



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILL STANDARD)

HT-014-2:2011
PASTRY PRODUCTION
LEVEL 2



JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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STANDARD KEMAHIRAN PEKERJAAN
KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILL STANDARD)

STANDARD PRACTISE & STANDARD CONTENT
FOR

HT-014-2:2011
PASTRY PRODUCTION
LEVEL 2



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**

STANDARD PRACTISE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; PASTRY PRODUCTION LEVEL 2

1. INTRODUCTION

This is a NOSS developed for Pastry Production under the Hospitality and Tourism sub sector of Kitchen. There is a high demand for skilled personnel in this field as the industry is developing rapidly. Based on the National Key Economic Areas (NKEA) plan, the tourism industry will contribute RM103.6 billion in GNI by 2020. This will require the sector to nearly triple GNI contribution from its starting position of RM36.9 billion in 2009. To achieve this ambitious growth target, the tourism industry will need to achieve, among others an additional of 497,200 tourism jobs in the tourism sector by 2020. This represents a 30 percent increase from 2009. The total workforce will however grow at a lower rate compared to tourism receipts due to an anticipated rise in productivity ensuing from attracting and retaining a better quality workforce as well as upgrading the skills of the current workforce.

The market for pastry and confectionery in Malaysia increased at a compound annual growth rate of 5% between 2004 and 2009. The chocolate category led the pastry and confectionery market in Malaysia, accounting for a share of 48.4%. The demand for qualified and experienced Pastry Production personnel is important as of now and in the near future, based on the above NKEA forecast. Hence, the development of this NOSS is essential for the industry to have certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field.

This NOSS is developed focusing on the Pastry Production area. Based on the findings, it was decided that the entry level for Pastry Production personnel career is at Level 2. The justification is based on the nature of work that requires competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

NOSS development is conducted starting with Occupational Area Analysis (OAA), which is an analysis of the specific area that the NOSS will be developed. The Occupational Structure (OS) of Occupational Analysis (OA) will be the basis for the analysis. In case non-existing OS, the OA session should be conducted for that specific occupational area to produce OS by NOSS panel experts. An example of an

existing OS is shown in Table 1: OS for the *Kitchen – Pastry Sub Sector of the Hospitality and Tourism*.

This NOSS provides first hand information to the workers regarding the Pastry Production working environment. This NOSS also provides a career path and employment development for those involved in this industry.

Consequently, the development of this NOSS at Level 2 (*Refer Figure 1.2 Proposed Occupational Profile Chart for Kitchen – Pastry Production*) is essential so that the sub sector will have complete standards and guidelines to be used by the industry.

The first stage of NOSS development is to identify the Competency Unit (CU) for Pastry Production Level 2. CU can be defined as a meaningful unit of works, which contains several activities to complete a work cycle objectively and the CU must be independent (stand alone). Core CU are the competencies that are common/generic to the job according to the industry. Elective CU is the competencies that are required for a specific industry/ sub sector/ manufacture.

The second stage of NOSS development is to develop Competency Profile (CP). The CP is the summary and analysis of all the competency units that have been identified in the first stage of the development. Each CU will be analysed in order to determine the work activity involve. The performance criteria for each activity will also be determined.

The final stage of NOSS development is to develop the Curriculum of Competency Unit (CoCU). This will be done based on the information of the developed CP.

This NOSS provides first hand information to the workers regarding the Pastry Production working environment. This NOSS also provides a career path and employment development for those involved in this industry.

The minimum entry qualifications are those with interest to work in the area as mentioned above and hold Sijil Pelajaran Malaysia (SPM). The candidate must be able to read, write and possess applied skill and have interest in the Bakery Production.

2. OCCUPATIONAL STRUCTURE

Existing Occupational Structure

SUB SECTOR	KITCHEN				
LEVEL\JOB AREA	KITCHEN	BAKERY	PASTRY	BUTCHER	STEWARDING
LEVEL 8	No Level	No Level	No Level	No Level	No Level
LEVEL 7	EXECUTIVE CHEF				No Level
LEVEL 6	EXECUTIVE SOUS CHEF				No Level
LEVEL 5	SOUS CHEF				STEWARD MANAGER
LEVEL 4	JUNIOR SOUS CHEF	BAKER	PASTRY CHEF	BUTCHER	CHIEF STEWARD
LEVEL 3	CHEF DE PARTIE	CHEF DE PARTIE BAKERY	CHEF DE PARTIE PASTRY	CHEF DE PARTIE BUTCHER	STEWARD SUPERVISOR
LEVEL 2	DEMI CHEF	DEMI CHEF BAKERY	DEMI CHEF PASTRY	BUTCHER ASSISTANT	SENIOR STEWARD
LEVEL 1	COMMIS KITCHEN	COMMIS BAKERY	COMMIS PASTRY	COMMIS BUTCHERY	STEWARD

Figure 1.1 Existing Occupational Framework matrix for Hospitality and Tourism in Malaysia

Proposed Occupational Structure

SUB SECTOR	KITCHEN				
LEVEL\JOB AREA	KITCHEN	BAKERY	PASTRY PRODUCTION	BUTCHER	STEWARDING
LEVEL 8	No Level	No Level	No Level	No Level	No Level
LEVEL 7	EXECUTIVE CHEF				No Level
LEVEL 6	EXECUTIVE SOUS CHEF				No Level
LEVEL 5	SOUS CHEF	PASTRY CHEF		CHIEF BUTCHER	STEWARD MANAGER
LEVEL 4	JUNIOR SOUS CHEF	CHIEF BAKER	ASST. PASTRY CHEF	ASST. CHIEF BUTCHER	CHIEF STEWARD
LEVEL 3	CHEF DE PARTIE	CHEF DE PARTIE BAKERY	PASTRY PRODUCTION	CHEF DE PARTIE BUTCHER	STEWARD SUPERVISOR
LEVEL 2	DEMI CHEF	DEMI CHEF BAKERY	PASTRY PRODUCTION	BUTCHER ASSISTANT	SENIOR STEWARD
LEVEL 1	COMMIS KITCHEN	COMMIS BAKERY	NO LEVEL	COMMIS BUTCHERY	STEWARD

Figure 1.2 Proposed Occupational Framework matrix for Hospitality and Tourism in Malaysia

3. DESCRIPTION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation and Production Level)	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2: (Operation and Production Level)	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3: (Supervisory Level)	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4: (Executive Level)	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5: (Managerial Level)	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates after being assessed, verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 2 as for Level 4 and 5 shall be awarded with Diploma Kemahiran Malaysia and Diploma Lanjutan Kemahiran Malaysia respectively. All candidates are also recommended to undergo on job training to attain knowledge and skills in the Pastry Production field of work.

Assessment must be in accordance with the following:

This NOSS outlines Competency Unit (CU) in the Pastry Production working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the CU outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of CU must be conducted. The training & assessment of a Pastry Production practitioner must be deployed in accordance with JPK policy and standard as follows:

- a) The final assessment of competence must include the combination of documented continuous assessment conducted by the facilitator during training and the results of post-training examination;
- b) The post-training examination must be practical in nature and involve demonstration & application of the CU utilizing real equipment and real-world examples;
- c) The CU as outlined in this NOSS must be assessed throughout the training program and during a post-training examination;
- d) The learning environment and facilities need to be in accordance with the requirements of the industries;
- e) The development and assessment of the CU must demonstrate that they develop transferable skills;
- f) The development and assessment of the CU must include documentation by candidates both during training and examination; and
- g) All training and assessment materials must be mapped and verified to be in accordance with the NOSS Pastry Production by a panel of industry subject matter experts appointed by JPK.

5. JOB COMPETENCIES

A Pastry Production (Level 2) is competent in performing:

- Hygiene, health and safety practices
- Batter and dough preparation
- Filling and creams preparation
- Pudding preparation
- Cookies preparation
- Malaysian desserts and kuih preparation
- Pastry product and material handling
- Cakes preparation
- Pastry product sales & marketing
- Soft and hard roll preparation

6. WORKING CONDITIONS

Generally they work from under normal working hour from morning to evening depending on organization nature of business. They may be required to work extra hours to fulfil internal and external requirement. In food preparation service, they may be needed to work in shift to accommodate work requirements. They need to use / wear appropriate attire and comply with hygiene practices during the commencement of their jobs. They may work individually or in a modular group in a conducive and ventilated environment.

7. EMPLOYMENT PROSPECTS

There are excellent prospect in private sectors due to shortage of hands-on expert in food preparation services. In public sector there are lacking of professional and well experience pastry production. This area has a very good job market potential abroad for skilled personnel due to shortage of such highly skilled personnel in this region. Excellent prospects in food production related industries such as Tourism and Hospitality Industries, Food and Beverage Industries.

Other related occupation with respect to employment opportunities are:

- Celebrity Chef
- Marketing Executive for food and beverage company
- Personal Chef for Celebrity and Royalty
- Food Promoter for Multinational Food Company
- Lecturer
- Pastry Entrepreneur
- Food Ambassador (Ministry of Tourism Malaysia-Fabulous Food Malaysia campaign)

Other related industries with respect to employment opportunities are:

- Training Institution
- Food Manufacturing
- Public Sector
- Food Processing

8. SOURCES OF ADDITIONAL INFORMATION

Local

- Chefs Association of Malaysia
15B Jalan Pandan Indah
1/23B Pandan Indah
55100 Kuala Lumpur
URL: www.malaysiachefs.com
Tel: 603-9274 0217
- Malaysian Association of Hotels
C5-3 Wisma MAH,
Jalan Ampang Utama 1/1
One Ampang Avenue
68000 Ampang
Selangor
URL : <http://www.hotels.org.my>
Tel: 603-4251 8477

9. APPROVAL DATE

The National Skills Development Board (NSDB), Ministry of Human Resources has agreed and endorsed this Standard on

