



Non-Formal Education – Advanced Learning Course

A COMPETENCY BASED CURRICULUM

BAKERY AND CONFECTIONERY

BQF Certificate-2



**Department of Education Programmes
Ministry of Education and Skills Development**

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Department of Education Programmes
Ministry of Education and Skills Development
Royal Government of Bhutan

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We would like to express our sincere appreciation to the Technical Trainers Training & Resource Centre (TTTRC), Department of Workforce Planning and Skills Development, MoESD and Department of Education Programmes who tirelessly dedicated their time, expertise, and creativity to ensure the quality and effectiveness of this curriculum. Your passion for vocational training has significantly enriched this curriculum and will undoubtedly benefit countless learners. We are also deeply grateful to the TTTRC, who generously selected experts from the market to develop this curriculum.

We would like to acknowledge the experts from the market for their invaluable contributions and collaboration in the development process. Your expertise and insights have been indispensable in shaping the content and structure of the curriculum.

Last but not least, we extend our gratitude to the Korean National Commission for UNESCO for their generous funding, which made this project possible. Your support reflects a shared commitment to promoting education and empowering learners worldwide.

Together, your collective efforts have paved the way for the advancement of the Non-Formal Education Programmes, empowering learners and enriching educational experiences. Thank you for your unwavering dedication and support.

Research and writing 2024

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དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་རྒྱུན་ལོང་འཕེལ་ལྷན་ཁུངས།

Royal Government of Bhutan
Ministry of Education & Skills Development

Department of Education Programmes
Program & Youth Coordination Division



Foreword

It is with great pleasure and enthusiasm that the Ministry of Education and Skills Development introduces the Bakery and Confectionery Curriculum as part of the Non-Formal Education – Advanced Learning Course. This competency-based curriculum, leading to a BQF Certificate-2, signifies our ongoing dedication to enriching educational opportunities and empowering individuals across our community learning platforms.

At the Ministry of Education and Skills Development, we recognize the importance of vocational training in fostering economic independence and entrepreneurial spirit. This course is designed not only to teach the fundamentals of baking and confectionery but also to imbue our learners with a robust set of skills, readying them for the demands and opportunities of the current job market.

This curriculum will serve as a vital resource for instructors at Community Learning Centers, providing them with structured guidance to effectively deliver the Advanced Learners' Course. The curriculum is structured to ensure that each participant gains practical knowledge and hands-on experience, critical for mastering the art and science behind bakery and confectionery. It is our fervent hope that this curriculum will encourage creativity and innovation, allowing learners to explore various culinary techniques and trends that are essential in today's dynamic food industry.

The Ministry extends our sincere gratitude to all those who contributed to the development of this curriculum, including experts from market and stakeholders whose expertise and insights have enriched its content.

We extend our heartfelt gratitude to all the experts whose contributions have been invaluable. Special thanks are also due to the Korean National Commission for UNESCO for their generous support under the 2023 Bridge Bhutan Project, which has made this initiative possible.

As we continue to expand and adapt our educational frameworks to meet the evolving needs of our learners, we remain committed to providing pathways that lead to both personal growth and professional development. Together, let us strive towards a future where education is the cornerstone of community empowerment and individual success.

Tashi Delek!

(Tashi Namgyal)

Director

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COMPETENCY PROFILE

Trade: Bakery and Confectionery

Occupation: Baker

Competency Area	Sub-Competency Area	Competencies/Tasks			
A. Carry out preparation of quick breads	A1. Produce cookies	A1.01 - Prepare chocolate chips cookies	A1.02 - Prepare butter cookies	A1.03 - Prepare peanut butter cookies	A1.04 - Prepare jam drop cookies
		A1.05 - Prepare lemon cookies	A1.06 - Prepare Coffee Almond cookies	A1.07 - Prepare Buckwheat Cookies	A1.08 - Prepare Macaroon
	A2. Produce muffins and cupcakes	A2.01- Prepare vanilla cupcakes	A2.02 - Prepare chocolate chips muffins	A2.03 - Prepare banana muffins	A2.04 - Prepare pumpkin muffins
		A2.05 - Prepare carrot muffins			
	A3. Produce loaf cakes	A3.01 - Prepare banana cake	A3.02 - Prepare butter cake	A3.03 - Prepare fruit cake	A3.04 - Prepare carrot cake
		A3.05 - Prepare Pan cake	A3.06 - Prepare Japanese Cheese cake	A3.07 - Prepare Marble Cake	
B. Carry out preparation of yeasted items	B1. Produce breads	B1.01 - Prepare milk bread	B1.02 - Prepare brown bread	B1.03 - Prepare French bread	B1.04 - Prepare English muffin
		B1.05 - Prepare Banana Bread	B1.06 - Prepare Baguette Bread	B1.07 - Prepare Rye Bread	B1.08 - Prepare Shokupan Bread
		B1.09 - Prepare soft roll	B1.10 - Prepare white toast		

	B2. Produce buns	B2.01- Prepare hamburger bun	B2.02 - Prepare soft roll bun	B2.03 - Prepare cinnamon roll	B2.04 - Prepare doughnut
		B2.05 - Prepare Croissants	B2.06 - Prepare Danish		
	B3. Produce pizza	B3.01- Prepare margherita pizza	B3.02 - Prepare seasonal veg-pizza	B3.03 - Prepare non-veg pizza	B3.04 - Prepare Pumpkin Flatted Pizza
		B3.05 - Prepare sandwich			
C. Carry out preparation of cakes	C1. Produce sponge cake	C1.01 - Bake vanilla sponge	C1.02 - Bake chocolate sponge	C1.03 - Bake pound cake	C1.04 - Bake eggless vanilla Sponge
		C1.05 - Prepare Red Velvet Sponge			
	C2. Produce Pastry	C2.01 - Prepare Eclair	C2.02 - Prepare Churros	C2.03 - Prepare Swiss Roll	C2.04 - Prepare white chocolate Mousse
		C2.05 - Prepare Brownie	C2.06 - Prepare Blondie	C2.07 - Prepare Cream Horns	
	C3. Produce creams	C3.01- Prepare whipped cream	C3.02 - Prepare butter cream	C3.03 - Prepare ganache	C3.04 - Prepare pastry cream
		C3.05 - Prepare French Butter Cream	C3.06 - Prepare Meringue		
	C4. Prepare toppings and fillings	C4.01 - Cook compote	C4.02 - Prepare chocolate decorations	C4.03 - Prepare spun sugar decoration	C4.04 - Prepare rumball
		C4.05 - Prepare candy	C4.06 - Prepare Fondant		

COURSE INFORMATION

Course Title	Bakery and Confectionery
Certification Awarded	BQF Certificate-2
Course Objective	<p>Upon completion of this short course, the trainee will be able to carry out the following learning outcomes:</p> <ol style="list-style-type: none"> 1. Carrying out preparation of quick breads 2. Carrying out preparation of yeasted items 3. Carrying out preparation of cakes
Course Description	<p>This short course is designed to provide trainees with the knowledge, skills and attitudes required to be competent in bakery and confectionery.</p> <p>This course will prepare the trainees to exhibit professionalism, teamwork, adaptability, and safety practices as per the requirement of workplace. To obtain certification of this short course, all learning outcomes prescribed must be achieved.</p>
Course Duration	480 hours
Trainer-Trainee Ratio	<p>1:12 (Practical)</p> <p>1:20 (Theory)</p>
Entry Requirement	Completed Class X or equivalent
Trainer Qualification	<ul style="list-style-type: none"> • Must have a minimum qualification of diploma in hotel management/ specifically in baking and confectionery with at least five years of related work experience. • Must have undergone Training of Trainers-Technical Instruction and Pedagogy. • Must have at least 3-5 years job/industry experience in relevant field if institute hire instructors or guest lecturer from industry.

