

<b>Title</b>	<b>Make basic biscuit products in a commercial baking environment under supervision</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people working or intending to work in the baking industry.</p> <p>People credited with this unit standard are able to, under supervision; prepare to make biscuits, make biscuit doughs, bake biscuit products, and complete the baking process.</p>
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<b>Classification</b>	Food and Related Products Processing > Baking - Cake and Biscuit
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<b>Available grade</b>	Achieved
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### Explanatory notes

#### 1 References

Enactments and codes relevant to this unit standard include but are not limited to the: Food Act 1981 and the Food Act 2014; Health and Safety in Employment Act 1992, which will be replaced by the Health and Safety at Work Act 2015 when it becomes effective on 4 April 2016; Resource Management Act 1991; Food (Safety) Regulations 2002; Food Hygiene Regulations 1974; and the Australia New Zealand Food Standards Code, available at <http://www.foodstandards.govt.nz/>.

#### 2 Definitions

A *batch* is twelve individual items.

*Commercial bakery* means a craft, plant, or in-store/franchise bakery.

*Workplace procedures* refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out, such as recipes, production specifications, standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality assurance procedures, housekeeping standards, and procedures to comply with legislative and local body requirements.

*Under supervision* means under the oversight and guidance of an experienced and authorised person. When working under supervision people can be challenged if or when they are about to carry out an action that could compromise safety or product quality, or damage equipment.

#### 3 Range

One batch of each of – chocolate chip biscuits, shortbread, afghan biscuits, melting moments.

Corrective actions may include – rework, rectify, process, recycle, isolate, discard.

#### 4 Assessment information

This unit standard must be assessed against in a commercial bakery or in a simulated environment that demands performance equal to that required in a commercial bakery.

Evidence generated during assessment against this standard must meet applicable workplace procedures.

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## Outcomes and evidence requirements

### Outcome 1

Prepare to make biscuits under supervision.

#### Evidence requirements

- 1.1 Work area is prepared and checked in accordance with workplace procedures, and meets safety and hygiene standards.
- 1.2 Recipe is interpreted and determined as suitable for the product to be baked.
- 1.3 Ingredients are selected and prepared in accordance with workplace procedures.  
  
Range            may include but not limited to – checked for quality, weighed, sifted, conditioned.
- 1.4 Substandard ingredients are identified and corrective actions are taken in accordance with workplace procedures.
- 1.5 Equipment is selected and prepared for biscuit making in accordance with workplace procedures.  
  
Range            equipment may include but is not limited to – mixers, rollers, cutters, bowls, benches, trays, tins.  
preparation may include but is not limited to – checked for condition and cleanliness, set up for operation.

### Outcome 2

Make biscuits and prepare for baking under supervision.

#### Evidence requirements

- 2.1 Ingredients are mixed in accordance with workplace procedures.
- 2.2 Dough is processed in accordance with workplace procedures.  
  
Range            two of – dropping, piping, weighing, rolling, cutting.
- 2.3 Products are prepared for oven in accordance with workplace procedures.
- 2.4 Equipment is operated in accordance with workplace procedures.

**Outcome 3**

Bake biscuits under supervision.

**Evidence requirements**

- 3.1 Oven is prepared in accordance with workplace procedures.  
Range checked for condition and cleanliness, temperature set, time set.
- 3.2 Products are loaded into oven in accordance with workplace procedures.
- 3.3 Baking process is monitored in accordance with workplace procedures.
- 3.4 Baked products are checked for compliance with specifications.  
Range uniform – size, weight, shape, degree of baking, cooling.
- 3.5 Non-conforming products are identified and corrective actions are taken in accordance with workplace procedures.

**Outcome 4**

Complete the baking process under supervision.

**Evidence requirements**

- 4.1 Biscuit products are finished in accordance with workplace procedures.  
Range may include but is not limited to – glazed, iced, filled, dusted, cut, decorated.
- 4.2 Finished products are presented for sale in accordance with workplace procedures.  
Range may include but is not limited to – packed, labelled, displayed, checked for compliance with specifications.
- 4.3 Equipment is shut down, cleaned, and stored in accordance with workplace procedures.
- 4.4 Work area is cleaned, tidied, and made ready for next operation in accordance with workplace procedures.
- 4.5 Waste is disposed of in accordance with workplace procedures.

<b>Replacement information</b>	This unit standard replaced unit standard 14725, unit standard 14726, and unit standard 14727.
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<b>Planned review date</b>	31 December 2021
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 March 2016	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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#### Comments on this unit standard

Please contact Competenz at [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.