

Title	Make biscuit products in a commercial bakery		
Level	4	Credits	12

Purpose	<p>This unit standard is for people working or intending to work as a baking tradesperson in a commercial bakery.</p> <p>People credited with this unit standard are able to: prepare to make biscuit products, make biscuit products, bake biscuit products, and complete the biscuit making process.</p>
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Classification	Food and Related Products Processing > Baking - Cake and Biscuit
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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, 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; 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.

Quality specification is a detailed description that defines the required characteristics of a baked product and may be communicated in writing, verbally, or by using photographs.

3 Range

One batch of any six of – Scottish shortbread cookies, macarons produced from twenty four macaron halves, Viennese biscuits, gingerbread biscuits, chocolate chip cookies, ANZAC biscuits, macaroons.

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

4 Assessment information

This unit standard must be assessed against in a commercial craft bakery to workplace quality standards and production requirements, 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.

Outcomes and evidence requirements

Outcome 1

Prepare to make biscuit products.

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 Adjustments are made to meet variations in product requirements.
 - Range adjustments to – ingredients, quantities, baking process; variations may include – batch size, taste, appearance, texture.
- 1.4 Ingredients are selected and prepared in accordance with the recipe and workplace procedures.
 - Range may include but is not limited to checked for quality, weighed, sifted, conditioned.
- 1.5 Substandard ingredients are identified and corrective actions are taken in accordance with workplace procedures.
- 1.6 Equipment is selected and prepared for biscuit making in accordance with workplace procedures.
 - Range preparation includes – checked for condition and cleanliness, set up for operation.

Outcome 2

Make biscuit products.

Evidence requirements

- 2.1 Biscuit dough is prepared and mixed in accordance with recipe and workplace procedures.
- 2.2 Biscuit dough is processed in accordance with recipe and workplace procedures.

Range may include – dropped, deposited, formed, piped, spread.

2.3 Biscuit products are prepared for the oven in accordance with workplace procedures.

2.4 Equipment is operated in accordance with workplace procedures.

Outcome 3

Bake biscuit products.

Evidence requirements

3.1 Oven is prepared in accordance with workplace procedures.

Range 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 prepared for finishing in accordance with workplace procedures

Range may include – cooled, depanned.

3.5 Baked products are checked for compliance with quality specifications.

3.6 Non-conforming products are identified and corrective actions are taken in accordance with workplace procedures.

Outcome 4

Complete the biscuit making process.

Evidence requirements

4.1 Products are finished in accordance with workplace procedures.

Range glazed, iced, dusted, decorated.

4.2 Products are presented for sale in accordance with workplace procedures.

Range may include but is not limited to – packed, labelled, displayed.

4.3 The baking process is reviewed and changes that could improve the process are identified and communicated in accordance with workplace procedures.

Range: improvement may include but is not limited to – reducing waste of ingredients, saving time or effort, improving product quality, improving safety, reducing risk, more effective use of resources.

- 4.4 Equipment is shut down, cleaned, and stored in accordance with workplace procedures.
- 4.5 Work area is cleaned, tidied, and made ready for next operation in accordance with workplace procedures.
- 4.6 Waste is disposed of in accordance with workplace procedures.

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.