COURSE STRUCTURE

Module Title	Learning Outcome	Nominal duration (Hours)
1. Carrying out preparation of quick bread	1.1 Produce cookies 1.2 Produce muffins and cupcakes 1.3 Produce loaf cakes	171 Hours
2. Carrying out preparation of yeasted items	2.1 Produce breads 2.2 Produce buns 2.3 Produce pizza	145 Hours
3. Carrying out preparation of cakes	3.1 Produce sponge cake 3.2 Produce Pastry 3.3 Produce creams 3.4 Prepare toppings and fillings	164 Hours

ASSESSMENT AND CERTIFICATION

ASSESSMENT	<p>Formative assessment will be conducted on completion of each module through assignment, continuous assessment, demonstration of practical skills or observation, oral questioning and written test.</p> <p>Summative assessment shall be conducted on the completion of the course.</p>
CERTIFICATION	On successful completion of this course, the institute shall award a certificate of completion to the trainee.
COURSE DELIVERY	<ol style="list-style-type: none"> 1. Modular 2. Demonstration 3. Lecture 4. Discussion 5. Group work with project-based learning 6. Individual practice with problem-based learning
RESOURCES	<p>Materials</p> <ul style="list-style-type: none"> • Flour, baking soda, baking powder, chocolate chips, castor sugar, unsalted butter, pea nut butter, jam, brown sugar, egg, milk, flavouring essences, salt, water, icing sugar, food gloves, oil, banana, orange squash, muffin liner, banana essences, vanilla essence, cocoa powder, cinnamon powder, nutmeg, whipped cream, syrup, cling wrap dry fruits, nuts, tutti fruit, carrot, orange juice, lemon juice, raisin, water, cream cheese, bread flour, whole wheat flour, cocoa

powder, milk powder, yeast, food gloves, improver, gluten, milk powder, sesame seed, chocolate, sprinkles, corn syrup, lemon juice, icing sugar, egg, milk, jam, whipping cream, improver, food colourings, tomato, garlic, tomato puree, mozzarella cheese, fresh basil, pizza seasoning, black pepper, onion, mushroom, green peas, capsicum, Parsley, Rosemary, Oregano, Bay-leaf, Hazelnuts, Basil, Thyme, Mint, chicken, bacon, sausage, paprika powder, pitted olive, olive oil , cake flour, cake gel, butter paper, cake base, chocolate compound, ham, fresh cream, corn flour, topping cream, gelatine, rum, fruits, skewer, sprinkles, dust collector, kitchen towel, fig, dish washing soap, hand washing soap, dustbin, napkin, mope set and broom.

Tools

- Hand mixer, measuring cup & spoon, piping bag set, spatula, cookie cutter, tong, spoon, knife sharpener, ramekin, Sosa plate, oil container, wine glass, bowls, knife, chopping knife, scissor, sifter, baking tray, baking paper, cooling rack, plastic scraper, first aid kit, rolling pin, skewer, scissor, hand whisk, sifter, cooling rack, cupcake mould, plastic scraper, scoop, Loaf pan/bread mould, bowls, chopping board, baking paper, steel ladle, bread knife, sifter, palette knife, grater, pastry brush, bread mould, baking trolley, bench scraper, baguette mould, pastry brush, doughnut cutter, strainer, container, frying pan with lid, spider ladle, pastry brush , Pizza cutter, baking trolley, pizza tray, pizza peel, pizza docker, can opener, cake mould, turn table, baking mat, metal scrapper, pot, parchment paper and rubber/silicone candy mould, , Horn mould, Zester, Fondant Decorator.

Instruments

- Measuring scale, thermometer and timer, measuring spoon and cup

Equipment

- Mixer machine, oven, proofer, essential pantry ingredient rack, bread slicer machine, freezer, fryer and chiller, Dough flatter. Wire rack

PPE

- Oven gloves, safety shoes, hair net, hair cap, hand sanitizer, chef uniform, mask, kitchen hat and apron

Learning Materials

- Hand-outs
- Audio visuals
- Reference books

	<ul style="list-style-type: none">• Manuals <p>Infrastructure and training facilities</p> <ul style="list-style-type: none">• Theory classroom size: Minimum of 1.5 square meter per trainee.• Practical classroom size: Minimum of 3 square meter per trainee. <p>Other variables must be considered depending upon type of skill being taught and the number of trainees participating at one time.</p>
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MODULE INFORMATION

MODULE 1 - CARRYING OUT PREPARATION OF QUICK BREADS

MODULE INFORMATION	
Occupation	Baker
Competency Area	Carryout preparation of quick bread
Module Title	Carrying out preparation of quick bread
Module Code	7512-L2-M1
Module Description	This module is designed to provide trainees with the knowledge, skills and attitude required to produce cookies, muffins & cupcakes and loaf cakes.
Nominal Duration	80 Hours
Pre-requisite	Completed Class X or equivalent
Certificate Level	BQF Certificate II
Learning Outcome	<ol style="list-style-type: none">1. Produce cookies2. Produce muffins and cupcakes3. Produce loaf cakes

Module Title	Carrying out preparation of quick breads		
Module code	7512-L2-M1		
Learning Outcome 1	Produce cookies		
Duration	Theory: 26 Hrs.	Practical: 54 Hrs.	Total: 80 Hrs.
Assessment criteria	<ul style="list-style-type: none"> Chocolate chips cookies is prepared as per the job requirement following standard procedure. Butter cookies is prepared as per the job requirement following standard procedure. Peanut butter cookies are prepared as per the job requirement following standard procedure. Jam drop cookies is prepared as per the job requirement following standard procedure. Lemon cookies are prepared as per job requirement following standard procedure. Coffee Almond cookies are prepared as per job requirement following standard procedure. Buckwheat cookies are prepared as per requirement following standard procedure. Macaron are prepared as per job requirement following standard procedure. 		
Content	A1.00 Introductory Knowledge		
	<ul style="list-style-type: none"> Introduction to Bakery and confectionery Background history of bakery and confectionery Job description and kitchen brigade chart of baker Opening and closing procedure of bakery kitchen Market trends and scope of bakery and confectionery Importance of grooming, hygiene and sanitation in bakery Basic first aid Introduction to basic tools and equipment Baking terms Baking ingredients Food safety and regulation 		
	A1.01 Preparing chocolate chips cookies		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to cookies Types of cookies Methods of preparing cookies Key ingredients of cookies Characteristics of cookies 	<ul style="list-style-type: none"> Cookie faults and their causes Introduction to chocolate chips cookies Ingredients for preparing chocolate chips cookies Methods of preparing chocolate chips cookies Baking time and temperature Cost estimation and pricing 	

<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • ICT skills • Observation skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, Safety and Environmental concern</i>	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A1.02 Preparing butter cookies	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to butter cookies • Ingredients for preparing butter cookies • Process of preparing butter cookies 	<ul style="list-style-type: none"> • Baking time and temperature • Storage and shelf life
<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Piping skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation time • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety, and environmental concern</i>	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE • Ensure to check water level • Ensure to maintain cleanliness of machine
A1.03 Preparing peanut butter cookies	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to peanut butter cookies • Ingredients for preparing peanut butter cookies 	<ul style="list-style-type: none"> • Process of preparing peanut butter cookies • Baking time and temperature

