



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILL STANDARD)

HT-014-3: 2011
PASTRY PRODUCTION
LEVEL 3



JABATAN PEMBANGUNAN KEMAHIRAN
KEMENTERIAN SUMBER MANUSIA, MALAYSIA

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STANDARD KEMAHIRAN PEKERJAAN
KEBANGSAAN
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STANDARD PRACTICE & STANDARD
CONTENT FOR

HT-014-3:2011
PASTRY PRODUCTION
LEVEL 3



JPK

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

STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; PASTRY PRODUCTION LEVEL 3

1. INTRODUCTION

This is a new 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 DACUM workshop findings, it was decided that the entry level for Pastry Production personnel career is at Level 3. 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.

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.

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*.

Consequently, the development of this NOSS at Level 3 (*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 3. 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 Kemahiran Malaysia Level 2 in Pastry Production. 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 3 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 3) is competent in performing:

- Confectionery preparation
- Frozen dessert items
- Preparation
- Chocolate product preparation
- Special pastry product decoration
- Pastry product innovation
- Pastry production stock control
- Pastry production control
- Pastry administrative function
- Pastry product costing

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 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
- Food Ambassador (Ministry of Tourism Malaysia-Fabulous Food Malaysia in 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.malysiachefs.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. DEVELOPMENT OF COMMITTEE MEMBERS

PASTRY PRODUCTION

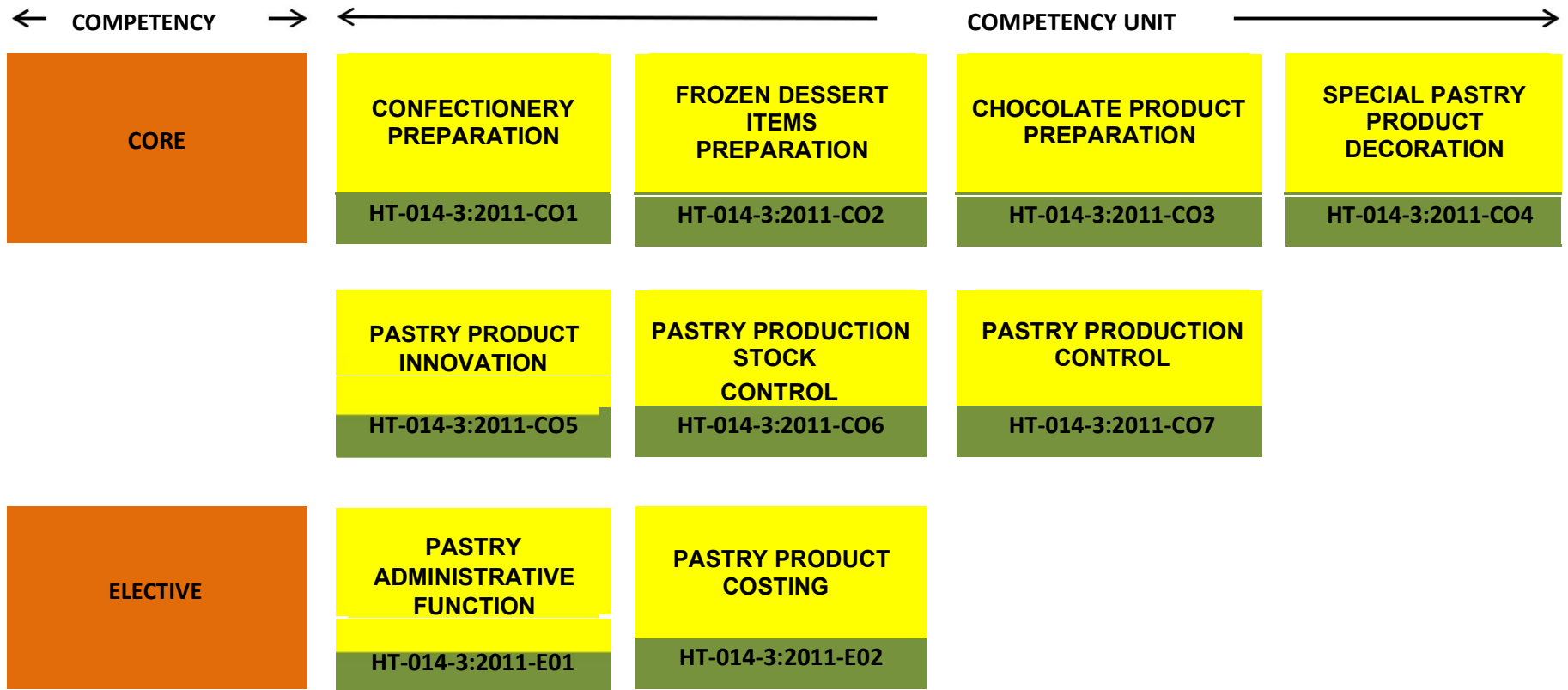
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LEVEL 3

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	THREE (3)	JOB AREA CODE	HT-014-3:2011



COMPETENCY PROFILE (CP)

Sub Sector	KITCHEN			
Job Area	PASTRY PRODUCT PRODUCTION			
Level	Three (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Confectionery preparation	HT-014-3:2011-CO1	Confectionery preparation is to produce confectionery products in accordance to 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 confectionery preparation shall be able to carry out confectionery preparation, product finishing and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify confectionery preparation requirements 2. Prepare confectionery <i>mise en place</i> 3. Carry out confectionery preparation 4. Carry out confectionery product finishing 5. Check confectionery product quality and quantity 	<ol style="list-style-type: none"> 1.1 Types of confectionery product such as (marzipan, pastillage, cream and butter), production quantity and delivery time determined 1.2 Confectionery 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 Confectionery product mixed, divided, shaped, moulded, baked and chilled according to standard recipe 4.1 Confectionery product glazed, topped and decorated according to standing order 4.2 Confectionery end product plated and displayed according to requirements 5.1 Confectionery product colour, texture, flavour, taste, shape, size, aroma and quantity checked according to