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

11. NOSS DEVELOPMENT COMMITTEE MEMBERS

PASTRY PRODUCTION

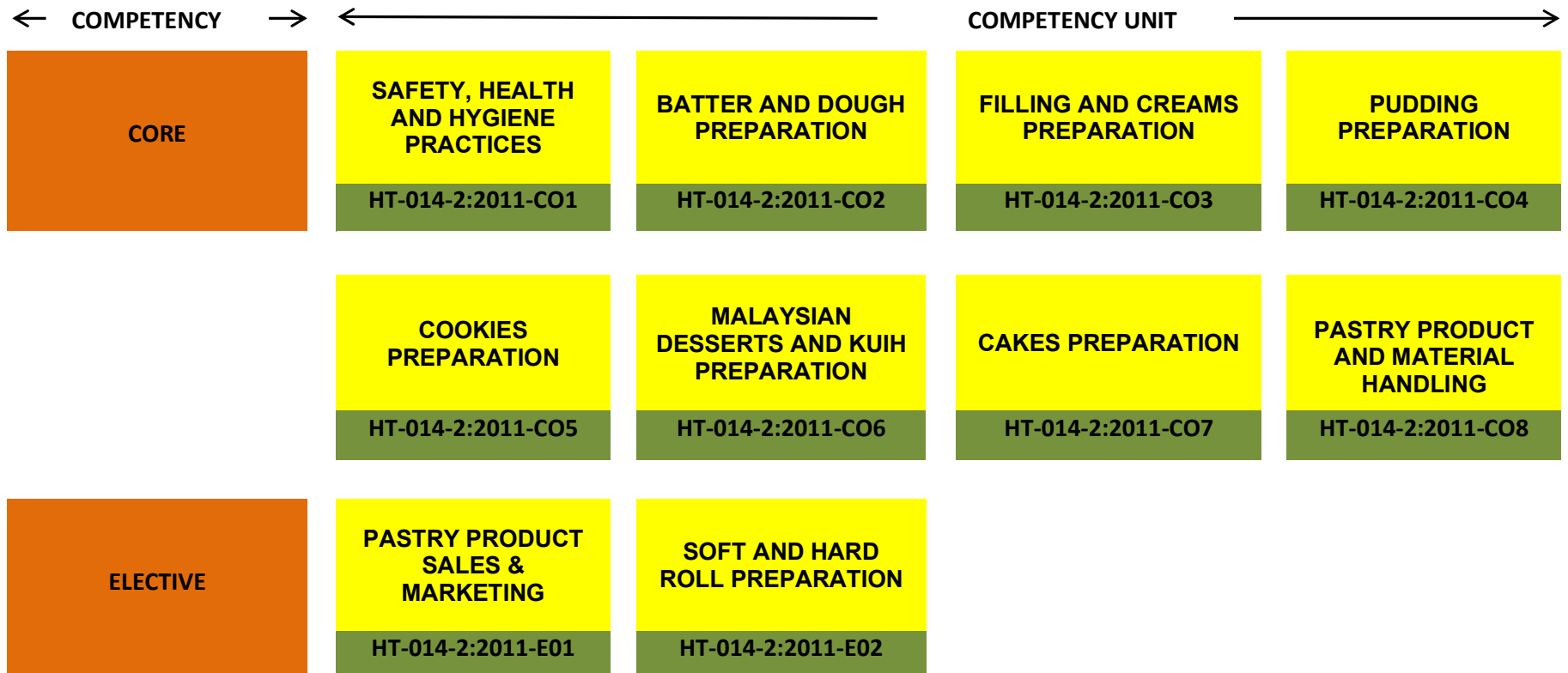
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LEVEL 2

PANEL		
1.	En. Mohd Ghouse Bin Ishak	Pastry Chef Berjaya Times Square Hotel & Convention Centre Kuala Lumpur
2.	Pn. Zaharah Bte Md Razi	Pastry Chef Seri Pacific Kuala Lumpur
3.	En. Mohd Irwan Bin Bani Ismail	Pastry Chef Swiss Garden Hotel Kuala Lumpur
4.	En. Ramaesvaran A/L Paramaesvaran	Sous Chef Ritz Carlton Kuala Lumpur
5.	En. Ahmad Shahreen Bin Mohamed Salleh	Executive Chef Subang Jaya Medical Center, Selangor
6.	En. Badarol Hisham Bin Abd Hamid	Jr Sous Chef Ritz Carlton, Kuala Lumpur
7.	En. Ahmad Sanif Bin Latif	Pastry Chef JW Marriot Hotel Kuala Lumpur
8.	En. Mohamad Yusoff Bin Abdul Hamid	Sous Chef Berjaya Times Square Hotel & Convention Centre Kuala Lumpur
9.	En. Mohd Roizziddin	Pastry Chef Berjaya University Kuala Lumpur
10.	Pn. Annis Bte Jamaludin	Lecturer ITTAR-IPP (PJ) Sdn Bhd
FACILITATOR		
11.	En. Khairul Anuar Bin Yahya	
CO-FACILITATOR		
12.	Pn. Eliza Bte Ramly	

JOB PROFILE CHART (JPC)

SECTOR	HOSPITALITY AND TOURISM		
SUB SECTOR	KITCHEN		
JOB AREA	PASTRY PRODUCTION		
JOB LEVEL	TWO (2)	JOB AREA CODE	HT-014-2:2011



COMPETENCY PROFILE (CP)

Sub Sector	KITCHEN			
Job Area	PASTRY PRODUCTION			
Level	Two (2)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Safety, health and hygiene practices	HT-014-2:2011-CO1	Safety, health and hygiene practices is to provide workers with a safe and health working environment, handling, preparation, and storage of pastry product correctly from food contamination in accordance with production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in safety, health and hygiene practise shall be able to carry out safety, health and hygiene practices to meet required production quality.	<ol style="list-style-type: none"> 1. Identify safety, health and hygiene practices requirements 2. Plan safety, health and hygiene practices activities 3. Carry out safety, health and hygiene practices 4. Check safety, health and hygiene practices conformance 5. Produce safety, health and hygiene practices activities report 	<ol style="list-style-type: none"> 1.1 Standard practise of safety in pastry kitchen determined 1.2 Types of potential injuries in pastry kitchen determined 1.3 Causes and implication of various type of injuries determined 1.4 Kitchen safety & hygiene procedures and guidelines outlined 2.1 Differentiate main items inside first aid kits and their functions 2.2 First aid kit accessible location determined 2.3 Methods of handling injuries determined 3.1 Fire extinguishers expiry date checked 3.2 Expiry date of items in first aid kit checked 3.3 First aid kit maintained 4.1 Safety health and hygiene practices in pastry kitchen assessed 5.1 Safety, health and hygiene practices activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Batter and dough preparation	HT-014-2:2011-CO2	Batter and dough preparation is to produce batter and dough product in accordance with Standard Operating Procedure (SOP), Standard Recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing batter and dough product shall be able to carry out batter and dough preparation and dough product finishing to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify batter and dough preparation requirements 2. Prepare batter and dough <i>mise en place</i> 3. Carry out batter and dough preparation 4. Carry out dough product finishing 5. Check batter and dough preparation product quality and quantity 6. Produce batter and dough preparation activities report 	<ol style="list-style-type: none"> 1.1 Types of batter and dough product such as (cream puff, éclair, waffle, crepes), production quantity and delivery time determined 1.2 Batter and dough product, standard recipe, ingredients and production workflow determined 2.1 Cooking utensils arranged and oven preheated according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Batter and dough product mixed, divided, rounded, moulded, panned and baked according to standard recipe 4.1 Dough product glazed and topped according to standing order 5.1 Batter and dough product colour, texture, flavour, taste, shape, size, aroma and quantity checked according to standing order 6.1 Batter and dough product production activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Filling and cream preparation	HT-014-2:2011-CO3	Filling and cream preparation is to produce filling and cream in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing filling and cream shall be able to carry out filling and cream preparation and product storage to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify filling and cream preparation requirements 2. Prepare filling and cream <i>mise en place</i> 3. Carry out filling and cream preparation 4. Carry out filling and cream end product storage 5. Check filling and cream quality and quantity 6. Produce filling and cream preparation activities report 	<ol style="list-style-type: none"> 1.5 Types of filling and cream product, production quantity and delivery time determined 1.6 Filling and cream product standard recipe, ingredients and production workflow determined 2.1 Cooking utensils arranged according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Filling and cream produced according to standard recipe 4.1 Filling and cream stored according to the Standard Operating Procedure (SOP) 5.1 Filling and cream colour, texture, flavour, taste, aroma and quantity checked according to standing order 6.1 Filling and cream preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Pudding preparation	HT-014-2:2011-CO4	Pudding preparation is to produce pudding product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing pudding shall be able to carry out pudding preparation, finishing, decoration and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify pudding preparation product requirements 2. Prepare pudding preparation <i>mise en place</i> 3. Carry out pudding preparation 4. Carry out pudding product finishing and decoration 5. Check pudding preparation product quality and quantity 6. Produce pudding preparation activities report 	<ol style="list-style-type: none"> 1.1 Types of pudding preparation product such as jelly, production quantity and delivery time determined 1.2 Pudding preparation product standard recipe, ingredients and production workflow determined 2.1 Cooking utensils arranged and oven preheated according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Pudding preparation product mixed, divided, moulded, panned, baked, steamed and chilled according to standard recipe 4.1 Pudding product glazed and topped according to standing order 4.2 Pudding end product plated according to requirements 5.1 Pudding product colour, texture, flavour, taste, shape, size , aroma and quantity checked according to the standard requirement and standing order 6.1 Pudding preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Cookies preparation	HT-014-2:2011-CO5	Cookies preparation is to produce cookies product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing cookies shall be able to carry out cookies preparation, finishing, decoration and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify cookies preparation product requirements 2. Prepare cookies preparation <i>mise en place</i> 3. Carry out cookies preparation 4. Carry out cookies product finishing and decoration 5. Check cookies preparation product quality and quantity 6. Produce cookies preparation activities report 	<ol style="list-style-type: none"> 1.1 Types of cookies preparation product, production quantity and delivery time determined 1.2 Cookies preparation product standard recipe, ingredients and production workflow determined 2.1 Cooking utensils arranged and oven preheated according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Cookies preparation product mixed, divided, moulded, panned, chilled and baked according to standard recipe 4.1 Cookies product glazed and topped according to standing order 4.2 Cookies end product plated and packed according to requirements 5.1 Cookies product colour, texture, flavour, taste, shape, size , aroma and quantity checked according to the standard requirement and standing order 6.1 Cookies preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Malaysian desserts and kuih preparation	HT-014-2:2011-CO6	Malaysian desserts and kuih preparation is to produce Malaysian desserts and kuih in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing Malaysian deserts and kuih shall be able to carry out Malaysian desserts and kuih preparation, finishing, decoration and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify Malaysian desserts and kuih preparation product requirements 2. Prepare Malaysian desserts and kuih preparation <i>mise en place</i> 3. Carry out Malaysian desserts and kuih preparation 4. Carry out Malaysian desserts and kuih finishing and decoration 5. Check Malaysian desserts and kuih product quality and quantity 	<ol style="list-style-type: none"> 1.1 Types of Malaysian desserts and kuih preparation product, production quantity and delivery time determined 1.2 Malaysian desserts and kuih preparation product standard recipe, ingredients and production workflow determined 2.1 Cooking utensils arranged and equipment preheated according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Malaysian desserts and kuih preparation product mixed, divided, moulded, panned, stuffed, baked, steamed, boiled, deep fried, folded and chilled according to standard recipe 4.1 Malaysian desserts and kuih product glazed and topped according to standing order 4.2 Malaysian desserts and kuih end product plated and packed according to requirements 5.1 Malaysian desserts and kuih product colour, texture, flavour, taste, shape, size , aroma and quantity checked according to the standard requirement and standing order