Skills	
<ul style="list-style-type: none"> • Operating mixer machine skills • Pattern designing skills • Shaping skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Numeracy skills • Observation skills • Planning skills • Negotiating skills • Coaching skills
Attitude, safety, and environmental concern	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A1.04 Preparing jam drop cookies	
Knowledge	
<ul style="list-style-type: none"> • Introduction to jam drop cookies • Ingredients for preparing jam drop cookies 	<ul style="list-style-type: none"> • Process of preparing jam drop cookies • Baking time and temperature
Skills	
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
Attitude, safety, and environmental concern	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A1.05 Preparing Lemon Cookies	
Knowledge	
<ul style="list-style-type: none"> • Introduction to lemon cookies • Definition of dough • Important of preheating 	<ul style="list-style-type: none"> • Purpose of maintaining temperature • Ratios of ingredients
Skills	
<ul style="list-style-type: none"> • Handling skills • ICT skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills

<ul style="list-style-type: none"> • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety, and environmental concern</i>	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A1.06 Preparing Coffee Almond Cookies	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to coffee almond cookies • Importance of preheating • Purpose of maintaining temperature 	<ul style="list-style-type: none"> • Reason for using folding method • Ratios of ingredients • Baking time and its importance.
<i>Skills</i>	
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills • Observation skills 	<ul style="list-style-type: none"> • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety, and environmental concern</i>	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A1.07 Preparing Buckwheat Cookies	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to buckwheat cookies • Purpose of maintaining temperature 	<ul style="list-style-type: none"> • Ratios of ingredients • Baking time and its importance.
<i>Skills</i>	
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills

		<ul style="list-style-type: none"> • Coaching skills
<i>Attitude, safety, and environmental concern</i>		
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 		<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A1.08 Preparing Macaron		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to macaroon • Purpose of maintaining temperature • Ratios of ingredients 		<ul style="list-style-type: none"> • Importance of maintaining baking time. • Importance of double boiling • Importance of piping • Importance of beating
<i>Skills</i>		
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 		<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety, and environmental concern</i>		
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 		<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

<p>Learning Conditions</p>	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Flour, baking soda, coffee, Almond, lemon, buckwheat flour, parchment paper, food colour, baking powder, chocolate chips, Castor sugar, butter, pea nut butter, jam, brown sugar, egg, milk, flavouring essences, salt, water, icing sugar, food gloves, oil, mop set, broom, dustbin, dust collector and kitchen towel <p>Tools</p> <ul style="list-style-type: none"> • Hand mixer, measuring cup & spoon, piping bag set, spatula, cookie cutter, container, bowls, knife, chopping knife, scissor, sifter, baking tray, baking paper, cooling rack, Whisker, Sieve, stainer, plastic scraper, lemon squeezer, Zester, Cookies Scoop, first aid kit and rolling pin <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer, measuring spoon and cup <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven, freezer and chiller <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

Module Title	Carrying out preparation of quick breads		
Module code	7512-L2-M1		
Learning Outcome 2	Produce muffins and cupcakes		
Duration	Theory: 5 Hrs.	Practical: 35 Hrs.	Total: 40Hrs.
Assessment criteria	<ul style="list-style-type: none"> Vanilla cupcake is prepared as per the job requirement following standard procedure. Chocolate chips muffin is prepared as per the job requirement following standard procedure. Banana muffin is prepared as per the job requirement following standard procedure. pumpkin muffin is prepared as per the job requirement following standard procedure. Carrot muffin is prepared as per the job requirement following standard procedure. 		
Content	A2.01 Preparing vanilla cupcakes		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to cupcakes Types of frosting Introduction to vanilla cupcakes Ingredients for preparing vanilla cupcakes 	<ul style="list-style-type: none"> Process of preparing vanilla cupcakes Purpose of pouring batter Cost estimation for the product Baking time and temperature 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> Frosting skills Mixer machine operating skills ICT skills Communication skills Analytical skills 	<ul style="list-style-type: none"> Observation skills Numeracy skills Planning skills Negotiating skills Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> Being time conscious Being team player Having integrity and work ethics Being efficient in using resources 	<ul style="list-style-type: none"> Proper handling and storage of tools and equipment Ensuring proper disposal of wastes Ensuring to follow proper OHS Ensuring proper use of PPE Ensuring to pour batter as per the standard 		

A2.02 Preparing Chocolate chips muffins	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to muffins • Difference between cupcakes and muffins • Introduction to Chocolate chips muffins 	<ul style="list-style-type: none"> • Ingredients for preparing chocolate chips muffins • Process of preparing chocolate chips muffins • Importance of checking the product • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Folding skills • ICT skills • Communication skills • Analytical skills • Observation skills 	<ul style="list-style-type: none"> • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A2.03 Preparing banana muffins	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to banana muffins • Ingredients for preparing banana muffins • Mixing ratio of ingredients 	<ul style="list-style-type: none"> • Process of preparing banana muffins • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes

	<ul style="list-style-type: none"> • Being efficient in using resources 	<ul style="list-style-type: none"> • Ensuring to follow proper OHS • Ensuring proper use of PPE
A2.04 Preparing Pumpkin Muffins		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to pumpkin Muffin. • Types of tools • Importance of different ingredients 	<ul style="list-style-type: none"> • Cause and effect of over filling the muffin • Importance of using ice cream scoop • Purpose of Cooling muffins products. 	
<i>Skills</i>		
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Numeracy skills • Planning skills • Negotiating skills • Coaching skills 	
<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE 	
A2.04 Preparing Carrot Muffins		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to Carrot Muffin. • Importance of different ingredients • Importance of Grating 	<ul style="list-style-type: none"> • Process of carrot muffin. • Importance of maintaining temperature and baking time. 	
<i>Skills</i>		
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Numeracy skills • Planning skills • Negotiating skills • Coaching skills 	
<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes 	

	<ul style="list-style-type: none"> • Being efficient in using resources 	<ul style="list-style-type: none"> • Ensuring to follow proper OHS • Ensuring proper use of PPE
Learning Conditions	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT Lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Flour, baking soda, baking powder, carrot, pumpkin, chocolate chips, Castor sugar, butter, banana, brown sugar, orange squash, muffin liner, egg, milk, banana essences, vanilla essence, cocoa powder, salt, water, cinnamon powder, nutmeg, skewer, parchment paper, whipped cream, silver foil, syrup, food gloves, cling wrap and oil <p>Tools</p> <ul style="list-style-type: none"> • Hand mixer, measuring cup & spoon, piping bag set, spatula, bowls, knife, dairy chopping board, peeler, Grater, scissor, zipped block bag, hand whisk, sifter, brush, blender, muffin tray, cooling rack, measuring jug, cupcake mould, plastic scraper and scoop <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven, freezer fridge <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron 	
Instructional Methodologies	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning 	
Method of Assessment	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment 	

MODULE 2 - CARRYING OUT PREPARATION OF YEASTED ITEMS

MODULE INFORMATION	
Occupation	Baker
Competency area	Carry out preparation of yeasted items
Module Title	Carrying out preparation of yeasted items
Module code	7512-L2-M2
Module Description	This module is designed to provide trainees with the knowledge, skills and attitude required to produce breads, buns and pizza.
Nominal Duration	145 Hours
Pre-requisite	Completed module 1
Certificate level	BQF certificate
Learning outcome	<ol style="list-style-type: none">1. Produce breads2. Produce buns3. Produce pizza