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Produce confectionery preparation activities report	standing order 6.1 Confectionery preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Frozen dessert items preparation	HT-014-3:2011-CO2	Frozen desserts item preparation is to produce desserts made by freezing liquids, semi-solids, and solids in accordance to 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 frozen desserts item preparation shall be able to carry out frozen desserts item preparation, product finishing and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify frozen desserts items preparation requirements 2. Prepare frozen desserts items <i>mise en place</i> 3. Carry out frozen desserts items preparation 4. Carry out frozen desserts items product finishing 5. Check frozen desserts items product quality and quantity 6. Produce frozen desserts items preparation activities report 	<ol style="list-style-type: none"> 1.1 Types of frozen desserts items product, production quantity and delivery time determined 1.2 Frozen desserts items product standard recipe, ingredients and production workflow determined 2.1 Cooking utensils and equipment arranged according to requirements 2.2 Ingredients scaled and weighed according to standard recipe 3.1 Frozen desserts items product mixed, divided, shaped, moulded and frozen according to standard recipe 4.1 Frozen desserts items product glazed, topped and decorated according to standing order 4.2 Frozen desserts items end product plated and displayed according to requirements 5.1 Frozen desserts items product colour, texture, flavour, taste, shape, size, aroma and quantity checked according to standing order 6.1 Frozen desserts items preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Chocolate product preparation	HT-014-3:2011-CO3	Chocolate product preparation is to produce chocolate 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 chocolate product shall be able to carry out chocolate product preparation, finishing and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify chocolate product preparation requirements 2. Prepare chocolate product <i>mise en place</i> 3. Carry out chocolate product preparation 4. Carry out chocolate product finishing 5. Check chocolate product quality and quantity 6. Produce chocolate product preparation activities report 	<ol style="list-style-type: none"> 1.1 Types of chocolate product, production quantity and delivery time determined 1.2 Chocolate 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 Chocolate product melted, tempered, mixed, divided, shaped, moulded and chilled according to standard recipe 4.1 Chocolate product glazed, topped, filled and decorated according to standing order 4.2 Chocolate end product plated and displayed according to requirements 5.1 Chocolate product colour, texture, flavour, taste, shape, size, aroma and quantity checked according to standing order 6.1 Chocolate product preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Special pastry product decoration	HT-014-3:2011-CO4	Special pastry product decoration is to decorate pastry product in accordance to 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 special decoration shall be able to carry out pastry product decoration preparation, product finishing and end product display to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify special pastry product decoration requirements 2. Prepare special pastry product decoration <i>mise en place</i> 3. Carry out special pastry product decoration 4. Check special pastry product decoration quality 5. Produce special pastry product decoration activities report 	<ol style="list-style-type: none"> 1.1 Types of decoration product, production quantity and delivery time determined 1.2 Decoration 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 Decoration product mixed, dipped, tempered, cutted, coated, modelled, painted/sprayed, piped, assembled, portioned, plated, shaved/grated and carved according to standard recipe 3.2 Decoration product glazed, topped and decorated according to standing order 4.1 Decoration product colour, texture, flavour, taste, shape, size, aroma and quantity checked according to standing order 5.1 Decoration preparation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Pastry product innovation	HT-014-3:2011-CO5	Pastry product innovation is to produce improvement of existing products 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 innovation pastry product shall be able to carry out pastry product innovation to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify pastry product innovation requirements 2. Prepare pastry product innovation <i>mise en place</i> 3. Carry out pastry product innovation 4. Check pastry product innovation quality and quantity 5. Produce pastry product innovation production activities report 	<ol style="list-style-type: none"> 1.1 Types of pastry product innovation, production quantity and delivery time determined 1.2 Pastry product innovation 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 Pastry product innovation mixed, divided, shaped, moulded, baked and chilled according to standard recipe 4.1 Pastry product innovation colour, texture, flavour, taste, shape, size, aroma and quantity confirmed according to standing order 5.1 Pastry product innovation activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Pastry production stock control	HT-014-3:2011-CO6	Pastry production stock control is to manage and control stock in accordance with Standard Operating Procedure (SOP), production requirement, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in stock control shall be able to carry out stock control activities to meet required quality.	<ol style="list-style-type: none"> 1. Identify stock control requirements 2. Arrange stock control activities 3. Carry out stock control activities 4. Check stock control activities 5. Produce stock control report 	<ol style="list-style-type: none"> 1.1 Types of raw material, space and humidity temperature determined 1.2 Store management process/workflow determined 2.1 Stock management documentation listed out 3.1 Schedule for receiving and issuing of stock circulated and briefed, inventory stock record updated, store requisition filled up and stock arrangement confirmed 4.1 Stock keeping record and filing updated 4.2 Issuing and ordering of stock complied with procedures 5.1 Stock control report prepared and submitted to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Pastry production control	HT-014-3:2011-CO7	Pastry production control is to manage, control, planning and scheduling production 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 production control shall be able to prepare production subordinate tasking and monitor pastry production activities to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify pastry production control requirements 2. Arrange pastry production control activities 3. Carry out pastry production control activities 4. Check effectiveness of pastry production control activities 5. Produce pastry production control activities report 	<ol style="list-style-type: none"> 1.1 Pastry product, production capacity and availability determined 1.2 Pastry production process/workflow determined 2.1 Pastry production checklist, standing order, materials requisition, subordinate tasking and schedule prepared 3.1 Subordinate tasking circulated and briefed 3.2 Pastry production monitored and bakery product quality inspected 3.3 Pastry products appropriated delivered to customer 3.4 Pastry production comply with production plan 4.1 Pastry product colour, texture, flavour, taste, shape, size , aroma and quantity meets the standard requirement and standing order 5.1 Pastry production activities reported to superior to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
8. Pastry administrative function	HT-014-3:2011-EO1	Pastry administrative function is to administer subordinate on career development in accordance with Standard Operating Procedure (SOP) and production requirement. The personnel who are competent in pastry administrative function shall be able to carry out pastry administrative function activities to meet required quality and quantity.	<ol style="list-style-type: none"> 1. Identify pastry administrative function requirements 2. Arrange pastry administrative function activities 3. Carry out pastry administrative function activities 4. Check effectiveness of pastry administrative function activities 5. Produce pastry administrative function activities report 	<ol style="list-style-type: none"> 1.1 Staff qualification and staff development requirement determined 2.1 Subordinates performance appraisal obtained, staff development program plan and staff development program proposal prepared according company objective and business plan. <ol style="list-style-type: none"> 3.1 Staff development program schedule determined 3.2 Staff development program coordinated 4.1 Suitability of staff development program schedule, functionality & suitability of training equipment and materials and effectiveness of staff development program coordination checked 5.1 Pastry administrative function activities reported to superior

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
9. Pastry product costing	HT-014-3:2011-EO2	Pastry product costing is to calculate and estimate pastry product cost in accordance with Standard Operating Procedure (SOP) and production requirement. The personnel who are competent in Pastry product costing shall be able to carry out pastry product costing activities to meet required quality.	<ol style="list-style-type: none"> 1. Identify pastry product costing requirements 2. Arrange pastry product costing activities 3. Carry out pastry product costing activities 4. Check accuracy of pastry product costing 5. Prepare pastry product costing activities report 	<ol style="list-style-type: none"> 1.1 Types of pastry product and product costing works flow determined 2.1 Pastry product standard recipe and materials price list obtained 2.2 Costing sheet format prepared 3.1 Pastry product costing tabulated and calculated 4.1 Accuracy of pastry product costing calculation checked 5.1 Pastry product costing activities reported to superior

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	CONFECTIONERY PREPARATION						
Competency Unit Descriptor	Confectionery preparation is to produce confectionery products in accordance to 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 confectionery preparation shall be able to carry out confectionery preparation, product finishing and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-CO1	Level	3	Training Duration	240 Hours	Credit Hours	24
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify confectionery 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. Confectionery standing order iii. Production quantity iv. Delivery time v. Confectionery standard recipe			12 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity listed out iii. Delivery time determined iv. Types of confectionery listed out v. Confectionery preparation workflow listed out	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of confectionery such as; <ul style="list-style-type: none"> • Boiled sweet <ul style="list-style-type: none"> - Lollypop - Soft centred sweet • Fondant • Marzipan • Nougat • Fruit jelly • Pralines vii. Confectionery preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of confectionery vi. Determine confectionery preparation workflow	<u>Attitude:</u> i. Resourceful in identifying confectionery	16 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			preparation requirements <u>Safety:</u> -Not applicable-			
2. Prepare confectionery <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Sugar thermometer • Pastry bag • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven ii. Function and usage of cooking utensils and equipment for confectionery preparation iii. Determine confectionery ingredients such as; <ul style="list-style-type: none"> • Glucose • Acid citric • Corn syrup • Flour 			14 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. Confectionery ingredients determined according to standard recipe v. Confectionery standard recipe interpreted

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Eggs • Salt • Sugar • Milk • Butter • 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 confectionery ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> i. Organise in preparing confectionery <i>mise en place</i> <p><u>Safety:</u></p> <ol style="list-style-type: none"> i. Careful in checking and testing equipment 	18 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			ii. Adhere to kitchen safety practice			
3. Carry out confectionery preparation	i. Techniques of confectionery preparation <ul style="list-style-type: none"> • Mixing • Dipping • Tempering • Cutting • Coating ii. Methods of confectionery preparation such as; <ul style="list-style-type: none"> • Boiling • Double boiling • Baking • Water bath iii. Procedure of confectionery preparation			42 hour	Lecture	i. Confectionery standard recipe interpreted thoroughly ii. Utensil and equipment utilised correctly iii. Confectionery ingredients measured according to standard recipe iv. Confectionery ingredients prepared according to standard recipe v. Techniques of confectionery preparation applied
		i. Follow confectionery standard recipe ii. Utilise utensil and equipment iii. Measure confectionery ingredients according to standard recipe iv. Prepare confectionery ingredients according		68 hours	Demonstration & Observation	vi. Method of confectionery preparation applied vii. Procedure of confectionery