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Produce Malaysian desserts and kuih preparation activities report	6.1 Malaysian desserts and kuih preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Cakes preparation	HT-014-2:2011-CO7	Cakes preparation is to produce cakes product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in cakes preparation shall be able to carry out cakes preparation, product finishing and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify cakes preparation requirements 2. Prepare cakes <i>mise en place</i> 3. Carry out cakes preparation 4. Carry out cakes product finishing 5. Check cakes product quality and quantity 6. Produce cakes preparation activities report 	<ol style="list-style-type: none"> 1.1 Types of cakes, production quantity and delivery time determined 1.2 Cakes product standard recipe, ingredients and production workflow determined 2.1 Cooking utensils arranged and equipment preheated according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Cakes product mixed, divided, shaped, moulded, baked and chilled according to standard recipe 4.1 Cakes product glazed, topped and decorated according to standing order 4.2 Cakes end product plated and displayed according to requirements 5.1 Cakes product colour, texture, flavour, taste, shape, size , aroma and quantity checked according to standing order 6.1 Cakes preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
8. Pastry product and material handling	HT-014-2:2011-CO8	Pastry product and material handling is to handle pastry product and material in accordance with Standard Operating Procedure (SOP), production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in handling pastry product and material shall be able to carry out handling pastry product and material to meet required quality.	<ol style="list-style-type: none"> 1. Identify pastry product and material handling requirement 2. Plan pastry product and material handling activities 3. Carry out pastry product and material handling 4. Check pastry product and material handling quality 5. Produce pastry product and material handling activities report 	<ol style="list-style-type: none"> 1.1 Pastry product and material handling SOP obtained and raw material, semi finished product and finished product determined 1.2 Pastry product and material handling workflow listed out 2.1 Pastry product material, equipment, utensils prepared 3.1 Pastry product and material handled according to Standard Operating Procedure (SOP) 4.1 Pastry product and material handling labelled, tagged, packed and temperature meets the standard requirement 5.1 Pastry product and material handling activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
9. Pastry product sales & marketing	HT-014-2:2011-E01	Pastry product sales & marketing are to sale & market pastry product in accordance with company requirements. The personnel who are competent in pastry product sales shall be able to carry out pastry product sales and collect customer feedback to meet required sales target and quality.	<ol style="list-style-type: none"> 1. Identify pastry products sales & marketing requirements 2. Arrange pastry product sales & marketing activities 3. Carry out pastry product sales & marketing 4. Check validity and reliability of potential market information 5. Produce pastry product sales & marketing report 	<ol style="list-style-type: none"> 1.1 Types of pastry products and pricing determined 1.2 Pastry products sales workflow/process determined 2.1 Market information gathered and tabulated 2.2 Market survey conducted 3.1 Marketing activities arranged, market location selected and potential customer identified. 3.2 Customer feedback collected and responded 4.1 Potential market information segregated and tabulated 5.1 Pastry product sales report prepared

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
10. Soft and hard roll preparation	HT-014-2:2011-E02	Soft and hard roll preparation is to produce soft and hard roll product in accordance with standard recipe, production requirement, standing order and Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in soft and hard roll preparation shall be able to carry out soft and hard roll preparation, finishing, decoration and end product display to meet required quality and quantity.	<p>1.1 Identify soft and hard roll preparation requirements</p> <p>2.1 Prepare soft and hard roll <i>mise en place</i></p> <p>3.1 Carry out soft and hard roll preparation</p> <p>3.2 Carry out soft and hard roll product finishing and decoration</p> <p>4.1 Check soft and hard roll product quality and quantity</p> <p>5.1 Produce soft and hard roll preparation activities report</p>	<p>1.1 Types of soft and hard roll product, production quantity and delivery time determined</p> <p>1.2 Soft and hard roll standard recipe, product ingredients and production workflow determined</p> <p>2.1 Cooking utensils arranged and oven preheated according to requirements</p> <p>2.2 Ingredients scaled and weighted according to standard recipe</p> <p>3.1 Soft and hard roll product dough mixed, divided, rounded, moulded, panned, filled and baked according to standard recipe</p> <p>3.2 Soft and hard roll product glazed and topped according to standing order</p> <p>3.3 Soft and hard roll product plated according to requirements</p> <p>4.1 Soft and hard roll product colour, texture, flavour, taste, shape, size, aroma and quantity meets the standard requirement and standing order</p> <p>5.1 Soft and hard roll product preparation activities reported to superior</p>

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	SAFETY, HEALTH AND HYGIENE PRACTICES						
Competency Unit Descriptor	Safety, health and hygiene practices is to provide workers with a safe and health working environment, handling, preparation, and storage of pastry product correctly from food contamination in accordance with production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practices (GMP) and Halal requirements. The personnel who are competent in safety, health and hygiene practices shall be able to carry out safety, health and hygiene practices to meet required production quality.						
Competency Unit ID	HT-014-2:2011-CO1	Level	2	Training Duration	53 Hours	Credit Hours	5
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify safety, health and hygiene practices requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal food compliance • HACCP ii. Regulatory body / agency related such as; <ul style="list-style-type: none"> • Bomba • National Solid Waste Management Department (NSWMD) 			3 hours	Lecture	i. Safety, health and hygiene practices guidelines listed out ii. Housekeeping schedule and checklist interpreted iii. Types of housekeeping works determined iv. Types of sanitation works determined v. Function of	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Department of Occupational Safety and Health (DOSH) iii. Housekeeping schedule iv. Types of housekeeping works such as; <ul style="list-style-type: none"> • Cleanliness • Rearrangement equipments v. Area of kitchen such as; <ul style="list-style-type: none"> • Production area • Store area vi. Types of sanitation works such as; <ul style="list-style-type: none"> • Utensils • Equipments vii. Purpose of sanitation works viii. First aid kit checklist ix. Types of first aid kit items such as; <ul style="list-style-type: none"> • Sterilised gauze • Antiseptic • Plaster • Small scissor x. Function of first aid kit items xi. Classes and cause of fire <ul style="list-style-type: none"> • Class A - Solid 					<ul style="list-style-type: none"> first aid kit items determined vi. Causes of fire determined vii. Classes and sources of fire determined viii. Environmental rule and regulation on waste disposal listed out

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Class B - Liquid • Class C - Gases • Class D - Metal xii. Classes of waste xiii. Purpose to dispose waste xiv. Environmental rule and regulation on waste disposal xv. Waste disposal schedule xvi. Safety, health and hygiene practices workflow					

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine safety, health and hygiene practices guidelines ii. Interpret housekeeping schedule and checklist iii. Determine types of housekeeping works iv. Determine area of kitchen v. Interpret sanitation checklist vi. Determine types of sanitation works vii. Determine purpose of sanitation works viii. Interpret first aid kit checklist ix. Determine function of first aid kit items x. Determine causes of fire xi. Determine classes and sources of fire xii. Interpret waste disposal schedule xiii. Determine classes of waste xiv. Determine purpose to dispose waste xv. Determine environmental rule and regulation on waste 		2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		disposal	<p><u>Attitude:</u> i. Awareness of safety, health and hygiene practices requirements</p> <p><u>Safety:</u> -Not applicable-</p>			
2. Plan safety, health and hygiene practices activities	<p>i. Types of Personnel Protective Equipment (PPE)</p> <p>ii. Element of checking first aid kit items such as;</p> <ul style="list-style-type: none"> • Condition • Expiry date • Change of colour • Appearance <p>iii. Types of fire extinguishers such as;</p> <ul style="list-style-type: none"> • Powder • Carbon dioxide 			3 hour	Lecture	<p>i. Sanitation materials and equipment arranged</p> <p>ii. Expiry date of first aid kit items determined</p> <p>iii. Checking element of first aid kit items condition</p>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Water • Foam iv. Function of fire extinguishers related to classes of fire v. Fire extinguisher location vi. Classification of waste materials vii. Purpose to classify waste materials					applied iv. First aid items condition confirmed v. Function of fire extinguishers related to classes of fire determined vi. Fire extinguisher location determined
		i. Determine types of sanitation utensils and equipment ii. Determine type of Personnel Protective Equipment (PPE) iii. Arrange sanitation materials and equipment iv. Determine expiry date of first aid kit items v. Apply checking method of first aid kit items condition vi. Confirm first aid items condition vii. Determine type of fire extinguishers viii. Determine function of		4 hours	Demonstration & Observation	vii. Fire extinguisher acquired viii. Classification of waste materials determined ix. Waste materials segregated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		fire extinguishers related to classes of fire ix. Determine fire extinguisher location x. Acquire fire extinguisher xi. Determine classification of waste materials xii. Segregate waste materials	<u>Attitude:</u> i. Resourceful in planning safety, health and hygiene practices <u>Safety:</u> i. Adhere to safety practices			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out safety, health and hygiene practices	i. Types of cleaning materials, tools and equipment such as; <ul style="list-style-type: none"> • Detergent • Mop • Broom • Bucket ii. Type of Personnel Protective Equipment (PPE) such as; <ul style="list-style-type: none"> • Hand glove • Face mask iii. Method of cleaning kitchen area iv. Methods of sanitising kitchen utensils and equipments v. Technique of sanitising kitchen utensils and equipments vi. Method of storing sanitation material, implements and equipment vii. Replacement/replenishment of expired/finish first aid kit items viii. Safe, visible and accessible location for first aid kit ix. Technique of using fire extinguishers			12 hour	Lecture	i. Method of cleaning and sanitising kitchen area applied ii. Technique of cleaning and sanitising kitchen area applied iii. First aid kit at accessible location located iv. Technique of using fire extinguishers applied v. Methods to dispose waste applied vi. Standard Operating Procedure of safety, health and hygiene practices followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> x. Methods to dispose waste materials xi. Safety procedure on disposal waste materials 					
		<ul style="list-style-type: none"> i. Determine types of cleaning materials, tools and equipment ii. Wear Personnel Protective Equipment (PPE) iii. Apply method of cleaning and sanitising kitchen area iv. Apply technique of cleaning and sanitising kitchen area v. Perform basic first aid function vi. Restock first aid kit items vii. Locate first aid kit at accessible location viii. Apply technique of using fire extinguishers ix. Apply methods to dispose waste x. Follow Standard Operating Procedure of safety, health and 		22 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		hygiene practices	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Careful in executing safety, health and hygiene practices ii. Adhere to hygiene practices <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Check safety, health and hygiene practices conformance	<ul style="list-style-type: none"> i. Cleanliness specification of kitchen area ii. Cleanliness specification of utensils and equipment iii. Compliance of safety, health and hygiene practices 			2 hours	Lecture	<ul style="list-style-type: none"> i. Cleanliness of kitchen area confirmed ii. Cleanliness of utensils and equipment confirmed iii. Safety, health and hygiene practices complied
		<ul style="list-style-type: none"> i. Check cleanliness of kitchen area ii. Check cleanliness of utensils and equipment iii. Check compliance of safety, health and hygiene practices 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in checking safety, health and hygiene practices ii. Adhere to hygiene practices <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment 	3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			(PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
5. Produce safety, health and hygiene practices activities report	i. Flow of reporting line ii. safety, health and hygiene practices reporting format iii. Method of reporting safety, health and hygiene practices activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting safety, health and hygiene practices activities			1 hour	Lecture	i. Safety, health and hygiene practices activities reporting format determined ii. Method of reporting safety, health and hygiene practices activities applied iii. Safety, health and hygiene practices activities report generated
		i. Determine personnel involved ii. Determine safety, health and hygiene practices activities reporting format iii. Apply method of reporting safety, health and hygiene practices		1 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		activities iv. Generate safety, health and hygiene practices activities report v. Follow procedure of reporting safety, health and hygiene practices activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting safety, health and hygiene practices activities iii. Adhere to report submission dateline <u>Safety:</u> -Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. OSHA Act and guidelines	1:1
10. Halal guidelines	1:1
11. Environmental Quality Act 1974 (Act 127) guidelines	1:1
12. HACCP guidelines	1:1
13. Sanitary facilities (Hand wash dispenser, tissue dispenser)	1:20
14. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	BATTER AND DOUGH PREPARATION						
Competency Unit Descriptor	Batter and dough preparation is to produce batter and dough product in accordance with Standard Operating Procedure (SOP), Standard Recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing batter and dough product shall be able to carry out batter and dough preparation and dough product finishing to meet required quality and quantity.						
Competency Unit ID	HT-014-2:2011-CO2	Level	2	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify batter and dough preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Batter and dough standing order iii. Production quantity iv. Delivery time v. Batter and dough standard recipe vi. Types of batter such			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Types of batter and dough determined v. Batter and dough preparation workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	as; <ul style="list-style-type: none"> • Waffle • Crepes • Fritter • Pancake • Beignet vii. Types of dough such as; <ul style="list-style-type: none"> • Baba dough <ul style="list-style-type: none"> ○ Savarin dough • Choux paste <ul style="list-style-type: none"> ○ Cream puff ○ Eclair • Sugar dough • Short crust viii. Batter and dough preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of batter and dough vi. Determine batter and dough preparation workflow		2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Resourceful in identifying batter and dough preparation requirements <u>Safety:</u> -Not applicable-			
2. Prepare batter and dough <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Pan • Scale • Measurement cups • Mixer • Stove ii. Function and usage of cooking utensils and equipment for batter and dough preparation iii. Determine batter and dough ingredients such as; <ul style="list-style-type: none"> • Flour • Eggs • Salt • Sugar 			3 hour	Lecture	i. Types of cooking utensils and equipment listed out ii. Function and usage of cooking utensils and equipment listed out iii. Cooking utensils and equipment arranged accordingly iv. Batter and dough ingredients determined according to