Module Title	Carrying out preparation of quick bread		
Module code	7512-L2-M1		
Learning Outcome 3	Produce loaf cake		
Duration	Theory: 8 Hrs.	Practical: 43 Hrs.	Total: 51 Hrs.
Assessment criteria	<ul style="list-style-type: none"> Banana cake is prepared as per the job requirement following standard procedure. Butter cake is prepared as per the job requirement following standard procedure. Fruit cake is prepared as per the job requirement following standard procedure. Carrot cake is prepared as per the job requirement following standard procedure. Pan cake is prepared as per the job requirement following standard procedure. Japanese Cheese cake is prepared as per the job requirement following standard procedure. Marble cake is prepared as per the job requirement following standard procedure. 		
Content	A3.01 Preparing banana cake		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to loaf cake Introduction to banana cake Difference between loaf cake and pan cake Mixing ratio of ingredients 	<ul style="list-style-type: none"> Process of preparing banana cake Cost estimation for the product Baking time and temperature 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> Handling skills Communication skills Analytical skills Observation skills 	<ul style="list-style-type: none"> Numeracy skills Planning skills Negotiating skills Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
	<ul style="list-style-type: none"> Effective time management Being team player Having integrity and work ethics Being efficient in using resources 	<ul style="list-style-type: none"> Proper handling and storage of tools and equipment Ensuring proper disposal of wastes Ensuring to follow proper OHS Ensuring proper use of PPE 	
	A3.02 Preparing butter cake		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to butter cake Types of ingredients for preparing butter cake Difference between butter cake and Japanese cheese cake 	<ul style="list-style-type: none"> Process of preparing butter cake Baking time and temperature 	

<i>Skills</i>	
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills • Observation skills 	<ul style="list-style-type: none"> • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A3.03 Preparing fruit cake	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to fruit cake • Varieties of fruits used in fruit cake • Difference between fruits cake and carrot cake 	<ul style="list-style-type: none"> • Mixing ratio of ingredients for preparing fruit cake • Process of preparing fruit cake • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Cutting skills • Designing skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A3.04 Preparing carrot cake	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to carrot cake • Types of graters and its uses 	<ul style="list-style-type: none"> • Process of preparing carrot cake • Baking time and temperature

<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Cutting skills • Handling skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A3.05 Preparing Pan cake	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to Pan Cake • Types of pan cake • Ingredient and its proportion 	<ul style="list-style-type: none"> • Importance of making batter • Process of Pan cake
<i>Skills</i>	
<ul style="list-style-type: none"> • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A3.06 Preparing Japanese Cheese cake	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to Japanese cheese cake • Type of tool and its function • Ingredients and its proportion 	<ul style="list-style-type: none"> • Temperature and baking time • Importance of cooling

<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Handling Skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
A3.07 Preparing Marble cake	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to marble cake • Types of ingredients • Types of design for batter • Type of tool /equipment, material 	<ul style="list-style-type: none"> • Methods of storing cake • Process of preparing marble cake • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Designing skills • Mixer machine operating skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

<p>Learning Conditions</p>	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books-<i>manuals</i> <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Cake flour, All-purpose flour, baking soda, food colour, baking powder, Castor sugar, unsalted butter, banana, brown sugar, egg, milk, banana essences, vanilla essence, dry fruits, nuts, tutti fruit, salt, carrot, orange juice, lemon juice, raisin, skewer, water, cream cheese, icing sugar, cinnamon powder, nutmeg, food gloves, cling wrap and oil <p>Tools</p> <ul style="list-style-type: none"> • Hand mixer, measuring cup & spoon, Loaf pan/bread mould, spatula, bowls, knife, chopping board, scissor, hand whisk, cooling rack, baking paper, plastic scraper, frying pan, steel ladle, bread knife, sifter, palette knife, grater and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven, freezer and chiller fridge <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

Module Title	Carrying out preparation of yeasted items		
Module code	7512-L2-M2		
Learning outcome 1	Produce breads		
Duration	Theory: 8 Hrs.	Practical: 56 Hrs.	Total: 64 Hrs.
Assessment criteria	<ul style="list-style-type: none"> • Milk bread is prepared as per the job requirement following standard procedure. • Brown bread is prepared as per the job requirement following standard procedure. • English muffin is prepared as per the job requirement following standard procedure. • French bread is prepared as per the job requirement following standard procedure. • Baguette bread is prepared as per the job requirement following standard procedure. • Rye bread is prepared as per the job requirement following standard procedure. 		
Content	B1.01 Preparing milk bread		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> • Introduction to bread • Types of breads • Characteristics of bread • Bread faults and their causes • Introduction to milk bread • Ingredients for preparing milk bread 	<ul style="list-style-type: none"> • Process of preparing milk bread • Purpose of packaging and its importance • Cost estimation for the product • Proofing time and temperature for bread dough • Baking time and temperature 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> • Kneading skills • Cutting skills • Folding Skills • Machine operating skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE 		

B1.02 Preparing brown bread	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to brown bread • Ingredients for preparing brown bread • Process of preparing brown bread 	<ul style="list-style-type: none"> • Proofing time and temperature for bread dough • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
B1.03 Preparing French bread	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to French bread • Ingredients for preparing French bread • Difference between French bread and Baguette bread 	<ul style="list-style-type: none"> • Process of preparing French bread • Proofing time and temperature for bread dough • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • Scoring skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS

<ul style="list-style-type: none"> • Being efficient in using resources 	<ul style="list-style-type: none"> • Ensuring proper use of PPE
B1.04 Preparing English Muffin	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to English muffins • Ingredients for preparing English muffins 	<ul style="list-style-type: none"> • Process of preparing English muffins • Proofing time and temperature for dough • Toasting time
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
B1.05 Preparing Baguette Bread	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to baguette • Types of ingredients 	<ul style="list-style-type: none"> • Type of tool /equipment, material • Important of storing breads
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • Scoring skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes

<ul style="list-style-type: none"> • Being efficient in using resources 	<ul style="list-style-type: none"> • Ensuring to follow proper OHS • Ensuring proper use of PPE
B1.06 Preparing Rye Bread	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to Rye bread • Types of ingredients • Importance of storage 	<ul style="list-style-type: none"> • Temperature and baking time • Importance of cooling
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
B1.07 Preparing Shokupan Bread	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to shokupan bread • Types of materials 	<ul style="list-style-type: none"> • Proofing time and temperature for bread dough • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Shaping skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

<p>Learning Conditions</p>	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery Training Kitchen <p>Materials</p> <ul style="list-style-type: none"> • Bread flour, whole wheat flour, Rye flour, cocoa powder, milk powder, Castor sugar, unsalted butter, brown sugar, egg, milk, salt, water, yeast, food gloves, improver, gluten, cling wrap and oil <p>Tools</p> <ul style="list-style-type: none"> • Measuring cup & spoon, bread mould, spatula, bowls, knife, chopping board, scissor, cooling rack, baking trolley, baking paper, bench scraper, sifter, bread knife, baguette mould and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven, proofer, bread slicer machine, freezer and chiller fridge <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

Module Title	Carrying out preparation of yeasted items		
Module code	7512-L2-M2		
Learning outcome 2	Produce buns		
Duration	Theory: 10 Hrs.	Practical: 35 Hrs.	Total: 45 Hrs.
Assessment criteria	<ul style="list-style-type: none"> Hamburger bun is prepared as per the job requirement following standard procedure. Soft roll bun is prepared as per the job requirement following standard procedure. Cinnamon roll is prepared as per the job requirement following standard procedure. Doughnut is prepared as per the job requirement following standard procedure. Croissant is prepared as per the job requirement following standard procedure. Danish is prepared as per the job requirement following standard procedure. 		
Content	B2.01 Preparing hamburger bun		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to bun Introduction to hamburger bun Purpose of yeast and its uses Process of preparing hamburger 	<ul style="list-style-type: none"> Cost estimation for the product Proofing time and temperature for dough Baking time and temperature 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> Machine operating skills Shaping skills Kneading skills ICT skills Communication skills 	<ul style="list-style-type: none"> Analytical skills Observation skills Numeracy skills Planning skills Negotiating skills Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> Effective time management Being team player Having integrity and work ethics Being efficient in using resources 	<ul style="list-style-type: none"> Proper handling and storage of tools and equipment Ensuring proper disposal of wastes Ensuring to follow proper OHS Ensuring proper use of PPE 		