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		to standard recipe v. Apply techniques of confectionery preparation vi. Apply method of confectionery preparation vii. Follow procedure of confectionery preparation vii. Systematic in sequencing works	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out confectionery preparation <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen			preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			safety, hygiene and health procedure			
4. Carry out confectionery product finishing and decoration	i. Types of confectionery product finishing and decoration such as: <ul style="list-style-type: none"> • Filling such as; <ul style="list-style-type: none"> – Chocolate – Fruit base/jam – Butter cream – Cream • Topping such as; <ul style="list-style-type: none"> – Caramel base – Fruit base <ul style="list-style-type: none"> - Dried fruit - Candied fruit – Chocolate – Nuts – Icing ii. Technique of glazing, topping and filling iii. Method of confectionery product display and packaging			22 hour	Lecture	i. Types of confectionery product finishing and decoration listed out ii. Confectionery product glazed, topped and filled according to standard recipe and standing order iii. Confectionery product displayed and packed according to requirements

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 confectionery product finishing and decoration ii. Glaze, top and fill confectionery product according to standard recipe and standing order iii. Display and pack confectionery 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 confectionery product <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety, hygiene 	36 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and health procedure			
5. Check confectionery preparation product quality and quantity	<ul style="list-style-type: none"> i. Confectionery product appearance i. Confectionery product texture ii. Confectionery product aroma iii. Confectionery product colour iv. Confectionery product flavour and taste v. Confectionery product quantity and quality contribution factors 			2 hours	Lecture	<ul style="list-style-type: none"> i. Confectionery product appearance confirmed ii. Confectionery product texture confirmed iii. Confectionery product aroma confirmed iv. Confectionery product colour confirmed
		<ul style="list-style-type: none"> i. Check confectionery product appearance ii. Check confectionery product texture iii. Check confectionery product aroma iv. Check confectionery product colour v. Check confectionery product flavour and taste vi. Confirm confectionery product quantity meets with standing order 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in 	6 hours	Demonstration & Observation	<ul style="list-style-type: none"> v. Confectionery product flavour and taste confirmed vi. Confectionery product quantity confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			checking confectionery 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 confectionery preparation activities report	i. Flow of reporting line ii. Confectionery preparation reporting format iii. Method of reporting confectionery preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting confectionery preparation activities			2 hour	Lecture	i. Confectionery preparation activities reporting format determined ii. Method of reporting confectionery preparation activities applied iii. Confectionery preparation activities report

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 confectionery preparation activities reporting format iii. Apply method of reporting confectionery preparation activities iv. Generate confectionery preparation activities report v. Follow procedure of reporting confectionery preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting confectionery preparation activities iii. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>	2 hours	Demonstration & Observation	<ul style="list-style-type: none"> iv. generated Procedure of reporting confectionery preparation activities followed

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. 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, confectionery cutter, scraper, can opener, pastry brush, turn table, cake board, sugar thermometer, chocolate fork, marzipan tools) 3. Working table 4. Marble Slab 5. Stove 6. Mixer 7. Food processor 8. Chillers 9. Freezer 10. Food containers 11. Piping bag 12. Confectionery ingredients 13. Confectionery standard recipe 14. 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>1:4</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	FROZEN DESSERT ITEMS PREPARATION						
Competency Unit Descriptor	Frozen desserts item preparation is to produce desserts made by freezing liquids, semi-solids, and solids in accordance to 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 frozen desserts item preparation shall be able to carry out frozen desserts item preparation, product finishing and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-CO2	Level	3	Training Duration	204 Hours	Credit Hours	20
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify frozen desserts item 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. Frozen desserts item standing order iii. Production quantity iv. Delivery time v. Frozen desserts item standard recipe			6 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Types of frozen dessert items determined v. Frozen dessert items preparation workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of frozen desserts item such as; <ul style="list-style-type: none"> • Ice cream • Bombe Alaska • Parfait • Sorbet • Frozen <i>Souffle</i> vii. Frozen desserts item preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of frozen desserts item vi. Determine frozen desserts item preparation workflow	<u>Attitude:</u> i. Resourceful in identifying frozen desserts item preparation requirements <u>Safety:</u> -Not applicable-	9 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare frozen desserts item <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Food thermometer • Pastry bag • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven • Freezer ii. Function and usage of cooking utensils and equipment for frozen desserts item preparation iii. Determine frozen desserts item ingredients such as; <ul style="list-style-type: none"> • Glucose • Acid citric • Corn syrup • Flour • Eggs • Sugar • Milk • Butter 			16 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. Frozen desserts item ingredients according to standard recipe listed out

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Heavy cream • Flavourings 	<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 frozen desserts item ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing frozen desserts item <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 	24 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out frozen desserts item preparation	i. Techniques of frozen desserts item preparation <ul style="list-style-type: none"> • Mixing • Tempering • Cutting • Coating ii. Methods of frozen desserts item preparation such as; <ul style="list-style-type: none"> • Boiling • Baking • Water bath/ Bain Marie/ Double boiling • Freezing iii. Procedure of frozen desserts item preparation			36 hour	Lecture	i. Frozen desserts item standard recipe Interpreted thoroughly ii. Utensil and equipment utilised correctly iii. Frozen desserts item ingredients measured according to standard recipe iv. Frozen desserts item ingredients prepared according to standard recipe
		i. Follow frozen desserts item standard recipe ii. Utilise utensil and equipment iii. Measure frozen desserts item ingredients according to standard recipe iv. Prepare frozen desserts item ingredients according to standard recipe		62 hours	Demonstration & Observation	v. Techniques of frozen desserts item preparation applied vi. Methods of frozen desserts item preparation

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 frozen desserts item preparation vi. Apply methods of frozen desserts item preparation v. Follow procedure of frozen desserts item preparation 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out frozen dessert items 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 			<ul style="list-style-type: none"> applied iv. Procedure of frozen desserts item preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out frozen desserts item product finishing and decoration	i. Types of frozen desserts item product finishing and decoration such as: <ul style="list-style-type: none"> • Filling such as; <ul style="list-style-type: none"> – Chocolate – Fruit base/jam – Cream • Topping such as; <ul style="list-style-type: none"> – Caramel base – Fruit base <ul style="list-style-type: none"> - Dried fruit - Candied fruit - Fruit sauce – Chocolate – Nuts – Icing 			16 hour	Lecture	i. Types of frozen desserts item product finishing and decoration determined ii. Frozen desserts item Glazed, topped and filled according to standard recipe and standing order iii. Frozen displayed and packed desserts item according to requirements
		ii. Technique of glazing, topping and filling iii. Method of frozen desserts item product display and packaging	i. Determine types of frozen desserts item product finishing and decoration ii. Glaze, top and fill frozen desserts item according to standard		25 hours	Demonstration & Observation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		recipe and standing order iii. Display and packed frozen desserts item 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 frozen dessert items product <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling 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
5. Check frozen desserts item preparation product quality and quantity	<ul style="list-style-type: none"> i. Frozen desserts item appearance i. Frozen desserts item texture ii. Frozen desserts item aroma iii. Frozen desserts item colour iv. Frozen desserts item flavour and taste v. Frozen desserts item quantity and quality contribution factors 			2 hours	Lecture	<ul style="list-style-type: none"> i. Frozen desserts item appearance confirmed ii. Frozen desserts item texture confirmed iii. Frozen desserts item aroma confirmed iv. Frozen desserts item colour confirmed v. Frozen desserts item flavour and taste confirmed vi. Frozen desserts item quantity confirmed
		<ul style="list-style-type: none"> i. Check frozen desserts item appearance ii. Check frozen desserts item texture iii. Check frozen desserts item aroma iv. Check frozen desserts item colour v. Check frozen desserts item flavour and taste vi. Confirm frozen desserts item quantity meets with standing order 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in checking frozen dessert items 	4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			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			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Produce frozen desserts item preparation activities report	i. Flow of reporting line ii. Frozen dessert items preparation reporting format iii. Method of reporting frozen dessert items preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting frozen dessert items preparation activities			2 hour	Lecture	i. Method of reporting frozen dessert items preparation activities applied ii. Frozen dessert items preparation activities report generated iii. Procedure of reporting frozen dessert items preparation activities followed
		i. Determine personnel involved ii. Determine frozen dessert items preparation activities reporting format iii. Apply method of reporting frozen dessert items preparation activities iv. Generate frozen dessert items preparation activities		2 hours	Demonstration & Observation	

