

Title	Demonstrate knowledge of and apply quality policies and procedures in a commercial baking environment		
Level	3	Credits	12

Purpose	<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: demonstrate knowledge of quality control policies and procedures used in a commercial baking environment, and apply quality control procedures during the baking process.</p>
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Classification	Food and Related Products Processing > Baking
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Available grade	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; 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/>.

2 Definitions

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

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.

3 Assessment information

This unit standard must be assessed 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.

Descriptions given to meet the evidence requirements must be consistent with industry best practice and manufacturer's specifications. They must make reference to any relevant operational manuals and workplace procedures governing operation in a commercial bakery.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of quality control policies and procedures used in a commercial baking environment.

Evidence requirements

- 1.1 Storage management processes and the workplace procedures used to control quality of ingredients in storage are described.
- Range storage management processes may include but are not limited to – inwards goods checklists, storeroom checklists, best before checklists, rejection forms;
quality control procedures include – stock control, stock rotation, visual checks, best before dates, accuracy of labelling, temperature and humidity control.
- 1.2 Processes to control product quality during production are described.
- Range may include but not limited to – selection of ingredients, checks at critical stages of production, checks of final product.
- 1.3 Responsibilities for quality within the workplace are described.
- Range individual responsibilities for – checking, reporting, identifying and reporting opportunities for improvement.

Outcome 2

Apply quality control procedures during the baking process.

Range three occasions.

Evidence requirements

- 2.1 The quality of ingredients in storage is checked in accordance with workplace procedures.
- Range visual checks, accuracy of labelling.
- 2.2 Non-conforming ingredients are identified and corrective actions are taken in accordance with workplace procedures.

Range corrective actions include but are not limited to – reported, discarded, reworked, isolated.

2.3 Ingredients are selected, and checked, and match the recipe.

2.4 Quality checks are carried out during the baking process in accordance with workplace procedures.

Range texture, shape, appearance, uniformity of size.

2.5 Non conformities that occur during the baking process are identified and corrective actions taken in accordance with workplace procedures.

2.6 Quality of baked products is assessed and nonconformities identified and actioned in accordance with workplace procedures.

Range quality – taste, size, texture, shape, aroma, appearance.
actions may include – rectified, reported, isolated, discarded.

2.7 Quality control documents used by the workplace are completed in accordance with workplace procedures.

Range may include but is not limited to – checklists, forms, reports.

Planned review date	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

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>.

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.

Comments on this unit standard

Please contact Competenz at qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.