B2.02 Preparing soft roll bun	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to soft roll bun • Ingredients and its proportion • Difference between hamburger and soft roll 	<ul style="list-style-type: none"> • Process of preparing soft roll bun • Proofing time and temperature for dough • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
B2.03 Preparing cinnamon roll	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to cinnamon roll • Types of ingredients and mixing proportion 	<ul style="list-style-type: none"> • Process of preparing cinnamon roll • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Shaping skills • Cutting Skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS

	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper use of PPE
B2.04 Preparing doughnut		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to doughnut • Types of doughnuts and its ratio • Ingredients for preparing doughnut 		<ul style="list-style-type: none"> • Process of preparing doughnut • Proofing time and temperature for dough • Frying time and oil temperature
<i>Skills</i>		
<ul style="list-style-type: none"> • Machine operating skills • Shaping skills • Kneading skills • Cutting skills • ICT skills • Communication skills 		<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 		<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE • Ensure safe disposal of used oil in proper place
B2.05 Preparing Croissants		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to croissants • Reason for using folding method • Types of ingredients and its ratios • Importance of greasing 		<ul style="list-style-type: none"> • Importance of using Chiller • Importance of cutting • Importance of maintaining baking time. • Purpose of maintaining temperature
<i>Skills</i>		
<ul style="list-style-type: none"> • Machine operating skills • Shaping skills • Kneading skills • Cutting skills • ICT skills • Communication skills 		<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills

<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE • Ensure safe disposal of used oil in proper place
B2.06 Preparing Danish	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to Danish • Folding and it function • Types of Danish • Ingredient and it proportion 	<ul style="list-style-type: none"> • Temperature and baking time • Proofing time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Shaping skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE • Ensure safe disposal of used oil in proper place

<p>Learning Conditions</p>	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Bread flour, milk powder, ham, castor sugar, Brandy, fruits, unsalted butter, brown sugar, cinnamon powder, sesame seed, chocolate, sprinkles, corn syrup, lemon juice, icing sugar, egg, milk, jam, whipping cream, vanilla essence, salt, water, yeast, food gloves, improver, gluten, cling wrap, food colourings and oil. <p>Tools</p> <ul style="list-style-type: none"> • Hand whisk, measuring cup & spoon, spatula, bowls, knife, chopping board, scissor, cooling rack, baking trolley, baking paper, bench scraper, bread knife, doughnut cutter, strainer, container, frying pan with lid, rolling pin, baking tray, spider ladle, sifter and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven, proofer, deep fryer and chiller fridge <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

Module Title	Carrying out preparation of yeasted items		
Module code	7512-L2-M2		
Learning outcome 3	Produce pizza		
Duration	Theory: 7 Hrs.	Practical: 29 Hrs.	Total: 36 Hrs.
Assessment criteria	<ul style="list-style-type: none"> • Margherita pizza is prepared as per the job requirement following standard procedure. • Seasonal veg pizza is prepared as per the job requirement following standard procedure. • Non-veg pizza is prepared as per the job requirement following standard procedure. • Pumpkin Flatted pizza is prepared as per the job requirement following standard procedure. • Sandwich is prepared as per the job requirement following standard procedure. 		
Content	B3.01 Preparing margherita pizza		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> • Introduction to Pizza • Types of pizza • Types of cheese and its purpose • Process of preparing pizza dough • Process of preparing pizza sauce 	<ul style="list-style-type: none"> • Introduction to margherita pizza • Ingredients for preparing margherita pizza • Process of preparing margherita pizza • Cost estimation for the product • Proofing time and temperature • Baking time and temperature 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Kneading skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE 		

B3.02 Preparing Seasonal Veg- pizza	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to seasonal veg pizza • Types of ingredients • Process of preparing seasonal veg pizza 	<ul style="list-style-type: none"> • Proofing time and temperature for pizza dough • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Kneading skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
B3.03 Preparing Non-Veg pizza	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to non- veg pizza • Process of preparing non-veg pizza 	<ul style="list-style-type: none"> • Purpose of cooking meat items • Types of meats
<i>Skills</i>	
<ul style="list-style-type: none"> • Kneading skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

B3.04 Preparing Pumpkin Flatted Pizza	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to pumpkin flatted pizza • Purpose of Sauteed pumpkin 	<ul style="list-style-type: none"> • Proofing time and temperature for pizza dough • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Kneading skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
B3.05 Preparing Sandwich	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to sandwich • Ingredients for preparing sandwich 	<ul style="list-style-type: none"> • Types of sandwiches • Types of cheese • Process of preparing sandwich
<i>Skills</i>	
<ul style="list-style-type: none"> • Cutting Skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

<p>Learning Conditions</p>	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Bread flour, Castor sugar, tomato, garlic, lettuce, tomato puree, mozzarella cheese, fresh basil, mix herbs, pizza seasoning, salt, water, yeast, food gloves, improver, gluten, cling wrap, black pepper, onion, muenster cheese, mushroom, green peas, capsicum, pumpkin, chicken, bacon, sausage, paprika powder, mayonnaise, Dijon mustard, pitted olive, olive oil, olive seed and oil. <p>Tools</p> <ul style="list-style-type: none"> • Measuring cup & spoon, spatula, bowls, knife, fork, grilling pan, chopping board, scissor, Pizza cutter, baking trolley, pizza tray/board, pizza peel, bench scraper, rolling pin, bread knife, sifter, pizza docker, container, can opener and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven and proofer <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

MODULE 3 - CARRYING OUT PREPARATION OF CAKE

MODULE INFORMATION	
Occupation	Baker
Competency area	Carry out preparation of cake
Module Title	Carrying out preparation of cake
Module code	7512-L2-M3
Module Description	This module is designed to provide trainees with the knowledge, skills and attitude required to produce sponge cake, creams and to prepare toppings & fillings
Nominal Duration	164 Hours
Pre-requisite	Completed module M2
Certificate level	BQF Certificate II
Learning Outcome	<ol style="list-style-type: none">1. Produce sponge cake2. Produce Pastry3. Produce creams4. Prepare toppings and fillings

Module Title	Carrying out preparation of cake		
Module code	7512-L2-M3		
Learning outcome 1	Produce sponge cake		
Duration	Theory: 10 Hrs.	Practical: 32 Hrs.	Total: 42 Hrs.
Assessment criteria Content	<ul style="list-style-type: none"> • Vanilla sponge is baked as per the job requirement following standard procedure. • Chocolate sponge is baked as per the job requirement following standard procedure. • Pound cake is baked as per the job requirement following standard procedure. • Eggless Vanilla sponge is baked as per the job requirement following standard procedure. • Red Velvet Sponge is baked as per the job requirement following standard procedure. 		
	C1.01 Baking Vanilla Sponge		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> • Introduction to cake • Types of cake • Mixing methods • Cake faults and its causes • Cost estimation for the product • Importance of checking the product 	<ul style="list-style-type: none"> • Introduction to vanilla sponge • Ingredients for preparing vanilla sponge • Process of preparing vanilla sponge • Baking time and temperature 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Cutting skills • Frosting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
	<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE 	