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

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. 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, frozen desserts item cutter, scraper, can opener, pastry brush, turn table, cake board, food thermometer)	1:4
3. Working table	1:4
4. Marble Slab	1:4
5. Stove	1:4
6. Mixer	1:4
7. Food processor	1:4
8. Chillers	1:20
9. Freezer	1:20
10. Food containers	1:1
11. Piping bag	1:1
12. Frozen desserts item ingredients	1:1
13. Frozen desserts item standard recipe	1:1
14. Standing order	1:1
15. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

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12. Roux M.&A., Mcdonald & Co. Ltd., London & Sydney, The Roux Brothers on Patisserie, ISBN 0-356-12379-0

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	CHOCOLATE PRODUCT PREPARATION						
Competency Unit Descriptor	Chocolate product preparation is to produce chocolate 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 chocolate product shall be able to carry out chocolate product preparation, finishing and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-CO3	Level	3	Training Duration	240 Hours	Credit Hours	240
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify chocolate product 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. Chocolate product standing order iii. Production quantity iv. Delivery time v. Chocolate product standard recipe			12 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity listed out iii. Delivery time determined iv. Types of chocolate product listed out v. Chocolate preparation workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of chocolate product such as; <ul style="list-style-type: none"> • Pralines <ul style="list-style-type: none"> – Handmade - Truffle - Cigar/ Stick – Mould <ul style="list-style-type: none"> - Gainduja - Caramel - Mint – Cutter <ul style="list-style-type: none"> - Almond - Hazel nut - Dried fruit vii. Chocolate product preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of chocolate product vi. Determine chocolate product preparation workflow	<u>Attitude:</u> i. Resourceful in identifying	16 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			chocolate product preparation requirements <u>Safety:</u> -Not applicable-			
2. Prepare chocolate product <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Food thermometer • Pastry bag • Chocolate fork • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven ii. Function and usage of cooking utensils and equipment for chocolate product preparation iii. Determine chocolate product ingredients such as;			16 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. Chocolate product 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"> • Chocolate • Cocoa powder • Glucose • Acid citric • Corn syrup • Flour • Eggs • Cream • Sugar • Milk • Butter • 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 chocolate product ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> i. Organise in preparing 	32 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			chocolate product <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice			
3. Carry out chocolate product preparation	i. Techniques of chocolate product preparation <ul style="list-style-type: none"> • Mixing • Dipping • Tempering • Cutting • Coating • Spraying ii. Methods of chocolate product preparation methods such as; <ul style="list-style-type: none"> • Boiling • Water Bath/ Bain Marie/ Double Boiling • Baking iii. Procedure of chocolate product preparation			38 hour	Lecture	i. Chocolate product standard recipe interpreted thoroughly ii. Utensil and equipment Utilised correctly iii. Chocolate product ingredients measured according to standard recipe iv. Chocolate product ingredients prepared

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Follow chocolate product standard recipe ii. Utilise utensil and equipment iii. Measure chocolate product ingredients according to standard recipe iv. Prepare chocolate product ingredients according to standard recipe v. Apply techniques of chocolate product preparation vi. Apply method of chocolate product preparation vii. Follow procedure of chocolate product preparation 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out chocolate preparation <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal 	62 hours	Demonstration & Observation	<ul style="list-style-type: none"> according to standard recipe v. Techniques of chocolate product preparation applied vi. Method of chocolate product preparation applied vii. Procedure of chocolate product preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			
4. Carry out chocolate product finishing and decoration	i. Types of chocolate product finishing and decoration such as: <ul style="list-style-type: none"> • Filling such as; <ul style="list-style-type: none"> – Chocolate – Caramel – Fruit base/jam – Cream • Chocolate glazing • Garnishing such as; <ul style="list-style-type: none"> – Fruit base <ul style="list-style-type: none"> - Dried fruit - Candied fruit – Chocolate – Nuts ii. Technique of filling, coating, glazing and garnishing iii. Method of chocolate product display and			22 hour	Lecture	i. Types of chocolate product finishing and decoration listed out ii. chocolate product filled, coated, glazed and garnished according to standard recipe and standing order iii. Chocolate product displayed and packed according to requirements

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 chocolate product finishing and decoration ii. Fill, coat, glaze and garnish chocolate product according to standard recipe and standing order iii. Chocolate product display and packed 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 chocolate product <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling 	32 hours	Demonstration & Observation	

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

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		with standing order	<p><u>Attitude:</u></p> <p>i. Responsible in checking chocolate 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>			
6. Produce chocolate product preparation activities report	<p>i. Flow of reporting line</p> <p>ii. Chocolate preparation reporting format</p> <p>iii. Method of reporting chocolate preparation activities such as;</p> <ul style="list-style-type: none"> • Verbal • Checklist • Written <p>iv. Procedure of reporting chocolate preparation activities</p>			2 hour	Lecture	<p>i. Chocolate preparation activities reporting format determined</p> <p>ii. Method of reporting chocolate preparation activities applied</p>

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 chocolate preparation activities reporting format iii. Apply method of reporting chocolate preparation activities iv. Generate chocolate preparation activities report v. Follow procedure of reporting chocolate preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsibility in reporting chocolate product preparation activities iii. Responsible in reporting chocolate product preparation activities iv. Adhere to report 	2 hours	Demonstration & Observation	<ul style="list-style-type: none"> iii. Chocolate preparation activities report generated iv. Procedure of reporting chocolate preparation activities followed

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

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. 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, chocolate product cutter, scraper, can opener, pastry brush, turn table, cake board, food thermometer, chocolate fork, marzipan tools, Chocolate mould)	1:4
3. Working table	1:4
4. Marble Slab	1:4
5. Stove	1:4
6. Mixer	1:4
7. Food processor	1:4
8. Chillers	1:20
9. Pastry spray gun	1:20
10. Freezer	1:20
11. Food containers	1:1
12. Piping bag	1:1
13. Chocolate product ingredients	1:1
14. Chocolate product standard recipe	1:1
15. 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	SPECIAL PASTRY PRODUCT DECORATION						
Competency Unit Descriptor	Special pastry product decoration is to decorate pastry product in accordance to 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 special decoration shall be able to carry out pastry product decoration preparation, product finishing and end product display to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-CO4	Level	3	Training Duration	200 Hours	Credit Hours	20
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify special pastry product decoration 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. Special pastry product decoration standing order iii. Pastry product decoration specification according to special			12 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity listed out iii. Delivery time determined iv. Types of special pastry product decoration according to occasions listed out v. Special pastry product	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	occasions. iv. Production quantity v. Delivery time vi. Special pastry product decoration standard recipe vii. Types of special pastry product decoration such as; <ul style="list-style-type: none"> • Special pastry product decoration • Sauce • Roll Fondant • Marzipan • Nougat • Jelly • Icing • Cream • Sugar viii. Special pastry product decoration preparation workflow					decoration preparation workflow listed out
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe		16 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Determine types of special pastry product decoration according to occasions. vi. Determine special pastry product decoration preparation workflow	<u>Attitude:</u> i. Resourceful in identifying special pastry product decoration requirements <u>Safety:</u> -Not applicable-			
2. Prepare special pastry product decoration <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Food thermometer • Pastry bag • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven • Nozzle 			16 hours	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

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Function and usage of cooking utensils and equipment for special pastry product decoration iii. Determine special pastry product decoration ingredients such as; <ul style="list-style-type: none"> • Special pastry product decoration • Glucose • Acid citric • Corn syrup • Flour • Eggs • Salt • Sugar • Milk • Butter • Flavourings 					arranged completely iv. Special pastry product decoration ingredients according to standard recipe listed out