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Milk • Butter • Custard powder • Flavourings 	<ol style="list-style-type: none"> i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine batter and dough ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> i. Organise in preparing batter and dough <i>mise en place</i> <p><u>Safety:</u></p> <ol style="list-style-type: none"> i. Careful in checking and testing equipment ii. Adhere to safety practice 	4 hours	Demonstration & Observation	standard recipe

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out batter and dough preparation	i. Techniques of batter and dough preparation <ul style="list-style-type: none"> • Whisking • Folding • Mixing <ul style="list-style-type: none"> – Rub in method – Creaming method – One stage method • Kneading ii. Methods of batter and dough cooking/baking such as; <ul style="list-style-type: none"> • Saute • Boiling • Frying <ul style="list-style-type: none"> – Deep fry – Pan fry iii. Procedure of batter and dough preparation			12 hour	Lecture	i. Batter and dough standard recipe interpreted thoroughly ii. Cooking utensil and equipment utilised correctly iii. Batter and dough ingredients measured according to standard recipe iv. Batter and dough ingredients prepared according to standard recipe
		i. Follow batter and dough standard recipe ii. Utilise cooking utensil and equipment iii. Measure batter and dough ingredients according to standard recipe iv. Prepare batter and			22 hours	Demonstration & Observation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		dough ingredients according to standard recipe v. Apply techniques of batter and dough preparation vi. Apply method of batter and dough cooking/baking vii. Follow procedure of batter and dough preparation	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out batter and dough preparation <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp			vi. Method of batter and dough cooking/baking applied vii. procedure of batter and dough preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			
4. Carry out batter and dough end product storage	i. Types of storage packaging such as; <ul style="list-style-type: none"> • Packages <ul style="list-style-type: none"> – Plastic – Paper – Aluminium • Food container ii. Product storage temperature iii. Shelf life of batter and dough iv. Batter and dough end product labelling v. Batter and dough storing procedures <ul style="list-style-type: none"> • First In First Out (FIFO) • Last In Last Out (LIFO) 			3 hour	Lecture	i. Appropriate storage packaging utilised ii. End product storage temperature determined iii. Batter and dough shelf life determined iv. Batter and dough end product labelled v. Follow batter and dough storing procedures followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Utilise appropriate storage packaging ii. Determine end product storage temperature iii. Determine batter and dough shelf life iv. Label batter and dough end product v. Follow batter and dough storing procedures	<u>Attitude:</u> i. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure	4 hours	Demonstration & Observation	
5. Check batter and dough quality and quantity	i. Batter and dough appearance ii. Batter and dough texture iii. Batter and dough aroma iv. Batter and dough colour			2 hours	Lecture	i. Batter and dough appearance confirmed ii. Batter and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Batter and dough flavour and taste vi. Batter and dough quantity and quality contribution factors					dough texture confirmed iii. Batter and dough aroma confirmed iv. Batter and dough colour confirmed v. Batter and dough flavour and taste confirmed vi. Batter and dough quantity confirmed
		i. Check batter and dough appearance ii. Check batter and dough texture iii. Check batter and dough aroma iv. Check batter and dough colour v. Check batter and dough flavour and taste vi. Confirm batter and dough quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking batter and dough quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate	3 hours	Demonstration & Observation	v. Batter and dough flavour and taste confirmed vi. Batter and dough quantity confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Produce batter and dough preparation activities report	i. Flow of reporting line ii. Batter and dough preparation reporting format iii. Method of reporting batter and dough preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting batter and dough preparation activities			1 hour	Lecture	i. Batter and dough preparation activities reporting format determined ii. Method of reporting batter and dough preparation activities applied iii. Batter and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine personnel involved ii. Determine batter and dough preparation activities reporting format iii. Apply method of reporting batter and dough preparation activities iv. Generate batter and dough preparation activities report v. Follow procedure of reporting batter and dough preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting batter and dough preparation activities iii. Adhere to report submission dateline 	1 hours	Demonstration & Observation	dough preparation activities report generated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> -Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils(whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon & cup)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. Food containers	1:1
10. Piping bag	1:1
11. Batter and dough ingredients	1:1
12. Batter and dough standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	FILLING AND CREAM PREPARATION						
Competency Unit Descriptor	Filling and cream preparation is to produce filling and cream in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in producing filling and cream shall be able to carry out filling and cream preparation and product storage to meet required quality and quantity.						
Competency Unit ID	HT-014-2:2011-CO3	Level	2	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify filling and cream preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Filling and cream Standing order iii. Production quantity iv. Delivery time v. Filling and cream standard recipe			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Types of filling and cream listed out v. Filling and cream preparation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of filling and cream such as; <ul style="list-style-type: none"> • Fruit base • Cream base • Nuts • Chocolate base • Custard • Savoury filling vii. Filling and cream preparation workflow					workflow listed out
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of filling and cream vi. Determine filling and cream preparation workflow	<u>Attitude:</u> i. Resourceful in identifying filling and cream preparation requirements <u>Safety:</u>	2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			-Not applicable-			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare filling and cream <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Pan • Scale • Measurement cups • Mixer • Stove ii. Function and usage of cooking utensils and equipment for filling and cream preparation iii. Determine filling and cream ingredients such as; <ul style="list-style-type: none"> • Sugar • Milk • Custard powder • Flavourings • Chocolate • Gelatine • Whipping cream • Curry powder 			3 hour	Lecture	i. Types of cooking utensils and equipment listed out ii. Function and usage of cooking utensils and equipment listed out iii. Cooking utensils and equipment arranged accordingly iv. Filling and cream ingredients determined according to standard recipe

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine filling and cream ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing filling and cream <i>mise en place</i> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Careful in checking and testing equipment ii. Adhere to safety practice 	4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out filling and cream preparation	i. Techniques of mixing filling and cream preparation <ul style="list-style-type: none"> • Whisking • Folding • Creaming ii. Methods of filling and cream cooking such as; <ul style="list-style-type: none"> • Saute • Boiling • Bain marie • Steaming • Stewing • Simmering iii. Procedure of filling and cream preparation			12 hour	Lecture	i. Filling and cream standard recipe interpreted ii. Filling and cream ingredients prepared according to standard recipe iii. Techniques of filling and cream preparation applied iv. Method of filling and cream cooking/ baking applied
		i. Follow filling and cream standard recipe ii. Utilise utensil and equipment iii. Measure filling and cream ingredients according to standard recipe iv. Prepare filling and cream ingredients according to standard recipe		22 hours	Demonstration & Observation	v. Procedure of filling and cream preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> v. Apply techniques of filling and cream preparation vi. Apply method of filling and cream preparation vii. Follow procedure of filling and cream preparation 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out filling and cream preparation <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene 			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and health procedure			
4. Carry out filling and cream end product storage	i. Types of storage packaging such as; <ul style="list-style-type: none"> • Packages <ul style="list-style-type: none"> – Plastic – Aluminium • Food container ii. Product storage temperature iii. Shelf life of filling and cream iv. Filling and cream end product labelling v. Filling and cream storing procedures <ul style="list-style-type: none"> • First In First Out (FIFO) • Last In Last Out (LIFO) 			3 hour	Lecture	i. End product storage temperature determined ii. Filling and cream shelf life determined iii. Filling and cream end product labelled
		i. Utilise appropriate storage packaging ii. Determine end product storage temperature iii. Determine filling and cream shelf life iv. Label filling and cream end product v. Follow filling and		4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		cream storing procedures	<u>Attitude:</u> i. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
5. Check filling and cream quality and quantity	i. Check filling and cream appearance ii. Filling and cream texture iii. Filling and cream aroma iv. Filling and cream colour v. Filling and cream flavour and taste vi. Filling and cream quantity and quality contribution factors			2 hours	Lecture	i. Filling and cream appearance confirmed ii. Filling and cream texture confirmed iii. Filling and cream aroma confirmed
		i. Check filling and cream appearance ii. Check filling and cream texture iii. Check filling and cream aroma iv. Check filling and cream		3 hours	Demonstration & Observation	iv. Filling and cream colour confirmed v. Filling and cream