C1.02 Baking chocolate sponge	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to chocolate sponge • Ingredients for preparing chocolate sponge 	<ul style="list-style-type: none"> • Process of preparing chocolate sponge • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Handling skills • Cutting skills • Frosting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C1.03 Baking Pound Cake	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to pound cake • Difference between sponge and pound cake • Ingredients and mixing proportion for preparing pound cake 	<ul style="list-style-type: none"> • Process of preparing pound cake • Baking time and temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Cutting skills • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes

	<ul style="list-style-type: none"> • Being efficient in using resources 	<ul style="list-style-type: none"> • Ensuring to follow proper OHS • Ensuring proper use of PPE
C1.04 Baking Eggless Vanilla Sponge		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to eggless vanilla sponge • Purpose of measuring the ingredients • Difference between eggless vanilla sponge and vanilla sponge 		<ul style="list-style-type: none"> • Precaution while removing the product from oven. • Temperature and baking time
<i>Skills</i>		
<ul style="list-style-type: none"> • Machine operating skills • Cutting skills • Handling skills • Frosting skills • ICT skills • Communication skills 		<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 		<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C1.05 Baking Red Velvet Sponge		
<i>Knowledge</i>		
<ul style="list-style-type: none"> • Introduction to Red Velvet cake • Types of ingredients and its proportion • Important of storing cake 		<ul style="list-style-type: none"> • Temperature and baking time • Importance of cooling time
<i>Skills</i>		
<ul style="list-style-type: none"> • Machine operating skills • Cutting skills • Frosting Skills • Handling skills • ICT skills • Communication skills 		<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills

	<p style="text-align: center;"><i>Attitude, safety and environmental concern</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE </td> </tr> </table>	<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
<ul style="list-style-type: none"> • Being time conscious • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE 		
Learning Conditions	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Cake flour, baking powder, baking soda, food colour, curd, egg, cocoa powder, cake gel, vanilla essence/ beans, milk, unsalted whipped cream, butter, skewer, Castor sugar, salt, water, food gloves, white vinegar, butter paper, cling wrap, cake base and oil. <p>Tools</p> <ul style="list-style-type: none"> • Measuring cup & spoon, spatula, bowls, palette knife, knife, chopping board, scissor, baking trolley, plastic scraper, Bundt pan/ loaf pan, hand whisk, cake mould, bread knife, sifter, turn table, baking mat and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer and timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, oven, freezer and chiller fridge <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron 		
Instructional Methodologies	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning 		

Method of Assessment	The trainer shall use <i>inter alia</i> , the following assessment methods: <ul data-bbox="380 199 739 327" style="list-style-type: none">• Practical observation• Oral questioning/viva-voce• Written test• Assignment
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Module Title	Carrying out preparation of cake		
Module code	7512-L2-M3		
Learning outcome 2	Produce Pastry		
Duration	Theory: 10 Hrs.	Practical: 48 Hrs.	Total: 58 Hrs.
Assessment criteria Content	<ul style="list-style-type: none"> Eclair is prepared as per the job requirement following standard procedure. Churros is prepared as per the job requirement following standard procedure. Swiss Roll is prepared as per the job requirement following standard procedure. White Chocolate Musse is prepared as per the job requirement following standard procedure. Brownie is prepared as per the job requirement following standard procedure. Blondie is prepared as per the job requirement following standard procedure. Cream Horn is prepared as per the job requirement following standard procedure. 		
	C2.01 Preparing Eclair		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to éclair Types of ingredients and its proportion Temperature and baking time 	<ul style="list-style-type: none"> Importance of making batter Purpose of cooling 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> Machine operating skills Piping skills Whipping skills ICT skills Communication skills Analytical skills 	<ul style="list-style-type: none"> Observation skills Numeracy skills Planning skills Negotiating skills Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
	<ul style="list-style-type: none"> Effective time management Being team player Having integrity and work ethics Being efficient in using resources 	<ul style="list-style-type: none"> Proper handling and storage of tools and equipment Ensuring proper disposal of wastes Ensuring to follow proper OHS Ensuring proper use of PPE 	

C2.02 Preparing Churros	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to churros • Types of ingredients for churros 	<ul style="list-style-type: none"> • Importance of making batter • Importance for maintaining oil temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Piping skills • Cutting skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE • Ensuring to safe mixing of sugar syrup
C2.03 Preparing Swiss Roll	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to Swiss roll • Types of storage facilities • Process of preparing Swiss roll 	<ul style="list-style-type: none"> • Importance of baking time and temperature • Factors affecting storage
<i>Skills</i>	
<ul style="list-style-type: none"> • Frosting skills • Piping skills • Folding skills • Cutting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

C2.04 Preparing White Chocolate Mousse	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to white chocolate mousse • Types of storage facilities 	<ul style="list-style-type: none"> • Design and it uses • Method of double boiling
<i>Skills</i>	
<ul style="list-style-type: none"> • Piping skills • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C2.05 Preparing Brownie	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to brownies • Ingredients and its mixing ratio 	<ul style="list-style-type: none"> • Type of brownies • Important of storing cake
<i>Skills</i>	
<ul style="list-style-type: none"> • Cutting skills • Designing skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

C2.06 Preparing Blondie	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to blondie • Types of blondies • Process of preparing blondies 	<ul style="list-style-type: none"> • Important of storing cake • Temperature and baking time • Importance of cooling temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Cutting skills • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Ensuring proper disposal of wastes 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring to follow proper OHS • Ensuring proper use of PPE
C2.07 Preparing Cream Horns	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to cream horn • Importance of preheating • Importance of whisking • Types of tools • Ingredients and it mixing ratios 	<ul style="list-style-type: none"> • Purpose of maintaining temperature • Importance of maintaining baking time. • Importance of filling
<i>Skills</i>	
<ul style="list-style-type: none"> • Machine operating skills • Cutting skills • Handling Skills • Piping skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Proper handling and storage of tools and equipment 	<ul style="list-style-type: none"> • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

<p>Learning Conditions</p>	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Cake flour, egg, cocoa powder, coffee, whipped cream, brown sugar, fruits, vanilla essence, milk, unsalted butter, Castor sugar, water, dark chocolate compound, chocolate chips, baking soda, butter paper, baking powder, fresh cream, corn flour, food colouring, topping cream, food gloves, cling wrap and oil. <p>Tools</p> <ul style="list-style-type: none"> • Measuring cup & spoon, spatula, bowls, knife, chopping board, scissor, baking trolley, plastic scraper, hand whisk, baking tray, wire rack, spider ladle, strainer, container, palate knife, turn table, horn mould, metal scrapper, pot, silicon mould, piping bag set, and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer, timer <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, gas stove, oven, electric deep fryer and chiller fridge <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

Module Title	Carrying out preparation of cake		
Module code	7512-L2-M3		
Learning outcome 2	Produce creams		
Duration	Theory: 6 Hrs.	Practical: 30 Hrs.	Total: 36 Hrs.
Assessment criteria	<ul style="list-style-type: none"> Whipped cream is prepared as per the job requirement following standard procedure. Butter cream is prepared as per the job requirement following standard procedure. Ganache is prepared as per the job requirement following standard procedure. Pastry cream is prepared as per the job requirement following standard procedure. French Butter Cream is prepared as per the job requirement following standard procedure. Meringue is prepared as per the job requirement following standard procedure. 		
Content	C3.01 Preparing whipped cream		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> Introduction to cream Types of cream Importance of maintaining room temperature while preparing cream 	<ul style="list-style-type: none"> Basic designs and decorations of cake Introduction to whipped cream Process of whipping cream 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> Mixer machine operating skills Piping skills Whipping skills ICT skills Communication skills 	<ul style="list-style-type: none"> Analytical skills Observation skills Numeracy skills Planning skills Negotiating skills Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
<ul style="list-style-type: none"> Effective time management Being team player Having integrity and work ethics Being efficient in using resources Ensuring proper disposal of wastes 	<ul style="list-style-type: none"> Proper handling and storage of tools and equipment Ensuring to follow proper OHS Ensuring proper use of PPE 		