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 special pastry product decoration ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing special pastry product decoration <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 	22 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out special pastry product decoration	i. Techniques of special pastry product decoration such as; <ul style="list-style-type: none"> • Mixing • Dipping • Tempering • Cutting • Coating • Modelling • Painting/ Spraying • Piping • Assembling • Portioning • Plating • Shaving/ grating • Carving ii. Methods of special pastry product decoration such as; <ul style="list-style-type: none"> • Boiling • Bain Marie/ Double boiling/ Water bath • Baking • Frying iii. Procedure of special pastry product decoration			36 hour	Lecture	i. Special pastry product decoration standard recipe interpreted thoroughly ii. Utensil and equipment utilised correctly iii. special pastry product decoration ingredients measured according to standard recipe iv. special pastry product decoration ingredients prepared according to standard recipe v. Techniques of special pastry product decoration applied vi. Methods of special pastry

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Follow special pastry product decoration standard recipe ii. Utilise utensil and equipment iii. Measure special pastry product decoration ingredients according to standard recipe iv. Prepare special pastry product decoration ingredients according to standard recipe v. Apply techniques of special pastry product decoration vi. Apply methods of special pastry product decoration vii. Follow procedure of special pastry product decoration 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out special pastry product decoration preparation 	88 hours	Demonstration & Observation	<ul style="list-style-type: none"> product decoration applied vii. Procedure of special pastry product decoration followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> 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. Check special pastry product decoration quality	i. Special pastry product decoration appearance i. Special pastry product decoration texture ii. Special pastry product decoration aroma iii. Special pastry product decoration colour iv. Special pastry product decoration flavour and taste v. Special pastry product decoration quantity and			2 hours	Lecture	i. Special pastry product decoration appearance checked ii. Special pastry product decoration texture checked iii. Special pastry product decoration aroma checked

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	quality contribution factors					iv. Special pastry product decoration colour checked v. Special pastry product decoration flavour and taste checked
		i. Check special pastry product decoration appearance ii. Check special pastry product decoration texture iii. Check special pastry product decoration aroma iv. Check special pastry product decoration colour v. Check special pastry product decoration flavour and taste vi. Confirm special pastry product decoration quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking special pastry product decoration quality and quantity	4 hours	Demonstration & Observation	v. Special pastry product decoration flavour and taste checked vi. Special pastry product decoration quantity confirmed meets with standing order

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
5. Produce special pastry product decoration activities report	i. Flow of reporting line ii. Special pastry product decoration preparation reporting format iii. Method of reporting special pastry product decoration preparation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting special pastry product decoration preparation activities			2 hour	Lecture	i. Special pastry product decoration preparation activities reporting format determined ii. Method of reporting special pastry product decoration preparation activities applied
		i. Determine personnel involved ii. Determine special pastry product decoration preparation activities reporting format		2 hours	Demonstration & Observation	iii. Special pastry product decoration preparation activities report generated iv. Procedure of

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> iii. Apply method of reporting special pastry product decoration preparation activities iv. Generate special pastry product decoration preparation activities report v. Follow procedure of reporting special pastry product decoration preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting special pastry product decoration preparation activities iii. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>			reporting special pastry product decoration preparation activities followed

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, special pastry product decoration cutter, scraper, can opener, pastry brush, turn table, cake board, food thermometer, special pastry product decoration fork, marzipan tools, kitchen scissors, cutter blade) 3. Working table 4. Special pastry product decoration spray gun 5. Air brush 6. Blow torch 7. Marble Slab 8. Stove 9. Mixer 10. Food processor 11. Chillers 12. Freezer 13. Food containers 14. Piping bag 15. Special pastry product decoration ingredients 16. Special pastry product decoration standard recipe 17. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove) 	<p>As required</p> <p>1:4</p> <p>1:4</p> <p>1:20</p> <p>1:20</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>1:20</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> <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 INNOVATION						
Competency Unit Descriptor	Pastry product innovation is to produce improvement of existing products 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 innovation pastry product shall be able to carry out pastry product innovation to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-CO5	Level	3	Training Duration	121 Hours	Credit Hours	12
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry product innovation 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. Pastry product innovation standing order iii. Production quantity iv. Delivery time v. Pastry product			4 hours	Lecture	i. Standing order interpreted ii. Production quantity listed out iii. Delivery time determined iv. Types of pastry product innovation listed out v. Pastry product innovation preparation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	innovation standard recipe vi. Types of pastry product innovation such as: <ul style="list-style-type: none"> • Chocolate ball • Diplomat pudding • Flavouring <ul style="list-style-type: none"> - Nougat trimming - Chocolate • Decoration <ul style="list-style-type: none"> - Sponge crumb - Chocolate - Meringue vii. Pastry product innovation 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 pastry product innovation vi. Determine pastry product innovation preparation workflow		6 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 spastry product innovation requirement <u>Safety:</u> -Not applicable-			
2. Prepare pastry product innovation <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Pan • Scale • Measurement cups • Pastry cutter • Mixer • Oven ii. Function and usage of cooking utensils and equipment for pastry product innovation preparation iii. Pastry product innovation ingredients such as; <ul style="list-style-type: none"> • Confectionery • Frozen dessert items • Chocolate product 			6 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. Pastry product innovation 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"> • Batter and dough • Filling and creams • Pudding • Cakes • Malaysian desserts and kuih • Cookies 					standard recipe
		<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 pastry product innovation ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing pastry product innovation <i>mise en place</i> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Careful in 	8 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			checking and testing equipment ii. Adhere to kitchen safety practice			
3. Carry out pastry product innovation	i. Straight mixing method ii. Techniques of pastry product innovation preparation <ul style="list-style-type: none"> • Mixing • Kneading • Rolling • Folding • Shaping • Baking 			22 hour	Lecture	i. Pastry product innovation standard recipe Interpreted thoroughly ii. Utensils and equipment utilised correctly iii. Pastry product innovation ingredients according to standard recipe measured
		i. Follow pastry product innovation standard recipe ii. Utilise utensils and equipment iii. Measure pastry product innovation ingredients according to standard recipe iv. Mix pastry product innovation ingredients according to standard recipe v. Apply pastry product innovation dough		48 hours	Demonstration & Observation	iv. pastry product innovation dough ingredients mixed according to standard recipe

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		folding technique vi. Apply shaping technique according to standing order vii. Apply pastry product innovation baking technique	<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 innovation <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 			<ul style="list-style-type: none"> v. Pastry product innovation dough folding technique applied vi. Shaping technique applied according to standing order vii. Pastry product innovation baking technique applied

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Carry out pastry product innovation finishing	i. Types of pastry product innovation finishing <ul style="list-style-type: none"> • Filling • Glazing • Coating • Topping ii. Technique of filling, glazing, coating and topping iii. Method of pastry product innovation product display and packaging			4 hour	Lecture	i. Types of pastry product innovation finishing listed out ii. Filled, glazed, coated and topped pastry product innovation according to standing order iii. Displayed and packed pastry product innovation according to requirements
		i. Determine types of pastry product innovation finishing ii. Fill, glaze, coat and top pastry product innovation according to standing order iii. Display and pack pastry product innovation according to requirements	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration	12 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			confectionary product <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling equipment Adhere to kitchen safety, hygiene and health procedure			
5. Check pastry product innovation quality and quantity	<ul style="list-style-type: none"> i. Pastry product innovation appearance ii. Pastry product innovation shape iii. Pastry product innovation texture iv. Pastry product innovation aroma v. Pastry product innovation colour vi. Pastry product innovation flavour and taste vii. Pastry product innovation appearance viii. Pastry product innovation quantity and 			2 hours	Lecture	<ul style="list-style-type: none"> i. Pastry product innovation appearance confirmed ii. Pastry product innovation shape confirmed iii. Pastry product innovation texture confirmed iv. Pastry product