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		colour v. Check filling and cream flavour and taste vi. Confirm filling and cream quantity meets with standing order	<p><u>Attitude:</u></p> i. Responsible in checking filling and cream quality and quantity ii. Adhere to hygiene practise			flavour and taste confirmed
			<p><u>Safety:</u></p> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Produce filling and cream preparation activities report	i. Flow of reporting line ii. Filling and cream preparation reporting format iii. Method of reporting filling and cream			1 hour	Lecture	i. Method of reporting filling and cream preparation activities

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	preparation activities such as <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting filling and cream preparation activities					applied ii. Filling and cream preparation activities report generated
		i. Determine personnel involved ii. Determine filling and cream preparation activities reporting format iii. Apply method of reporting filling and cream preparation activities iv. Generate filling and cream preparation activities report v. Follow procedure of reporting filling and cream preparation activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting filling	1 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and cream preparation activities iii. Adhere to report submission dateline <u>Safety:</u> -Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon & cup)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. Food containers	1:1
10. Piping bag	1:1
11. Filling and cream ingredients	1:1
12. Filling and cream standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		FOOD AND BEVERAGES						
Job Area		PASTRY PRODUCTION						
Competency Unit Title		PUDDING PREPARATION						
Competency Unit Descriptor		<p> pudding preparation is to produce pudding product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in producing pudding shall be able to carry out pudding preparation, finishing, decoration and end product display to meet required quality and quantity.</p>						
Competency Unit ID		HT-014-2:2011-CO4	Level	2	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pudding preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Pudding standing order iii. Production quantity iv. Delivery time v. Pudding standard recipe vi. Types of pudding such as;				3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Types of pudding determined v. Pudding preparation workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Hot <ul style="list-style-type: none"> – Chocolate pudding – Bread butter pudding • Cold <ul style="list-style-type: none"> – Corn pudding – Rice pudding <p>vii. Pudding preparation workflow</p>					
		<ol style="list-style-type: none"> i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of pudding vi. Determine pudding preparation workflow 	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> i. Resourceful in identifying pudding preparation requirements <p><u>Safety:</u></p> <p>-Not applicable-</p>	2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare pudding <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Pan • Scale • Measurement cups • Mixer • Stove • Mould • Oven ii. Function and usage of cooking utensils and equipment for pudding preparation iii. Determine pudding ingredients such as; <ul style="list-style-type: none"> • Flour • Eggs • Salt • Sugar • Milk • Butter • Custard powder • Flavourings 			3 hour	Lecture	i. Types of cooking utensils and equipment listed out ii. Function and usage of cooking utensils and equipment listed out iii. Cooking utensils and equipment arranged accordingly iv. Pudding ingredients determined according to standard recipe

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine pudding ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing pudding <i>mise en place</i> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice 	4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out pudding preparation	i. Techniques of pudding preparation <ul style="list-style-type: none"> • Whisking • Folding • Mixing <ul style="list-style-type: none"> – Creaming method – One stage method ii. Methods of pudding preparation such as; <ul style="list-style-type: none"> • Steaming • Boiling • Baking • Chilling iii. Procedure of pudding preparation			10 hour	Lecture	i. Pudding standard recipe interpreted ii. Cooking utensil and equipment utilised iii. Pudding ingredients measured according to standard recipe iv. Pudding ingredients prepared according to standard recipe
		i. Follow pudding standard recipe ii. Utilise cooking utensil and equipment iii. Measure pudding ingredients according to standard recipe iv. Prepare pudding ingredients according to standard recipe v. Apply techniques of pudding preparation vi. Apply method of pudding preparation		22 hours	Demonstration & Observation	v. Techniques of pudding preparation applied vi. Method of pudding cooking/ baking applied vii. Procedure of pudding preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		vii. Follow procedure of pudding preparation	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out pudding preparation <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure 			
4. Carry out pudding product finishing and decoration	<ul style="list-style-type: none"> i. Types of pudding product finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base – Chocolate – Nuts 			4 hour	Lecture	<ul style="list-style-type: none"> i. Types of pudding product finishing and decoration listed out ii. Ingredients

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Icing • Cream • Cheese ii. Technique of glazing and topping iii. Method of pudding product display and packaging					and materials for pudding product finishing and decoration selected iii. Techniques of glazing and topping pudding product applied according to standing order iv. Pudding product displayed and packed
		i. Determine types of pudding product finishing and decoration ii. Select ingredients and materials for pudding product finishing and decoration iii. Apply techniques of glazing and topping pudding product according to standing order iv. Display and pack pudding product according to requirements	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			pudding product <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling utensil and equipment iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check pudding preparation product quality and quantity	i. Pudding product appearance ii. Pudding product texture iii. Pudding product aroma iv. Pudding product colour v. Pudding product flavour and taste vi. Pudding product quantity and quality contribution factors			2 hours	Lecture	i. Pudding appearance confirmed ii. Pudding texture confirmed iii. Pudding aroma confirmed iv. Pudding colour confirmed v. Pudding product flavour and taste confirmed vi. Pudding
		i. Check pudding product appearance ii. Check pudding product texture iii. Check pudding product aroma		2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Check pudding product colour v. Check pudding product flavour and taste vi. Confirm pudding product quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking pudding quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			product quantity confirmed
6. Produce pudding preparation activities report	i. Organisation chart ii. Pudding preparation reporting format iii. Method of reporting pudding preparation activities iv. Procedure of reporting pudding preparation			1 hour	Lecture	i. Pudding preparation activities reporting format determined ii. Method of reporting

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	activities					pudding preparation activities applied
		<ul style="list-style-type: none"> i. Determine personnel involved ii. Determine pudding preparation activities reporting format iii. Apply method of reporting pudding preparation activities iv. Generate pudding preparation activities report v. Follow procedure of reporting pudding preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting pudding preparation activities iii. Adhere to report submission dateline <p><u>Safety:</u></p> <p>-Not applicable-</p>	1 hours	Demonstration & Observation	<ul style="list-style-type: none"> iii. Pudding preparation activities report generated

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery 2. Kitchen utensils (whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon & cup) 3. Working table 4. Stove 5. Mixer 6. Food processor 7. Chillers 8. Freezer 9. Food containers 10. Piping bag 11. Pudding ingredients 12. Pudding standard recipe 13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	As required 1:4 1:4 1:4 1:4 1:20 1:20 1:1 1:1 1:1 1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	COOKIES PREPARATION						
Competency Unit Descriptor	Cookies preparation is to produce cookies product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in producing cookies shall be able to carry out cookies preparation, finishing, decoration and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-2:2011-CO5	Level	2	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify cookies preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Cookies standing order iii. Production quantity iv. Delivery time v. Cookies standard recipe			3 hours	Lecture	i. Standing order interpreted ii. Production quantity determined iii. Delivery time determined iv. Types of cookies determined v. Cookies preparation workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of cookies such as; <ul style="list-style-type: none"> • Soft • Hard vii. Cookies preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of cookies vi. Determine cookies preparation workflow	<u>Attitude:</u> i. Resourceful in identifying cookies preparation requirements <u>Safety:</u> -Not applicable-	2 hours	Demonstration & Observation	
2. Prepare cookies <i>mise en place</i>	i. Types of cooking utensils and equipment such as;			3 hour	Lecture	i. Types of cooking utensils and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven ii. Function and usage of cooking utensils and equipment for cookies preparation iii. Determine cookies ingredients such as; <ul style="list-style-type: none"> • Flour • Eggs • Salt • Sugar • Milk • Butter • Baking powder • Flavourings 					equipment listed out ii. Function and usage of cooking utensils and equipment listed out iii. Cooking utensils and equipment arranged accordingly iv. Cookies ingredients determined
		i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking		4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		utensils and equipment iv. Determine cookies ingredients	<u>Attitude:</u> i. Organise in preparing in cookies <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice			
3. Carry out cookies preparation	i. Techniques of cookies preparation <ul style="list-style-type: none"> • Whisking • Folding • Mixing <ul style="list-style-type: none"> – Creaming method – Melting method – One stage method ii. Methods of cookies preparation such as; <ul style="list-style-type: none"> • Boiling 			10 hour	Lecture	i. Cookies standard recipe interpreted ii. Utensil and equipment utilised iii. Cookies ingredients according to standard recipe measured

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Baking • Forming <ul style="list-style-type: none"> – Bagged/piped – Dropped – Icebox iii. Procedures of cookies preparation					iv. Cookies ingredients according to standard recipe prepared v. Techniques of cookies preparation applied
		i. Follow cookies standard recipe ii. Utilise cooking utensil and equipment iii. Measure cookies ingredients according to standard recipe iv. Mix cookies ingredients according to standard recipe v. Apply techniques of cookies preparation vi. Apply method of cookies preparation vii. Follow procedure of cookies preparation	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out cookies preparation <u>Safety:</u>	22 hours	Demonstration & Observation	vi. Method of cookies preparation applied vii. Procedure of cookies preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure 			
4. Carry out cookies product finishing and decoration	<ul style="list-style-type: none"> i. Types of cookies product finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base/jam – Chocolate – Nuts • Icing • Cream • Filling such as; <ul style="list-style-type: none"> – Chocolate – Fruit base/jam – Butter cream ii. Technique of glazing topping and filling iii. Method of cookies product display and 			4 hour	Lecture	<ul style="list-style-type: none"> i. Types of cookies product finishing and decoration listed out ii. Ingredients and materials for cookies product finishing and decoration selected iii. Techniques of glazing and topping cookies

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	packaging	<ul style="list-style-type: none"> i. Determine types of cookies product finishing and decoration ii. Select ingredients and materials for cookies product finishing and decoration iii. Apply techniques of glazing and topping cookies product according to standing order iv. Display and pack cookies product according to requirements 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration cookies product <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective 	6 hours	Demonstration & Observation	<ul style="list-style-type: none"> product according to standing order applied iv. Cookies product displayed and packed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check cookies preparation product quality and quantity	i. Cookies product appearance i. Cookies product texture ii. Cookies product aroma iii. Cookies product colour iv. Cookies product flavour and taste v. Cookies product quantity and quality contribution factors			2 hours	Lecture	i. Cookies product appearance confirmed ii. Cookies product texture confirmed iii. Cookies product aroma confirmed iv. Cookies product colour confirmed v. Cookies product flavour and taste confirmed vi. Cookies product quantity confirmed
		i. Check cookies product appearance ii. Check cookies product texture iii. Check cookies product aroma iv. Check cookies product colour v. Check cookies product flavour and taste vi. Confirm cookies product quantity meets with standing order		2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Responsible in checking cookies quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Produce cookies preparation activities report	i. Flow of reporting line ii. Cookies preparation reporting format iii. Method of reporting cookies preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting cookies preparation activities			1 hour	Lecture	i. Cookies preparation activities reporting format determined ii. Method of reporting cookies preparation activities applied iii. Cookies preparation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine personnel involved ii. Determine cookies preparation activities reporting format iii. Apply method of reporting cookies preparation activities iv. Generate cookies preparation activities report v. Follow procedure of reporting cookies preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsibility in reporting cookies preparation activities iii. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>	1 hours	Demonstration & Observation	activities report generated