C3.02 Preparing Butter cream	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to butter cream • Types of butter cream • Ingredients required for preparing butter cream 	<ul style="list-style-type: none"> • Importance of maintaining consistency of sugar syrup • Process of preparing butter cream • Importance of maintaining temperature
<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Piping skills • Whipping skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Ensuring proper use of PPE • Ensuring to follow proper OHS 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to safe mixing of sugar syrup
C3.03 Preparing Ganache	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to chocolate and its uses • Introduction to ganache • Ingredients required for preparing ganache 	<ul style="list-style-type: none"> • Process of preparing ganache • Purpose of double boiling
<i>Skills</i>	
<ul style="list-style-type: none"> • Piping skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Ensuring to follow proper OHS 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring proper use of PPE

C3.04 Preparing pastry creams	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to pastry cream • Purpose of pastry cream 	<ul style="list-style-type: none"> • Ingredients required for preparing pastry cream • Process of preparing pastry cream
<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Frosting skills • Piping skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Ensuring to follow proper OHS 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring proper use of PPE
C3.05 Preparing French Butter Cream	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to French Butter cream • Purpose of Cream • Importance of maintaining temperature 	<ul style="list-style-type: none"> • Ingredients required for preparing pastry cream • Process of preparing pastry cream
<i>Skills</i>	
<ul style="list-style-type: none"> • Mixer machine operating skills • Frosting skills • Piping skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE

	C3.06 Preparing Meringue	
	<i>Knowledge</i>	
	<ul style="list-style-type: none"> • Introduction to prepare meringue • Types of storage facilities 	<ul style="list-style-type: none"> • Purpose of sugar syrup. • Factors affecting storage
	<i>Skills</i>	
	<ul style="list-style-type: none"> • Mixer machine operating skills • Piping skills • Frosting skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
	<i>Attitude, safety and environmental concern</i>	
	<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources • Ensuring to follow proper OHS 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring proper use of PPE
Learning Conditions	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Egg, vanilla essence, milk, whipped cream, heavy cream, custard powder, unsalted butter, Castor sugar, water, chocolate compound, fresh cream, corn flour, food colouring, topping cream, food gloves, cling wrap and oil <p>Tools</p> <ul style="list-style-type: none"> • Measuring cup & spoon, spatula, bowls, knife, chopping board, scissor, baking trolley, plastic scraper, hand whisk, strainer, container, palate knife, lighter, turn table, metal scrapper, pot, ice cube container, parchment paper, piping bag set, and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale <p>Equipment</p> <ul style="list-style-type: none"> • Mixer machine, gas stove, freezer and chiller fridge 	

	<p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron
Instructional Methodologies	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
Method of Assessment	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

Module Title	Carrying out preparation of cake		
Module code	7512-L2-M3		
Learning outcome 3	Prepare toppings and fillings		
Duration	Theory: 6 Hrs.	Practical: 22 Hrs.	Total: 28 Hrs.
Assessment criteria	<ul style="list-style-type: none"> • Compote is cooked as per the job requirement following standard procedure. • Chocolate decoration is prepared as per the job requirement following standard procedure. • Spun sugar decoration is prepared as per the job requirement following standard procedure • Rumball is prepared as per the job requirement following standard procedure. • Candy is prepared as per the job requirement following standard procedure. • Fondant is prepared as per job requirement following standard procedure 		
Content	C3.01 Cooking compote		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> • Introduction to compote • Ingredients for preparing compote • Types of compote 	<ul style="list-style-type: none"> • Cost estimation • Process of preparing compote 	
	<i>Skills</i>		
	<ul style="list-style-type: none"> • Cutting skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills 	
	<i>Attitude, safety and environmental concern</i>		
	<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE 	
	C3.02 Preparing chocolate decoration		
	<i>Knowledge</i>		
	<ul style="list-style-type: none"> • Types of chocolate decoration • Tempering of chocolates 	<ul style="list-style-type: none"> • Importance of double boiling • Process of preparing chocolate decoration 	

<i>Skills</i>	
<ul style="list-style-type: none"> • Handling skills • Designing skills • Piping skills • ICT skills • Communication skills 	<ul style="list-style-type: none"> • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C3.03 Preparing spun sugar decoration	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to spun sugar decoration • Process of caramelizing sugar for decoration 	<ul style="list-style-type: none"> • Importance of maintaining temperature and keeping consistency while melting sugar
<i>Skills</i>	
<ul style="list-style-type: none"> • Designing skills • Handling skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C3.04 Preparing rumball	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to rumball • Ingredients required for preparing rumball 	<ul style="list-style-type: none"> • Process of preparing rumball

<i>Skills</i>	
<ul style="list-style-type: none"> • Mixing skills • Shaping skills • Designing skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C3.05 Preparing candy	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to candy • Types of candy 	<ul style="list-style-type: none"> • Ingredients required for preparing candy • Process of preparing candy
<i>Skills</i>	
<ul style="list-style-type: none"> • Shaping skills • Cutting skills • ICT skills • Communication skills • Analytical skills 	<ul style="list-style-type: none"> • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
<i>Attitude, safety and environmental concern</i>	
<ul style="list-style-type: none"> • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
C3.06 Preparing Fondant	
<i>Knowledge</i>	
<ul style="list-style-type: none"> • Introduction to fondant • Importance of stirring • Importance of kneading 	<ul style="list-style-type: none"> • Ingredients and its ratios • Reason for using heatproof

	<i>Skills</i>	
	<ul style="list-style-type: none"> • Designing skills • Shaping skills • Kneading skills • Handling skills • Cutting skills • ICT skills 	<ul style="list-style-type: none"> • Communication skills • Analytical skills • Observation skills • Numeracy skills • Planning skills • Negotiating skills • Coaching skills
	<i>Attitude, safety and environmental concern</i>	
	<ul style="list-style-type: none"> • Safety and environmental concern • Effective time management • Being team player • Having integrity and work ethics • Being efficient in using resources 	<ul style="list-style-type: none"> • Proper handling and storage of tools and equipment • Ensuring proper disposal of wastes • Ensuring to follow proper OHS • Ensuring proper use of PPE
Learning Conditions	<p>Learning materials</p> <ul style="list-style-type: none"> • Hand-outs • Audio-visual • Reference books- manual <p>Learning facilities and infrastructure</p> <ul style="list-style-type: none"> • Classroom with adequate facilities • Library • IT lab with internet facilities • Bakery training kitchen <p>Materials</p> <ul style="list-style-type: none"> • Vanilla essence, milk, unsalted butter, Castor sugar, icing sugar, water, chocolate compound, fresh cream, corn flour, nuts, food colour, gelatine, Rum/ brandy, seasonal fruits, food gloves, skewer, sprinkles, butter paper, cling wrap and oil <p>Tools</p> <ul style="list-style-type: none"> • Measuring cup & spoon, spatula, bowls, fondant decorator, heatproof bowl, knife, chopping board, scissor, baking trolley, plastic scraper, hand whisk, strainer, palate knife, metal scrapper, pot, lighter, rubber/silicone candy mould, piping bag set and pastry brush <p>Instruments</p> <ul style="list-style-type: none"> • Measuring scale, thermometer <p>Equipment</p> <ul style="list-style-type: none"> • Chiller fridge, gas stove, freezer and oven <p>PPE</p> <ul style="list-style-type: none"> • Oven gloves, safety shoes, hair net, hand sanitizer, chef uniform, mask, kitchen hat and apron 	