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	quality contribution factors					innovation aroma confirmed v. Pastry product innovation colour confirmed
		i. Check pastry product innovation appearance ii. Check pastry product innovation shape iii. Check pastry product innovation texture iv. Check pastry product innovation aroma v. Check pastry product innovation colour vi. Check pastry product innovation flavour and taste vii. Check pastry product innovation appearance viii. Confirm pastry product innovation quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking confectionary quality and quantity ii. Adhere to hygiene practise	4 hours	Demonstration & Observation	vi. Pastry product innovation flavour and taste confirmed vii. Pastry product innovation appearance confirmed viii. Pastry product innovation quantity confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Produce pastry product innovation production activities report	i. Flow of reporting line ii. Pastry product innovation reporting format iii. Method of reporting pastry product innovation activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting pastry product innovation activities			2 hour	Lecture	i. Pastry product innovation activities reporting format determined ii. Method of reporting pastry product innovation activities applied iii. Pastry product innovation activities report generated
		i. Determine personnel involved ii. Determine pastry product innovation activities reporting format		3 hours	Demonstration & Observation	iv. Procedure of reporting pastry product

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

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 03.17 Identify staff training needs and facilitate access to training. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (pan, scale, measurement spoon & cups, Mixing bowl, pastry product innovation cutter, rolling pin, scrapper, baking tray, wooden spoon, brush, sieve)	1:4
3. Working table	1:4
4. Mixer machine	1:4
5. Dough sheeter	1:20
6. Stove	1:4
7. Oven	1:20
8. Chillers	1:20
9. Freezer	1:20
10. Pastry product innovation ingredients	1:1
11. Pastry product innovation standard recipe	1:1
12. Packaging material	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	PASTRY PRODUCTION STOCK CONTROL						
Competency Unit Descriptor	Pastry production stock control is to manage and control stock in accordance with Standard Operating Procedure (SOP), production requirement, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in stock control shall be able to carry out stock control activities to meet required quality.						
Competency Unit ID	HT-014-3:2011-CO6	Level	3	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry production stock control 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. Standing order iii. Production quantity iv. Types of stock control such as; <ul style="list-style-type: none"> • Materials <ul style="list-style-type: none"> – Perishable – Dry 			3 hours	Lecture	i. Production quantity determined ii. Types of stock control determined iii. Stock control Standard Operating Procedures (SOP) determined iv. Stock control workflow determined	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Frozen • Utensils • Equipment v. Types of storage area <ul style="list-style-type: none"> • Dry store • Chillers • Freezer • Chocolate room vi. Stock control workflow 					
		<ul style="list-style-type: none"> i. Determine production quantity ii. Determine types of stock control iii. Determine storage area iv. Determine stock control Standard Operating Procedures (SOP) v. Determine stock control workflow 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Resourceful in identifying stock control requirements <p><u>Safety:</u></p> <p>-Not applicable-</p>	3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Arrange pastry production stock control activities	i. Organisation chart ii. Stock control documentation such as; <ul style="list-style-type: none"> • Requisition form • Inter kitchen transfer form • Market list • Spoilage form • Forecast report iii. Schedule format for receiving and issuing stock iv. Procedures of receiving and issuing of stock			4 hour	Lecture	i. Schedule for receiving and issuing organised of stock
		i. Determine personnel/department involved ii. Obtain stock control documentation iii. Organise schedule for receiving and issuing of stock	<u>Attitude:</u> i. Organise in planning stock control activities <u>Safety:</u> -Not applicable	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out pastry production stock control activities	<ul style="list-style-type: none"> i. Inventory stock record format ii. Stock arrangement procedures 			10 hour	Lecture	<ul style="list-style-type: none"> i. Consumption usage of pastry material determined
		<ul style="list-style-type: none"> i. Determine consumption usage of pastry material ii. Update inventory stock record iii. Fill up stock requisition form iv. Verify stock arrangement 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in updating inventory record <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety and health procedure 	24 hours	Demonstration & Observation	<ul style="list-style-type: none"> ii. Inventory stock record updated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Check pastry production stock control activities	i. Stock keeping record and filing ii. Procedures of issuing and ordering of stock			2 hour	Lecture	i. Stock inventory accurately confirmed ii. Stock keeping record and filing accessibility checked
		i. Check stock inventory accurately ii. Check stock keeping record and filing accessibility iii. Check issuing and ordering of stock comply with procedures	<u>Attitude:</u> i. Meticulous in checking stock control <u>Safety:</u> -Not applicable	4 hours	Demonstration & Observation	
5. Prepare stock control report	i. Flow of reporting line ii. Stock control reporting format iii. Method of reporting stock control activities such as; • Verbal • Checklist • Written iv. Procedure of reporting stock control activities			2 hour	Lecture	i. Method of reporting stock control activities applied ii. Stock control activities report generated iii. procedure of reporting

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 stock control activities reporting format iii. Apply method of reporting stock control activities iv. Generate stock control activities report v. Follow procedure of reporting stock control activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting stock control activities iii. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>	2 hours	Demonstration & Observation	stock control activities followed

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils	As required
3. Kitchen equipment	As required
4. Pastry product material	1:1
5. Packaging material	1:1
6. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	PASTRY PRODUCTION CONTROL						
Competency Unit Descriptor	Pastry production control is to manage, control, planning and scheduling production 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 production control shall be able to prepare production subordinate tasking and monitor pastry production activities to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-CO7	Level	3	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry production control 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. Types of pastry product such as: <ul style="list-style-type: none"> • Confectionery • Frozen dessert items 			3 hours	Lecture	i. Types of pastry product listed out ii. Determine pastry production workflow listed out iii. Production capacity and capability determined iv. Production quantity and quality specification	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Chocolate product • Batter and dough • Filling and creams • Pudding • Cakes • Malaysian desserts and kuih • Cookies iii. Pastry production workflow iv. Determine production capacity and capability <ul style="list-style-type: none"> • Manning • Utensils and Equipment • Materials v. Delivery procedure					determined v. Delivery procedure determined
		i. Determine types of pastry product ii. Determine pastry production workflow iii. Determine production capacity and capability iv. Determine production quantity and quality specification		3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Determine delivery procedure	<u>Attitude:</u> i. Resourceful in identifying pastry production control requirements <u>Safety:</u> -Not applicable-			
2. Arrange pastry production control activities	i. Production checklist ii. Standing order iii. Pastry products standard recipe iv. Materials requisition v. Production subordinate tasking and schedule vi. Functionality of tools and equipment vii. Maintenance schedule			4 hour	Lecture	i. Prepare production checklist ii. Standing order prepared kitchen work order iii. Materials requisition prepared iv. Production subordinate tasking and schedule planned v. Functionality of tools and

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Prepare production checklist ii. Prepare standing order/kitchen work order iii. Obtain standard recipe iv. Prepare materials requisition v. Plan production subordinate tasking and schedule vi. Check functionality of tools and equipment vii. Organise maintenance schedule 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in organise production control activities ii. Adhere to hygiene practise <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice 	6 hours	Demonstration & Observation	<ul style="list-style-type: none"> equipment checked vi. Maintenance schedule organised