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils(whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon& cup, nozzle, rolling pin, cookies, cutter, pastry brush)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. Food containers	1:1
10. Piping bag	1:1
11. Cookies ingredients	1:1
12. Cookies standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	MALAYSIAN DESSERTS AND KUIH PREPARATION						
Competency Unit Descriptor	Malaysian desserts and kuih preparation is to produce Malaysian desserts and kuih in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in producing Malaysian deserts and kuih shall be able to carry out Malaysian desserts and kuih preparation, finishing, decoration and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-2:2011-CO6	Level	2	Training Duration	90 Hours	Credit Hours	9
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify Malaysian desserts and kuih requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Malaysian desserts and kuih standing order iii. Production quantity iv. Delivery time v. Malaysian desserts and kuih standard recipe			3 hours	Lecture	i. Standing order interpreted ii. Production quantity determined iii. Delivery time determined iv. Types of Malaysian desserts and kuih determined v. Malaysian desserts and kuih preparation workflow	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of Malaysian desserts and kuih such as; <ul style="list-style-type: none"> • Malay <ul style="list-style-type: none"> – Bubur/Pengat – Pulut panggang – Karipap • Indian <ul style="list-style-type: none"> – Gulab – Jamun – Laddu • Chinese <ul style="list-style-type: none"> – Egg tart – Dumpling – Lotus pastries vii. Malaysian desserts and kuih preparation workflow					determined
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of Malaysian desserts and kuih		3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		vi. Determine Malaysian desserts and kuih preparation workflow	<u>Attitude:</u> i. Resourceful in identifying Malaysian desserts and kuih requirements <u>Safety:</u> -Not applicable-			
2. Prepare Malaysian desserts and kuih <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven • Steamer • Wok ii. Function and usage of cooking utensils and equipment for Malaysian desserts and kuih preparation			4 hour	Lecture	i. Types of cooking utensils and equipment listed out ii. Function and usage of cooking utensils and equipment listed out iii. Cooking utensils and equipment arranged correctly iv. Malaysian desserts and kuih

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Determine Malaysian desserts and kuih ingredients such as; <ul style="list-style-type: none"> • Flours • Eggs • Salt • Sugar • Coconut milk • Cooking oil • Flavourings • Ghee 					ingredients determined
		i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine Malaysian desserts and kuih ingredients	<u>Attitude:</u> i. Organise in preparing Malaysian desserts and kuih <i>mise en place</i>	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice			
3. Carry out Malaysian desserts and kuih preparation	i. Techniques of Malaysian desserts and kuih preparation <ul style="list-style-type: none"> • Whisking • Folding • Mixing • Kneading ii. Methods of Malaysian desserts and kuih preparation such as; <ul style="list-style-type: none"> • Boiling • Poaching • Steaming • Baking • Frying iii. Procedures of Malaysian desserts and kuih preparation			22 hour	Lecture	i. Malaysian desserts and kuih standard recipe interpreted ii. Cooking utensil and equipment utilised iii. Malaysian desserts and kuih ingredients measured according to standard recipe iv. Malaysian desserts and kuih ingredients prepared according to standard recipe
		i. Follow Malaysian desserts and kuih standard recipe ii. Utilise cooking utensil		36 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		and equipment iii. Measure Malaysian desserts and kuih ingredients according to standard recipe iv. Prepare Malaysian desserts and kuih ingredients according to standard recipe v. Apply techniques of Malaysian desserts and kuih preparation vi. Apply method of Malaysian desserts and kuih preparation vii. Follow procedures of Malaysian desserts and kuih preparation	<p><u>Attitude:</u></p> i. Adhere to hygiene practise ii. Neat and tidy in carrying out Malaysian desserts and kuih preparation			v. Techniques of Malaysian desserts and kuih preparation applied vi. Method of Malaysian desserts and kuih preparation applied vii. Procedures of Malaysian desserts and kuih preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			
4. Carry out Malaysian desserts and kuih product finishing and decoration	i. Types of Malaysian desserts and kuih product finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Grated coconut – <i>Kaya</i> – Sugar coating – Nuts • Filling such as; <ul style="list-style-type: none"> – Coconut – Chest nut – Lotus nut – Bean paste – Savoury ii. Technique of coating, topping and filling iii. Method of Malaysian desserts and kuih product display and packaging			4 hour	Lecture	i. Types of Malaysian desserts and kuih product finishing and decoration listed out ii. Ingredients for Malaysian desserts and kuih product finishing and decoration selected iii. Malaysian desserts and kuih product coated, topped and filled according to standing order
		i. Determine types of Malaysian desserts and kuih product		6 hours	Demonstration & Observation	iv. Malaysian desserts and kuih product display and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		finishing and decoration ii. Select ingredients for Malaysian desserts and kuih product finishing and decoration iii. Coat, top and fill Malaysian desserts and kuih product according to standing order iv. Display and pack Malaysian desserts and kuih product according to requirements	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration Malaysian desserts and kuih product <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling equipment			packed according to requirements

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check Malaysian desserts and kuih preparation product quality and quantity	<ul style="list-style-type: none"> i. Malaysian desserts and kuih product appearance ii. Malaysian desserts and kuih product texture iii. Malaysian desserts and kuih product aroma iv. Malaysian desserts and kuih product colour v. Malaysian desserts and kuih product flavour and taste vi. Malaysian desserts and kuih product quantity and quality contribution factors 			2 hours	Lecture	<ul style="list-style-type: none"> i. Malaysian desserts and kuih product appearance confirmed ii. Malaysian desserts and kuih product texture confirmed iii. Malaysian desserts and kuih product aroma confirmed iv. Malaysian desserts and kuih product colour confirmed v. Malaysian desserts and kuih product flavour and taste confirmed vi. Malaysian desserts and kuih product quantity and quality contribution factors confirmed
		<ul style="list-style-type: none"> i. Check Malaysian desserts and kuih product appearance ii. Check Malaysian desserts and kuih product texture iii. Check Malaysian desserts and kuih product aroma iv. Check Malaysian desserts and kuih product colour 		2 hours	Demonstration & Observation	<ul style="list-style-type: none"> v. Malaysian desserts and kuih product flavour and taste confirmed vi. Malaysian desserts and kuih product quantity and quality contribution factors confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Check Malaysian desserts and kuih product flavour and taste vi. Confirm Malaysian desserts and kuih product quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking Malaysian desserts and kuih quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			kuih product quantity confirmed
6. Produce Malaysian desserts and kuih	i. Flow of reporting line ii. Malaysian desserts and kuih preparation reporting format			1 hour	Lecture	i. Malaysian desserts and kuih preparation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
preparation activities report	iii. Method of reporting Malaysian desserts and kuih preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting Malaysian desserts and kuih preparation activities					activities reporting format determined ii. Method of reporting Malaysian desserts and kuih preparation activities applied
		i. Determine personnel involved ii. Determine Malaysian desserts and kuih preparation activities reporting format iii. Apply method of reporting Malaysian desserts and kuih preparation activities iv. Generate Malaysian desserts and kuih preparation activities report v. Follow procedure of reporting Malaysian desserts and kuih preparation activities		1 hours	Demonstration & Observation	iii. Malaysian desserts and kuih preparation activities report generated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting Malaysian desserts and kuih preparation activities iii. Adhere to report submission dateline <u>Safety:</u> -Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon& cup, rolling pin, pastry brush, frying skimmer, food tongs)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. Food containers	1:1
10. Malaysian desserts and kuih ingredients	1:1
11. Malaysian desserts and kuih standard recipe	1:1
12. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	CAKES PREPARATION						
Competency Unit Descriptor	Cakes preparation is to produce cakes product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in cakes preparation shall be able to carry out cakes preparation, product finishing and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-2:2011-CO7	Level	2	Training Duration	132 Hours	Credit Hours	13
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify cakes preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Cakes standing order iii. Production quantity iv. Delivery time v. Cakes standard recipe vi. Types of cakes such as;			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Cakes preparation workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Sponge • Chiffon • Butter • Cheese vii. Cakes preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of cakes vi. Determine cakes preparation workflow	<u>Attitude:</u> i. Resourceful in identifying cakes preparation requirements <u>Safety:</u> -Not applicable-	3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare cakes <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven ii. Function and usage of cooking utensils and equipment for cakes preparation iii. Determine cakes ingredients such as; <ul style="list-style-type: none"> • Flour • Eggs • Salt • Sugar • Milk • Butter • Baking powder • Flavourings 			6 hour	Lecture	i. Types of cooking utensils and equipment determined ii. Function and usage of cooking utensils and equipment determined iii. Cooking utensils and equipment arranged accordingly iv. Cakes ingredients determined
		i. Determine types of cooking utensils and equipment		12 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine cakes ingredients	<u>Attitude:</u> i. Organise in planning of cakes <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice			
3. Carry out cakes preparation	i. Techniques of cakes preparation <ul style="list-style-type: none"> • Folding • Mixing <ul style="list-style-type: none"> – Creaming method – Melting method – One stage method – Sponge method 			18 hour	Lecture	i. Cakes standard recipe interpreted ii. Utensil and equipment utilised iii. Cakes ingredients according to

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Methods of cakes preparation such as; <ul style="list-style-type: none"> • Baking • Water bath • Steaming iii. Procedures of cakes preparation					standard recipe measured iv. cakes ingredients prepared according to standard recipe
		i. Follow cakes standard recipe ii. Utilise utensil and equipment iii. Measure cakes ingredients according to standard recipe iv. Prepare cakes ingredients according to standard recipe v. Apply techniques of cakes preparation vi. Apply method of cakes preparation method	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out cakes preparation <u>Safety:</u>	48 hours	Demonstration & Observation	v. techniques of cakes preparation applied vi. method of cakes preparation applied

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure 			
4. Carry out cakes product finishing and decoration	<ul style="list-style-type: none"> i. Types of cakes product finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base/jam – Chocolate – Nuts • Icing • Cream • Filling such as; <ul style="list-style-type: none"> – Chocolate – Fruit base/jam – Butter cream – Cream ii. Technique of glazing, topping and filling 			12 hour	Lecture	<ul style="list-style-type: none"> i. Determine types of cakes product finishing and decoration ii. Select ingredients and materials for cakes finishing and decoration iii. Apply techniques of glazing and topping

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Method of cakes product display and packaging	i. Determine types of cakes product finishing and decoration ii. Select ingredients and materials for cakes finishing and decoration iii. Apply techniques of glazing and topping cakes product according to standing order iv. Cakes product display and packed according to requirements	<p><u>Attitude:</u></p> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration cakes product	22 hours	Demonstration & Observation	cakes product according to standing order iv. Cakes product display and packed according to requirements

