development
		Food and Related Product Processing – Cleaning

Field	Subfield	Domain		
		Food and Related Product Processing – Safety and Health		
		Food and Related Product Production		
		Food and Related Product Production Equipment		
		Food and Related Product Production Line Operation		
		Food and Related Product Production Planning		
		Food and Related Product Quality		
		Food and Related Product Staff Development		
		Food Production – Beverages		
		Food Production – Confectionary		
		Food Production – Edible Oils and Fats		
		Meat Processing	Any	
		Sciences	Mathematics	Number
			Home and Life Sciences	Food Technology and Nutrition
	Science	Food Science		
Service Sector	Hospitality	Cookery		
		Food Safety		
		Food and Beverage Service		
	Retail, Distribution, and Sales	Distribution		
		Merchandising and Marketing		
		Retail and Distribution Core Skills		
		Retail and Distribution Management		
		Retail Delicatessen		
		Retail Produce		
		Sales		
		Sales Transactions		
		Stock Control		
	Lifting Equipment	Powered Industrial Lift Trucks		

### Transition Arrangements

Version 1 was republished a second time in April 2013 to amend the transition provisions.

Version 1 was republished in November 2012 to indicate that it had been reviewed and together with the National Certificate in Baking (Craft Baking) (Level 4) with strands in Biscuit, Bread, Cake, and Pastry, and with an optional strand in Team Leading [Ref: 1612], was replaced by the New Zealand Certificate in Craft Baking (Level 5) with strands in Biscuit and Cake, Bread, Gluten Free, and Pastry [Ref: 1845]. The last date for entry into the programmes leading to the award of the replaced qualifications is 31 December 2014.

## Certification

This certificate will display the logos of NZQA, Competenz and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

## Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
1903	Manufacturing/Food and Related Products Processing/Baking	110107	Food, Hospitality and Personal Services/Food and Hospitality/Baking and Pastry Making

### Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.