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out pastry production control activities	<ul style="list-style-type: none"> i. Subordinate tasking ii. Pastry production activities iii. Pastry products quality and quantity iv. Product compliance with standard recipe and standing order v. Food testing activities to control quality of products vi. Customer feedback on pastry products quality 			8 hour	Lecture	<ul style="list-style-type: none"> i. Subordinate tasking assigned ii. pastry products production activities monitored iii. Pastry products quality and quantity inspected iv. Product compliance checked with standard recipe and standing order v. Food testing activities executed vi. pastry products delivery coordinated
		<ul style="list-style-type: none"> i. Assign subordinate tasking ii. Monitor pastry products production activities iii. Inspect pastry products quality and quantity iv. Check product compliance with standard recipe and standing order 		26 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Execute food testing activities to control quality of products vi. Coordinate pastry products delivery vii. Obtain customer feedback on pastry products quality	<p><u>Attitude:</u></p> i. Meticulous in checking product quality ii. Responsible in carrying out pastry production control activities iii. Adhere to hygiene practise iv. Neat and tidy in carrying out pastry production control activities			
			<p><u>Safety:</u></p> iii. Wear appropriate Personal Protective Equipment (PPE) iv. Careful when handling sharp			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			equipment v. Adhere to kitchen safety and health procedure			
4. Check effectiveness of pastry production control activities	i. Effectiveness of subordinate's schedule and tasking ii. Pastry products quality and quantity iii. Validity of customer feedback iv. Effectiveness of quality control activities in order to avoid spoilage and wastage of pastry products			2 hour	Lecture	i. Effectiveness of subordinate's schedule and tasking confirmed ii. Pastry products quality and quantity confirmed iii. Validity of customer feedback confirmed
		i. Check effectiveness of subordinate's schedule and tasking ii. Check pastry products quality and quantity iii. Check validity of customer feedback iv. Check effectiveness of quality control activities in order to avoid spoilage and wastage of pastry products	<u>Attitude:</u> i. Responsible in	4 hours	Demonstration & Observation	iv. Effectiveness of quality control activities in order to avoid spoilage and wastage of pastry products confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p>checking effectiveness of pastry production control activities</p> <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 			
5. Produce pastry production control activities report	<ul style="list-style-type: none"> i. Flow of reporting line ii. Pastry production control reporting format iii. Method of reporting pastry production control activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting pastry production control activities 			2 hour	Lecture	<ul style="list-style-type: none"> i. Pastry production control activities reporting format determined ii. Method of reporting pastry production control activities applied iii. Pastry production control activities report generated

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 production control activities reporting format iii. Apply method of reporting pastry production control activities iv. Generate pastry production control activities report v. Follow procedure of reporting pastry production control activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting pastry production control activities iii. Adhere to report submission dateline <p><u>Safety:</u> _-Not applicable-</p>	2 hours	Demonstration & Observation	iv. Procedure of reporting pastry production control activities followed

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 03.17 Identify staff training needs and facilitate access to training. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils	1:4
3. Kitchen equipment	1:20
4. Pastry ingredients	1:1
5. Pastry product standard recipe	1:1
6. Standing order	1:1
7. Quality control documents(Checklist form, requisition form, Inter kitchen form, spoilage form)	1:1
8. 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 ADMINISTRATIVE FUNCTION						
Competency Unit Descriptor	Pastry administrative function is to administer subordinate on career development in accordance with Standard Operating Procedure (SOP) and production requirement. The personnel who are competent in pastry administrative function shall be able to carry out pastry administrative function activities to meet required quality and quantity.						
Competency Unit ID	HT-014-3:2011-E01	Level	3	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry administrative function requirements	i. Staff qualification requirement ii. Staff development needs iii. Area of improvement			2 hours	Lecture	i. Staff qualification requirement determined ii. Staff development requirement determine	
		i. Determine staff qualification requirement ii. Determine staff development requirement iii. Determine area of improvement	<u>Attitude:</u> i. Responsible in identifying staff	4 hours	Demonstration & Observation	iii. Area of improvement listed out	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			development requirements ii. Resourceful in identifying pastry administrative function requirements <u>Safety:</u> -Not applicable-			
2. Arrange pastry administrative function activities	i. Subordinates performance appraisal ii. Subordinates profile iii. Types of staff development program such as; <ul style="list-style-type: none"> • Training session • Counseling session • Motivation session iv. Training requirements <ul style="list-style-type: none"> • Schedule • Personnel • Location • Budget • Facilities v. Procedure to prepare staff development proposal			4 hour	Lecture	i. Subordinates qualification/ capabilities determined ii. Plan staff development program planned iii. Prepare staff development program proposal generated iv. Training requirements determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Obtain subordinates performance appraisal ii. Determine subordinates qualification/ capabilities iii. Plan staff development program iv. Prepare staff development program proposal v. Determine training requirements vi. Follow procedure to prepare staff development proposal 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Resourceful in obtaining subordinates performance appraisal ii. Responsible in preparing staff development program proposal 	8 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> -Not applicable-			
3. Carry out pastry administrative function activities	<ul style="list-style-type: none"> i. Staff development program schedule ii. Training equipment and materials iii. Staff development program coordination iv. Subordinates appraisal v. Staff career development 			8 hour	Lecture	<ul style="list-style-type: none"> i. Staff development program schedule determined ii. Staff development program coordinated iii. Subordinates appraisal conducted iv. Staff career development proposed
		<ul style="list-style-type: none"> i. Determine staff development program schedule ii. Obtain training equipment and materials iii. Coordinate staff development program iv. Conduct subordinates appraisal 		24 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Propose staff career development	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in coordinate staff development program ii. No bias in propose staff career development <p><u>Safety:</u> -Not applicable</p>			
4. Check effectiveness of pastry administrative function activities	<ul style="list-style-type: none"> i. Suitability of staff development program schedule ii. Functionality & suitability of training equipment and materials iii. Effectiveness of staff development program coordination iv. Staff development program effectiveness v. Validity of subordinates appraisal vi. Suitability of staff career 			2 hour	Lecture	<ul style="list-style-type: none"> i. Suitability of staff development program schedule confirmed ii. Functionality & suitability of training equipment and materials confirmed iii. Effectiveness of staff development

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	development proposal	<ul style="list-style-type: none"> i. Check suitability of staff development program schedule ii. Check functionality & suitability of training equipment and materials iii. Check effectiveness of staff development program coordination iv. Examine staff development program effectiveness v. Check validity of subordinates appraisal vi. Check suitability of staff career development proposal 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in evaluating effectiveness of pastry administrative function activities <p><u>Safety:</u></p> <p>-Not applicable</p>	4 hours	Demonstration & Observation	<ul style="list-style-type: none"> program coordination confirmed iv. Validity of subordinates appraisal confirmed v. Suitability of staff career development proposal confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Produce pastry administrative function activities report	i. Flow of reporting line ii. Pastry administrative function reporting format iii. Method of reporting pastry administrative function activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting pastry administrative function activities			2 hour	Lecture	i. Pastry administrative function activities reporting format determined ii. Method of reporting pastry administrative function activities applied iii. Pastry administrative function activities report generated
		i. Determine personnel involved ii. Determine pastry administrative function activities reporting format iii. Apply method of reporting pastry administrative function activities iv. Generate pastry		2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		administrative function activities report v. Follow procedure of reporting pastry administrative function activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsibility in reporting pastry administrative function activities iii. Responsible in reporting pastry administrative function activities iv. Adhere to report submission dateline <u>Safety:</u> -Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 03.17 Identify staff training needs and facilitate access to training. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationeries	1:1
2. Audio Visual Aids (AVA) (LCD projector, microphone, computer set)	1:4
3. Standard Operating Procedures (SOP)	1:1

References

REFERENCES
<ol style="list-style-type: none">1. Bo Friberg Van Nostrand Reinhold A Division of International Thompson Publishing Inc, The PROFESSIONAL Pastry Chef, Third Edition, ISBN 0-442-01597-62. Courtine R.J., The Hamlyn Publishing Group London (1988) Larousse Gastronomique Cookery Encyclopaedia, ISBN 0-749-30316-63. Gisslen, W., John Wiley & Sons, Inc. (2009), Professional Baking 5th Edition.4. Lian M., Times Book International Singapore (1981), Guide to Hotel & Catering Services, ISBN 9-971-65093-25. Y.H.Hui, Harold Corke, Wiley Blacwell (2006), Bakery Products, Science and Technology, ISBN: 97808138018726. Mary L.Tanke, Thomson Learning (2nd Edition), Human Resource Management for the Hospitality Industry, ISBN: 0-8273-7321-x7. M.J.Boella, (2000), Human Resource Management in the Hospitality Industry, ISBN: 0-7487-4566-08. Robert J. Martin, Donald E. (1992) Human Relation for the Hospitality Industry