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check cakes preparation product quality and quantity	i. Cakes product appearance i. Cakes product texture ii. Cakes product aroma iii. Cakes product colour iv. Cakes product flavour and taste v. Cakes product quantity and quality contribution factors			2 hours	Lecture	i. Cakes product appearance confirmed ii. Cakes product texture confirmed iii. Cakes product aroma confirmed iv. Cakes product colour confirmed v. Cakes product flavour and taste confirmed vi. Cakes product
		i. Check cakes product appearance ii. Check cakes product texture iii. Check cakes product aroma iv. Check cakes product colour v. Check cakes product flavour and taste vi. Confirm cakes product		4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		quantity meets with standing order	<p><u>Attitude:</u></p> <p>i. Responsible in checking cakes quality and quantity</p> <p>ii. Adhere to hygiene practise</p> <p><u>Safety:</u></p> <p>i. Wear appropriate Personal Protective Equipment (PPE)</p> <p>ii. Adhere to kitchen safety, hygiene and health procedure</p>			quantity confirmed
6. Produce cakes preparation activities report	<p>i. Flow of reporting line</p> <p>ii. Cakes preparation reporting format</p> <p>iii. Method of reporting cakes preparation activities such as;</p> <ul style="list-style-type: none"> • Verbal • Checklist • Written <p>iv. Procedure of reporting</p>			1 hour	Lecture	<p>i. Cakes preparation activities reporting format determined</p> <p>ii. Method of reporting cakes preparation</p>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	cakes preparation activities					activities applied
		<ul style="list-style-type: none"> i. Determine personnel involved ii. Determine cakes preparation activities reporting format iii. Apply method of reporting cakes preparation activities iv. Generate cakes preparation activities report v. Follow procedure of reporting cakes preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting cakes preparation activities iii. Adhere to report submission dateline <p><u>Safety:</u></p> <p>-Not applicable-</p>	1 hours	Demonstration & Observation	<ul style="list-style-type: none"> iii. Cakes preparation activities report generated

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
<ol style="list-style-type: none"> 1. Stationery 2. Kitchen utensils (whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon& cup, nozzle, rolling pin, cakes, cutter, scraper, can opener, pastry brush, turn table, cake board) 3. Working table 4. Stove 5. Mixer 6. Food processor 7. Chillers 8. Freezer 9. Food containers 10. Piping bag 11. Cakes ingredients 12. Cakes standard recipe 13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove) 	<p>As required</p> <p>1:4</p> <p>1:4</p> <p>1:4</p> <p>1:4</p> <p>1:4</p> <p>1:20</p> <p>1:20</p> <p>1:1</p> <p>1:1</p> <p>1:1</p> <p>1:1</p> <p>1:1</p>

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	PASTRY PRODUCT AND MATERIAL HANDLING						
Competency Unit Descriptor	Pastry product and material handling is to handle pastry product and material in accordance with Standard Operating Procedure (SOP), production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in handling pastry product and material shall be able to carry out handling pastry product and material to meet required quality.						
Competency Unit ID	HT-014-2:2011-CO8	Level	2	Training Duration	30 Hours	Credit Hours	3
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry product and material handling requirement	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Types of pastry product and material such as; <ul style="list-style-type: none"> • Raw material • Semi finished products such as; <ul style="list-style-type: none"> – Tart shell – Ganache 			3 hours	Lecture	i. Types of pastry product and material listed out ii. Material requisition procedure determined iii. Pastry product and material handling Standard Operating Procedure (SOP) determined iv. Pastry product and	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> – Sponge cake • Finished products iii. Pastry product and material handling Standard Operating Procedure (SOP) iv. Material requisition procedure v. Pastry product and material handling workflow 					material handling workflow determined
		<ul style="list-style-type: none"> i. Determine types of pastry product and material ii. Determine material requisition procedure iii. Determine pastry product and material handling Standard Operating Procedure (SOP) iv. Determine pastry product and material handling workflow 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Resourceful in identifying pastry product and material handling requirement 	2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> -Not applicable-			
2. Plan pastry product and material handling activities	i. Types of pastry utensils and equipment such as; <ul style="list-style-type: none"> • Baking tray • Food container • Trolley • Chillers • Freezer ii. Functions of utensils and equipment iii. Types of pastry product and material storage area such as; <ul style="list-style-type: none"> • Dry store • Chillers • Freezer 			4 hour	Lecture	i. Utensils and equipment for pastry product and material handling Prepared ii. Accurate storage area with specified temperature determined
		i. Obtain standing order ii. Obtain material requisition form iii. Prepare utensils and equipment for pastry product and material handling iv. Determine accurate storage area with specified temperature		2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Organise in planning pastry product and material handling activities <u>Safety:</u> -Not applicable-			
3. Carry out pastry product and material handling	i. Procedures of pastry product and material collection ii. Method of checking during receiving of pastry product and material such as <ul style="list-style-type: none"> • Appearance • Colour • Expiry date iii. Techniques of packaging pastry product and material iv. Standard labelling of pastry product and material v. Pastry product and material storage procedures			4 hour	Lecture	i. Pastry product and material according to requisition & specification collected ii. Pastry product and material during receiving according to Standard Operating Procedure (SOP) checked iii. Pastry product and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Collect pastry product and material according to requisition & specification ii. Check pastry product and material during receiving according to Standard Operating Procedure (SOP) iii. Pack pastry product and material according to standard requirement iv. Label pastry product and material v. Store pastry product and material according to accurate storage area 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out pastry product and material handling <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective 	8 hours	Demonstration & Observation	<ul style="list-style-type: none"> material packed according to standard requirement iv. Label pastry product and material labelled v. Pastry product and material stored according to accurate storage area

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
4. Check pastry product and material handling effectiveness	i. Quality of pastry product and material ii. Accuracy of pastry product and material quantity iii. Arrangement of pastry product and material			2 hour	Lecture	i. Quality of pastry product and material confirmed ii. Accuracy of pastry product and material quantity confirmed iii. Arrangement of pastry product and material confirmed
		i. Check quality of pastry product and material ii. Check accuracy of pastry product and material quantity iii. Check arrangement of pastry product and material iv. Confirm pastry product and material storage comply with HALAL, HACCP and GMP requirements	<u>Attitude:</u> i. Responsible in checking pastry product and	3 hours	Demonstration & Observation	iv. Pastry product and material storage complied with HALAL requirements

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			material quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
5. Produce pastry product and material handling activities report	i. Flow of reporting line ii. Pastry product and material handling activities reporting format iii. Method of reporting pastry product and material handling activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting pastry product and material handling activities			1 hours	Lecture	i. Determine pastry product and material handling activities reporting format determined ii. Method of reporting pastry product and material handling activities applied iii. Pastry product and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine personnel involved ii. Determine pastry product and material handling activities reporting format iii. Apply method of reporting pastry product and material handling activities iv. Generate pastry product and material handling activities report v. Follow procedure of reporting pastry product and material handling activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting pastry product and material handling activities iii. Adhere to report submission dateline <p><u>Safety:</u></p>	1 hours	Demonstration & Observation	material handling activities report generated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			-Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (measuring scale, knife)	1:4
3. Kitchen equipment (chiller, freezer, trolley)	1:10
4. Food containers	1:1
5. Food packaging	1:1
6. Raw materials	1:1
7. Semi finished products	1:1
8. Finished products	1:1
9. Requisition form	1:1
10. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	PASTRY PRODUCT SALES & MARKETING						
Competency Unit Descriptor	Pastry product sales & marketing are to sell & market pastry product in accordance with company requirements. The personnel who are competent in pastry product sales shall be able to carry out pastry product sales and collect customer feedback to meet required sales target and quality.						
Competency Unit ID	HT-014-2:2011-E01	Level	2	Training Duration	34 Hours	Credit Hours	3
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry products sales & marketing requirements	i. Types of pastry product and selling price ii. Pastry products sales & marketing workflow iii. Pastry products sales & marketing Standard Operating Procedures (SOP)			4 hours	Lecture	i. Types of pastry product and selling price determined ii. Pastry products sales & marketing workflow listed out	
		i. Determine types of pastry product and selling price ii. Determine pastry products sales & marketing workflow iii. Determine pastry products sales & marketing Standard Operating Procedures (SOP)		2 hours	Demonstration & Observation	iii. Pastry products sales & marketing Standard Operating Procedures (SOP) determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Resourceful in interpreting standing order <u>Safety:</u> -Not applicable-			
2. Arrange pastry product sales & marketing activities	i. Marketing plan ii. Marketing mix <ul style="list-style-type: none"> • Product • Price • Promotion • Place iii. Respondents' profile <ul style="list-style-type: none"> • Number of respondents • Demographic (Age, gender, occupation, household income and locality) • Psychographic (behavioral, lifestyles, attitude) iv. Marketing materials such as <ul style="list-style-type: none"> • Brochure • Flyers • Business card v. Marketing schedule			4 hour	Lecture	i. respondents' profiled determined ii. Select marketing materials selected

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	and strategies					
		i. Ascertain marketing plan ii. Determine respondents' profile iii. Select marketing materials iv. Obtain marketing schedule and strategies	<u>Attitude:</u> i. Organise in arranging pastry product sales & marketing activities <u>Safety:</u> -Not applicable-	4 hours	Demonstration & Observation	
3. Carry out pastry product sales & marketing	i. Sales & marketing activities ii. Market location iii. Market information <ul style="list-style-type: none"> • Type of customer • Fast moving product iv. Customer feedback v. Potential/new customer			3 hour	Lecture	i. Sales & marketing activities arranged ii. Pastry products sales & marketing executed iii. Potential/

