

<b>Title</b>	<b>Fill bakery products using manual production methods</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>6</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: use safe working practices; prepare to fill; and fill bakery products using manual production methods.</p>
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<b>Classification</b>	Food and Related Products Processing > Baking
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Unit 14721, *Prepare and apply icings and glazes to bakery products using manual production methods*, is recommended for entry into this unit standard.
- 2 Legislation and references  
Enactments and codes 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 (Safety) Regulations 2002; Food Hygiene Regulations 1974; and the Australia New Zealand Food Standards Code, available at <http://www.foodstandards.govt.nz/>.
- 3 Range  
Preparing and filling two bakery products.  
Bakery products may include but are not limited to – pastries, pies, doughnuts, buns, sponge or cake.  
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.
- 4 Definitions  
*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.

*PPE* refers to personal protective equipment such as protective clothing; gloves; safety glasses, headwear, and footwear; hearing protection; and safety devices.

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## Outcomes and performance criteria

### Outcome 1

Use safe working practices.

#### Performance criteria

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

### Outcome 2

Prepare to fill to bakery products using manual production methods.

#### Performance criteria

- 2.1 Fillings meet product specifications and are in sufficient quantity for scheduled production.
- Range specifications may include but are not limited to – texture, condition, colour, consistency, temperature, quantity, free from contamination.
- 2.2 Bakery product for filling complies with product and production schedule requirements.
- 2.3 Bakery product is in a ready condition for filling in accordance with product specifications.
- Range ready condition may include but is not limited to – quality, resting time, temperature.
- 2.4 Equipment is clean, free from contamination, and available in accordance with workplace procedures.
- 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 in accordance with workplace procedures.

3.3 Variations arising during filling of bakery products are identified and rectified and/or reported in accordance with workplace procedures.

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 in accordance with workplace procedures.

Range may include but is not limited to – low temperature, room temperature.

3.5 Surplus filling is stored in accordance with workplace procedures.

Range low temperature, room temperature.

3.6 Equipment used to fill bakery products is cleaned and stored in accordance with workplace procedures.

<b>Replacement information</b>	This unit standard, unit standard 14721, and unit standard 14723 replaced unit standard 7724.
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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	27 May 1998	31 December 2018
Review	2	19 May 2006	31 December 2020
Review	3	17 March 2016	N/A
Revision	4	13 December 2018	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>.

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### Comments on this unit standard

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