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	PASTRY PRODUCTION						
Competency Unit Title	PASTRY PRODUCT COSTING						
Competency Unit Descriptor	Pastry product costing is to calculate and estimate pastry product cost in accordance with Standard Operating Procedure (SOP) and production requirement. The personnel who are competent in Pastry product costing shall be able to carry out pastry product costing activities to meet required quality.						
Competency Unit ID	HT-014-3:2011-E02	Level	2	Training Duration	36 Hours	Credit Hours	4
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify pastry product costing requirements	i. Organisation chart ii. Types of pastry products such as; <ul style="list-style-type: none"> • Confectionary • Cakes • Frozen desserts • Pudding • Cookies • Malaysian desserts iii. Pastry product cost <ul style="list-style-type: none"> • Raw materials cost • Packaging cost • Labour cost • Other overheads cost iv. Pastry product costing workflow			2 hours	Lecture	i. Types of pastry product listed out ii. Pastry product cost listed out iii. Pastry product costing workflow determined	

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 pastry product ii. Determine personnel/department involve iii. Determine pastry product cost iv. Determine pastry product costing workflow 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Analytical mind in identifying pastry product costing requirements <p><u>Safety:</u></p> <p>-Not applicable-</p>	2 hours	Demonstration & Observation	
2. Arrange pastry product costing activities	<ul style="list-style-type: none"> i. Pastry product standard recipe ii. Materials price list iii. Costing sheet format 			2 hour	Lecture	<ul style="list-style-type: none"> i. Costing sheet format prepared

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Obtain pastry product standard recipe ii. Obtain materials price list iii. Prepare costing sheet format	<u>Attitude:</u> i. Resourceful in obtaining materials price list ii. Resourceful in preparing costing sheet format <u>Safety:</u> -Not applicable	2 hours	Demonstration & Observation	
3. Carry out pastry product costing activities	i. Basic mathematical skill such as; <ul style="list-style-type: none"> • Conversion unit • Formula ii. Tabulate pastry product costing iii. Calculate pastry product costing			4 hour	Lecture	i. Pastry product recipe interpreted thoroughly ii. basic mathematical skill applied iii. Pastry product costing tabulated
		i. Interpret pastry product recipe ii. Apply basic mathematical skill iii. Tabulate pastry product costing iv. Calculate pastry		20 hours	Demonstration & Observation	iv. Pastry product costing calculated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		product costing	<u>Attitude:</u> i. Meticulous in interpreting pastry product recipe ii. Accuracy in calculating product costing <u>Safety:</u> -Not applicable			
4. Check accuracy of pastry product costing	i. Accuracy of pastry product costing tabulation ii. Accuracy of pastry product costing calculation			1 hour	Lecture	i. Accuracy of pastry product costing tabulation confirmed ii. Accuracy of pastry product costing calculation confirmed
		i. Check accuracy of pastry product costing tabulation ii. Check accuracy of pastry product costing calculation	<u>Attitude:</u> i. Meticulous in checking pastry product costing calculation	1 hours	Demonstration & Observation	i. Accuracy of pastry product costing tabulation confirmed ii. Accuracy of pastry product costing calculation confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> -Not applicable			
5. Produce pastry product costing activities report	i. Flow of reporting line ii. Pastry product costing reporting format iii. Method of reporting pastry product costing activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting pastry product costing activities			1 hour	Lecture	i. Pastry product costing activities reporting format determined ii. Method of reporting pastry product costing activities applied iii. Pastry product costing activities report generated
		i. Determine personnel involved ii. Determine pastry product costing activities reporting format iii. Apply method of reporting pastry product costing activities iv. Generate pastry product costing activities report v. Follow procedure of reporting pastry product costing		1 hours	Demonstration & Observation	

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

Employability Skills

Core Abilities	Social Skills
<p>01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.11 Monitor and evaluate performance of human resources. 03.12 Provide coaching/on-the-job training. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 03.17 Identify staff training needs and facilitate access to training. 04.06 Allocate work. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationeries 2. Computer 3. Pastry product standard recipe 4. Materials price list 5. Costing sheet 6. Standard Operating Procedures (SOP)	1:1 1:4 1:1 1:1 1:1 1:20

References

REFERENCES
1. Bo Friberg Van Nostrand Reinhold A Division of International Thompson Publishing Inc, The PROFESSIONAL Pastry Chef, Third Edition, ISBN 0-442-01597-6 2. Courtine R.J., The Hamlyn Publishing Group London (1988) Larousse Gastronomique Cookery Encyclopaedia, ISBN 0-749-30316-6 3. Gisslen, W., John Wiley & Sons, Inc. (2009), Professional Baking 5 th Edition. 4. Lian M., Times Book International Singapore (1981), Guide to Hotel & Catering Services, ISBN 9-971-65093-2 5. Y.H.Hui, Harold Corke, Wiley Blacwell (2006), Bakery Products, Science and Technology, ISBN: 9780813801872 6. Lea R.DOpson & David K.Heyes, John Wiley & Sons (2009) Managerial Accounting for the Hospitality Industry

SUMMARY OF TRAINING DURATION FOR PASTRY PRODUCTION - HT-014-3: 2011

NO. ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
1	CONFECTIONERY PREPARATION	Identify confectionery preparation requirements	12	16	28	240
		Prepare confectionery <i>mise en place</i>	14	18	32	
		Carry out confectionery preparation	42	68	110	
		Carry out confectionery product finishing and decoration	22	36	58	
		Check confectionery preparation product quality and quantity	2	6	8	
		Produce confectionery preparation activities report	2	2	4	
2	FROZEN DESSERTS ITEM PREPARATION	Identify frozen desserts item preparation requirements	6	9	15	204
		Prepare frozen desserts item <i>mise en place</i>	16	24	40	
		Carry out frozen desserts item preparation	36	62	98	
		Carry out frozen desserts item finishing and operations	16	25	41	
		Check frozen desserts item preparation product quality and quantity	2	4	6	
		Produce frozen desserts item preparation activities report	2	2	4	
3	CHOCOLATE PRODUCT PREPARATION	Identify chocolate product preparation requirements	12	16	28	240
		Prepare chocolate product <i>mise en place</i>	16	32	48	
		Carry out chocolate product preparation	38	62	100	
		Carry out chocolate product finishing and decoration	22	32	54	
		Check chocolate product preparation product quality and quantity	2	4	6	
		Produce chocolate product preparation activities report	2	2	4	
4	SPECIAL PASTRY PRODUCT DECORATION	Identify special pastry product decoration requirements	12	16	28	200
		Prepare special pastry product decoration <i>mise en place</i>	16	22	38	
		Carry out special pastry product decoration	36	88	124	
		Check special pastry product decoration quality	2	4	6	
		Produce special pastry product decoration activities report	2	2	4	
5	PASTRY PRODUCT INNOVATION	Identify pastry product innovation requirement	4	6	10	121
		Prepare pastry product innovation <i>mise en place</i>	6	8	14	
		Carry out pastry product innovation	22	48	70	
		Carry out pastry product innovation finishing	4	12	16	
		Check pastry product innovation quality and quantity	2	4	6	
		Produce pastry product innovation production activities report	2	3	5	
6	PASTRY PRODUCTION STOCK CONTROL	Identify pastry production stock control requirements	3	3	6	60
		Arrange pastry production stock control activities	4	6	10	
		Carry out pastry production stock control activities	10	24	34	
		Check pastry production stock control activities	2	4	6	
		Prepare stock control report	2	2	4	
		Identify pastry production control requirements	3	3	6	

7	PASTRY PRODUCTION CONTROL	Arrange pastry production control activities	4	6	10	60
		Carry out pastry production control activities	8	26	34	
		Check effectiveness of pastry production control activities	2	4	6	
		Produce pastry production control activities report	2	2	4	
8	PASTRY ADMINISTRATIVE FUNCTION	Identify pastry administrative function requirements	2	4	6	60
		Arrange pastry administrative function activities	4	8	12	
		Carry out pastry administrative function activities	8	24	32	
		Check effectiveness of pastry administrative function activities	2	4	6	
		Produce pastry administrative function activities report	2	2	4	
9	PASTRY PRODUCT COSTING	Identify pastry product costing requirements	2	2	4	36
		Arrange pastry product costing activities	2	2	4	
		Carry out pastry product costing activities	4	20	24	
		Check accuracy of pastry product costing	1	1	2	
		Produce pastry product costing activities report	1	1	2	
TOTAL HOURS (Core Competencies)			440	781	1221	1221