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Arrange sales & marketing activities ii. Choose market location iii. Execute pastry products sales & marketing iv. Gather and tabulate market information v. Collect customer feedback vi. Identify potential/new customer 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Proactive in carrying out marketing activities ii. Responsible in collecting customer feedback <p><u>Safety:</u> -Not applicable-</p>	12 hours	Demonstration & Observation	new customer determined
4. Check validity and reliability of potential market information	<ul style="list-style-type: none"> i. Guidelines of gathering and tabulating market information. ii. Validity and reliability of data collected. iii. Numbers of potential/new customer 			2 hour	Lecture	<ul style="list-style-type: none"> i. Guidelines of gathering and tabulating market information confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Check guidelines of gathering and tabulating market information. ii. Assess validity and reliability of data collected. iii. Assess numbers of potential/new customer 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in gathering and tabulating market information <p><u>Safety:</u></p> <p>-Not applicable-</p>	1 hours	Demonstration & Observation	<ul style="list-style-type: none"> ii. validity and reliability of data collected confirmed iii. Numbers of potential/new customer confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Prepare pastry product sales & marketing report	i. Flow of reporting line ii. Pastry product sales & marketing reporting format iii. Method of reporting pastry product sales & marketing activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting pastry product sales & marketing activities			1 hours	Lecture	i. Pastry product sales & marketing activities reporting format determined ii. Method of reporting pastry product sales & marketing activities applied
		i. Determine personnel involved ii. Determine pastry product sales & marketing activities reporting format iii. Apply method of reporting pastry product sales & marketing activities iv. Generate pastry product sales & marketing activities report v. Follow procedure of reporting pastry product sales & marketing activities		1 hours	Demonstration & Observation	iii. Pastry product sales & marketing activities report generated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsibility in reporting pastry product sales & marketing activities iii. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery 2. Sales & Marketing kits (brochure, pamphlets, banner, bunting) 3. Office equipment (computer, printer, photocopier, scanner) 4. Customer feedback form 5. Pastry products	As required 1:5 1:10 1:1 1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	SOFT AND HARD ROLL PREPARATION						
Competency Unit Descriptor	Soft and hard roll preparation is to produce soft and hard roll product in accordance with standard recipe, production requirement, standing order and Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in soft and hard roll preparation shall be able to carry out soft and hard roll preparation, finishing, decoration and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-2:2011-E02	Level	2	Training Duration	48 Hours	Credit Hours	5
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify soft and hard roll preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Soft and hard roll standing order iii. Production quantity iv. Delivery time v. Soft and hard roll standard recipe			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Determine delivery time determined iv. Types of soft and hard roll listed out v. Soft and hard roll preparation workflow	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of soft and hard roll dough <ul style="list-style-type: none"> • Lean • Enriched vii. Types of soft and hard roll such as; <ul style="list-style-type: none"> • Plain • Filled • Sweet • Savoury viii. Soft and hard roll preparation workflow					determined
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of soft and hard roll vi. Determine soft and hard roll preparation workflow	<u>Attitude:</u> i. Resourceful in identifying soft and hard roll preparation requirements	3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> -Not applicable-			
2. Prepare soft and hard roll <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Baking tray • Scale • Measurement cups • Mixing bowl • Mixer • Oven ii. Function and usage of cooking utensils and equipment soft and hard roll iii. Soft and hard roll ingredients such as; <ul style="list-style-type: none"> • Sugar 			4 hour	Lecture	i. Types of cooking utensils and equipment determined ii. Function and usage of cooking utensils and equipment determined iii. Cooking utensils and equipment arranged iv. Soft and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Salt • Milk • Yeast • Flour • Milk powder • Egg • Water 					hard roll ingredients determined
		<ul style="list-style-type: none"> i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine soft and hard roll ingredients 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing soft and hard roll <i>mise en place</i> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Careful in check and testing equipment ii. Adhere to kitchen safety practice 	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out soft and hard roll preparation	i. Techniques of mixing soft and hard roll dough <ul style="list-style-type: none"> • Straight dough method • Sponge method ii. Techniques of soft and hard roll preparation <ul style="list-style-type: none"> • Mixing • Kneading • Rolling • Shaping • Panning • Proofing • Baking iii. Procedures of soft and hard roll preparation			6 hour	Lecture	i. Soft and hard roll standard recipe interpreted ii. Utensils and equipment utilised iii. Soft and hard roll ingredients measured according to standard recipe iv. Soft and hard roll ingredients mixed according to standard recipe
		i. Follow soft and hard roll standard recipe ii. Utilise utensils and equipment iii. Measure soft and hard roll ingredients according to standard recipe iv. Mix soft and hard roll ingredients according to standard recipe v. Proof soft and hard roll dough according to standard recipe vi. Apply baking technique		15 hours	Demonstration & Observation	v. Soft and hard roll dough proofed according to standard recipe vi. Baking technique applied

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out soft and hard roll preparation <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure 			
4. Carry out soft and hard roll finishing and decoration	<ul style="list-style-type: none"> i. Types of soft and hard roll finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base – Chocolate – Nuts/grains – Flour 			2 hour	Lecture	<ul style="list-style-type: none"> i. Types of soft and hard roll finishing and decoration determined ii. Soft and hard roll product glazed,

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Icing • Cream • Cheese • Filling such as; <ul style="list-style-type: none"> – Custard – Chocolate – Fruit jam – Savoury ii. Technique of glazing, topping and filling iii. Method of soft and hard roll product display and packaging					topped and filled according to standing order iii. Soft and hard roll product displayed and packed according to requirements
		i. Determine types of soft and hard roll finishing and decoration ii. Glaze, top and fill soft and hard roll product according to standing order iii. Display and pack soft and hard roll product according to requirements	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration soft	4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and hard roll product <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check soft and hard roll quality and quantity	i. Soft and hard roll shape ii. Soft and hard roll texture iii. Soft and hard roll aroma iv. Soft and hard roll colour v. Soft and hard roll flavour and taste vi. Soft and hard roll appearance vii. Soft and hard roll quantity and quality contribution factors			1 hours	Lecture	i. Soft and hard roll shape confirmed ii. Soft and hard roll texture confirmed iii. Soft and hard roll aroma confirmed iv. Soft and hard roll colour confirmed v. Soft and hard

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Check soft and hard roll shape ii. Check soft and hard roll texture iii. Check soft and hard roll aroma iv. Check soft and hard roll colour v. Check soft and hard roll flavour and taste vi. Check soft and hard roll appearance vii. Confirm soft and hard roll quantity meets with standing order 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in checking soft and hard roll quality and quantity ii. Adhere to hygiene practise <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure 	2 hours	Demonstration & Observation	<ul style="list-style-type: none"> roll flavour and taste confirmed vi. Soft and hard roll appearance confirmed vii. Soft and hard roll quantity confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Produce soft and hard roll preparation activities report	i. Flow of reporting line ii. Soft and hard roll preparation reporting format iii. Method of reporting soft and hard roll preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting soft and hard roll preparation activities			1 hour	Lecture	i. soft and hard roll preparation activities reporting format determined ii. Method of reporting soft and hard roll preparation activities applied iii. Soft and hard roll preparation activities report generated
		i. Determine personnel involved ii. Determine soft and hard roll preparation activities reporting format iii. Apply method of reporting soft and hard roll preparation activities iv. Generate soft and hard roll preparation activities report v. Follow procedure of reporting soft and hard roll preparation activities		1 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Sincere and responsible in reporting soft and hard roll preparation activities iii. Clarity in reporting soft and hard roll preparation activities iv. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (pan, scale, measurement spoon & cups, mixing bowl, rolling pin, scraper, baking tray, rack trolley, wire rack, kitchen cloth)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Proover	1:20
7. Oven	1:20
8. Chillers	1:20
9. Freezer	1:20
10. Soft and hard roll ingredients	1:1
11. Soft and hard roll standard recipe	1:1
12. Packaging materials	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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SUMMARY OF TRAINING DURATION FOR PASTRY PRODUCTION - HT-014-2: 2011

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
1	SAFETY, HEALTH AND HYGIENE PRACTICES	1. Identify safety, health and hygiene practices requirements	3	2	5	53
		2. Plan safety, health and hygiene practices activities	3	4	7	
		3. Carry out safety, health and hygiene practices	12	22	34	
		4. Check safety, health and hygiene practices conformance	2	3	5	
		5. Produce safety, health and hygiene practices activities report	1	1	2	
2	BATTER AND DOUGH PREPARATION	1. Identify batter and dough preparation requirements	3	2	5	60
		2. Prepare batter and dough mise en place	3	4	7	
		3. Carry out batter and dough preparation	12	22	34	
		4. Carry out batter and dough end product storage	3	4	7	
		5. Check batter and dough quality and quantity	2	3	5	
		6. Produce batter and dough preparation activities report	1	1	2	
3	FILLING AND CREAM PREPARATION	1. Identify filling and cream preparation requirements	3	2	5	60
		2. Prepare filling and cream mise en place	3	4	7	
		3. Carry out filling and cream preparation	12	22	34	
		4. Carry out filling and cream end product storage	3	4	7	
		5. Check filling and cream quality and quantity	2	3	5	
		6. Produce filling and cream preparation activities report	1	1	2	
4	PUDDING PREPARATION	1. Identify pudding preparation requirements	3	2	5	60
		2. Prepare pudding mise en place	3	4	7	
		3. Carry out pudding preparation	10	22	32	
		4. Carry out pudding product finishing and decoration	4	6	10	
		5. Check pudding preparation product quality and quantity	2	2	4	
		6. Produce pudding preparation activities report	1	1	2	
5	COOKIES PREPARATION	1. Identify cookies preparation requirements	3	2	5	60
		2. Prepare cookies mise en place	3	4	7	
		3. Carry out cookies preparation	10	22	32	
		4. Carry out cookies product finishing and decoration	4	6	10	
		5. Check cookies preparation product quality and quantity	2	2	4	
		6. Produce cookies preparation activities report	1	1	2	
6	MALAYSIAN DESSERTS AND KUIH PREPARATION	1. Identify Malaysian desserts and kuih requirements	3	3	6	90
		2. Prepare Malaysian desserts and kuih mise en place	4	6	10	
		3. Carry out Malaysian desserts and kuih preparation	22	36	58	
		4. Carry out Malaysian desserts and kuih product finishing and decoration	4	6	10	
		5. Check Malaysian desserts and kuih preparation product quality and quantity	2	2	4	
		6. Produce Malaysian desserts and kuih preparation activities report	1	1	2	
		1. Identify cakes preparation requirements	3	3	6	
		2. Prepare cakes mise en place	6	12	18	

7	CAKES PREPARATION	3. Carry out cakes preparation	18	48	66	132
		4. Carry out cakes product finishing and decoration	12	22	34	
		5. Check cakes preparation product quality and quantity	2	4	6	
		6. Produce cakes preparation activities report	1	1	2	
8	PASTRY PRODUCT AND MATERIAL HANDLING	1. Identify pastry product and material handling requirement	3	2	5	30
		2. Plan pastry product and material handling activities	4	2	6	
		3. Carry out pastry product and material handling	4	8	12	
		4. Check pastry product and material handling effectiveness	2	3	5	
		5. Produce pastry product and material handling activities report	1	1	2	
9	PASTRY PRODUCT SALES & MARKETING	1. Identify pastry products sales & marketing requirements	4	2	6	34
		2. Arrange pastry product sales & marketing activities	4	4	8	
		3. Carry out pastry product sales & marketing	3	12	15	
		4. Check validity and reliability of potential market information	2	1	3	
		5. Prepare pastry product sales & marketing report	1	1	2	
10	SOFT AND HARD ROLL PREPARATION	1. Identify soft and hard roll preparation requirements	3	3	6	48
		2. Prepare soft and hard roll mise en place	4	6	10	
		3. Carry out soft and hard roll preparation	6	15	21	
		4. Carry out soft and hard roll finishing and decoration	2	4	6	
		5. Check soft and hard roll quality and quantity	1	2	3	
		6. Produce soft and hard roll preparation activities report	1	1	2	
TOTAL HOURS (Core Competencies)			#NAME?	389	627	627