

Title	Fill bakery products using manual production methods		
Level	2	Credits	6

Purpose	People credited with this unit standard are able to: use safe working practices; prepare to fill; and fill bakery products using manual production methods.
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Classification	Food and Related Products Processing > Baking
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Available grade	Achieved
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Guidance Information

- Legislation and references**
 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
 Food Act 2014;
 Health and Safety at Work Act 2015;
 Resource Management Act 1991;
 Food Amendment Regulations 2017;
 Australia New Zealand Food Standards Code, available at <http://www.foodstandards.govt.nz/>.
 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- Range**
 Bakery products may include but are not limited to – pastries, pies, doughnuts, buns, sponge or cake.
 Evidence of a minimum of preparing and filling two bakery products is required.
- Definitions**
PPE refers to personal protective equipment such as protective clothing; gloves; safety glasses, headwear, and footwear; hearing protection; and safety devices.
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.
- Assessment information**
 Fillings may include but are not limited to – meat, vegetables, butter cream, fresh cream, pre-mix or concentrate cream filling, jams, custards, fruits, flour, sugar, cold-setting or cooked starches.

Equipment may include but is not limited to – planetary mixer, air whip machine, whisk, piping bag, piping tubes, scales (balance or digital), containers, pallet knife, oven (electric or gas), scraper, knife, scissors, scoops.

5 Recommended skills and knowledge

Unit 14721, *Prepare and apply icing and glaze to bakery products using manual production methods*, is recommended for entry into this unit standard.

Outcomes and performance criteria

Outcome 1

Use safe working practices.

Performance criteria

- 1.1 PPE is used.
- 1.2 Work environment is kept clean and free from hazards.
Range hazards to – personnel, product, plant.
- 1.3 Documentation is referred to and/or completed.

Outcome 2

Prepare to fill to bakery products using manual production methods.

Performance criteria

- 2.1 Filling is prepared in sufficient quantity to meet specification and production requirements.
Range specifications may include but are not limited to – texture, condition, colour, consistency, temperature, quantity, free from contamination.
- 2.2 Bakery product in preparation for filling is confirmed to meet product and production requirements.
Range may include but is not limited to – quality, resting time, temperature.
- 2.3 Equipment is confirmed to be clean, free from contamination, and available.
Range contamination may include but is not limited to – foreign matter, residue, food, cleaning materials.

Outcome 3

Fill bakery products using manual production methods.

Performance criteria

- 3.1 Bakery products are filled in accordance with workplace procedures and conform to product specifications.
- Range specifications may include but are not limited to – filling depth, surface texture, uniformity, quantity, layering.
- 3.2 Product wastage of filling and bakery products is minimised.
- 3.3 Variations arising during filling of bakery products are identified and rectified and/or reported.
- Range variations may include but are not limited to those related to – availability or performance of equipment, product, or personnel.
- 3.4 Filled bakery product is stored using appropriate storage requirements.
- Range may include but is not limited to – low temperature, room temperature.
- 3.5 Surplus filling is stored using appropriate storage requirements.
- Range low temperature, room temperature.
- 3.6 Equipment used to fill bakery products is cleaned and stored.

Replacement information	This unit standard, unit standard 14721, and unit standard 14723 replaced unit standard 7724.
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Planned review date	31 December 2030
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 1998	31 December 2018
Review	2	19 May 2006	31 December 2020
Review	3	17 March 2016	31 December 2027
Revision	4	13 December 2018	N/A
Review	5	26 June 2025	N/A

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

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.