<p>Instructional Methodologies</p>	<p>The trainer shall use <i>inter alia</i>, the following instructional methods:</p> <ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Guided practice • Group practice with project-based learning • Individual practice with problem-based learning
<p>Method of Assessment</p>	<p>The trainer shall use <i>inter alia</i>, the following assessment methods:</p> <ul style="list-style-type: none"> • Practical observation • Oral questioning/viva-voce • Written test • Assignment

ANNEXURE

Annex I: Time Distribution

Bakery and Confectionery

Competency Area	Sub Competency Area	Competencies/ Tasks	Theory	Practical	Total
A: Carryout preparation of quick bread	A1 Produce cookies	A1.00 Introductory knowledge	12	4	16
		A1.01 Prepare chocolate chips cookies	2	6	8
		A1.02 Prepare butter cookies	2	7	8
		A1.03 Prepare peanut butter cookies	2	7	8
		A1.04 Prepare jam drop cookies	2	6	8
		A1.05 Prepare Lemon Cookies	2	6	8
		A1.06 Prepare Coffee Almond Cookies	2	7	8
		A1.07 Prepare Buckwheat Cookies	1	7	8
		A1.08 Prepare Macaron	1	7	8
	Sub Total Duration		26	57	80
	A2 Produce muffins and cupcakes	A2.01 Prepare vanilla cupcakes	1	7	8
		A2.02 Prepare chocolate chips muffins	1	6	6.5
		A2.03 Prepare banana muffins	1	6	6.5
		A2.04 Prepare Pumpkin Muffins	1	6	6.5
		A2.05 Prepare Carrot Muffins	1	6	6.5
	Sub Total Duration		5	31	34
	A3 Produce loaf cakes	A3.01 Prepare banana cake	2	6.5	8
		A3.02 Prepare butter cake	1	7	8

		A3.03 Prepare fruit cake	1	7	8
		A3.04 Prepare carrot cake	1	7	8
		A3.05 Prepare Pan Cake	1	2	2.5
		A3.06 Prepare Japanese Cheese Cake	1	7	8
		A3.07 Prepare Marble Cake	1	7	8
	Sub Total Duration		8	43.5	50.5
	Total Duration (A)		39	132	165
	B1 Produce breads	B1.01 Prepare milk bread	2	8	10
		B1.02 Prepare brown bread	1	8	9
		B1.03 Prepare French bread	1	8	9
		B1.04 Prepare English Muffin	1	8	9
B. Carryout preparation of yeasted items		B1.05 Prepare Baguette Bread	1	8	9
		B1.06 Prepare Rye Bread	1	8	9
		B1.07 Prepare Shokupan Bread	1	8	9
	Sub Total Duration		8	56	64
	B2 Produce buns	B2.01 Prepare hamburger bun	2	6	8
		B2.02 Prepare soft roll bun	1	5	5.5
		B2.03 Prepare cinnamon roll	2	7	8
		B2.04 Prepare doughnut	1	6	7
		B2.05 Prepare Croissants	2	8	8
		B2.06 Prepare Danish	2	8	8
	Sub Total Duration		10	40	44.5
	B3 Produce pizza	B3.01 Prepare margherita pizza	2	6	8
		B3.02 Prepare seasonal veg pizza	1	6.5	7

		B3.03 Prepare non-veg pizza	2	8	10	
		B3.04 Prepare pumpkin Flatted Pizza	1	6.5	7	
		B3.05 Prepare Sandwiches	1	3	3.5	
		Sub Total Duration	7	30	35.5	
		Total Duration (B)	25	126	144	
C: Carryout preparation of cake	C1 Produce sponge cake	C1.01 Bake vanilla sponge	2	6	8	
		C1.02 Bake chocolate sponge	2	6	8	
		C1.03 Bake pound cake	2	6	8	
		C1.04 Bake Eggless Vanilla Sponge	2	8	10	
		C1.05 Prepare Red Velvet Sponge	2	6	8	
			Sub Total Duration	10	32	42
	C2: Produce Pastry	C2.01 Prepare Eclair	2	6	8	
		C2.02 Prepare Churros	1	6	7	
		C2.03 Prepare Swiss Roll	1	7	8	
		C2.04 Prepare White Chocolate Mousse	2	6	8	
		C2.05 Prepare Brownie	1	7	8	
		C2.06 Prepare Blondie	1	7	8	
		C2.07 Prepare Cream Horns	2	8	10	
			Sub Total Duration	10	47	57
C3: Produce creams	C3.01 Prepare whipped cream	1	6	6.5		
	C3.02 Prepare butter cream	1	2	2.5		
	C3.03 Prepare ganache	1	2	2.5		
	C3.04 Prepare pastry cream	1	3	4		
	C3.05 Prepare French Butter Cream	1	6	7		
	C3.06 Prepare Meringue	1	6	7		

	Sub Total Duration	6	25	29.5
C4: Prepare toppings and fillings	C4.01 Cook compote	1	2	2.5
	C4.02 Prepare chocolate decorations	1	4	4.5
	C4.03 Prepare spun sugar decoration	1	4	5
	C4.04 Prepare rumball	1	2	2.5
	C4.05 Prepare candy	1	3	4
	C4.06 Prepare Fondant	1	7	8
	Sub Total Duration	6	22	26.5
Total Duration (C)	32	126	155	
Grand Total Duration (Hours)		96	384	480

Annex II: Lesson Plan

Course Title:		NC Level:		
Module Code:		Duration:		
Module Title:				
Learning Outcome:				
Skill/Task/Topic:				
Terminal Performance Objective:				
<i>(Note: Write narrative statement extracted from TPO of Task Sheet)</i>				
Enabling Objectives (Related knowledge):				
<i>By the end of the lesson trainees will be able to:</i>				
i)				
ii)				
What (Content/Activity)	Who (T/L)	How (Methods/ Media)	Duration (Min.)	Questions
<i>Introduction</i>				
<i>Main body</i>				
<i>Conclusion</i>				
Projects/Problems:				
Instructional Resources Plan				
Skills/Task/Topic:				
No. of Trainees:				
Sl. No	Instructional Materails/Resources	Specifications	Qty.	Remarks
Prepared by:	Signature	Date:		
Revised by:	Signature	Date:		
Approved by:	Signature	Date:		

Practical Task Sheet

Course Title:		NC Level:	
Module code:		Duration:	
Module Title			
Learning outcome			
Skills/Task Title:		Task no:	
Terminal Performance Objective:			
Activities	Who (T/L)	How (methods/ media)	Duration
Project/Assignment:			
Prepared by:	Signature	Date:	
Revised By:	Signature	Date:	
Approved by:	Signature	Date:	

Tools and Equipment Required

<i>Sl. No</i>	<i>Particulars</i>	<i>Specifications</i>	<i>Qty.</i>	<i>Remarks</i>

Training Materials Required

<i>Sl no.</i>	<i>Particulars</i>	<i>Specifications</i>	<i>Qty.</i>	<i>Rate</i>	<i>Amount</i>	<i>Remarks</i>

Prepared by:	Signature	Date:
Approved by:	Signature	Date:

Task/Skill Title:		Task No:	
<p><i>Instructions for Trainees</i></p> <ol style="list-style-type: none">1.2.3.4.			
<p><i>Drawing (if any)</i></p>			
<p>Safety Precaution</p>			

Annex III: Monthly/Weekly Plan

Month:

Module:

Trainer:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 01							
Week 02							
Week 03							
Week 04							
Week 05							

Developed by:

Approved by:

Date:



**Department of Education Programmes
Ministry of Education and Skills Development
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