

	Unit ID: 320
Domain	COMMERCIAL COOKERY AND CATERING
Title:	Prepare, bake, and present a range of bakery products in a hospitality establishment
Level: 3	Credits: 7

Purpose

People credited with this unit standard are able to: prepare *mise en place* and mix breads, cakes, sponges, scones and muffins; bake breads, cakes, sponges, scones and muffins; and present and store breads, cakes, sponges, scones and muffins.

Special Notes

1. Entry information

Prerequisites:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills
- Unit 292 *Practice food safety methods in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Glossary of terms

- *Bakery products*, for the purposes of this unit standard, include different types of cakes, sponges, scones, muffins, and breads.
- '*Mise en place*' means the setting out of utensils required for the preparation of food items.
- The term *establishment requirements* or procedures refers to any policy, procedure, recipe, or agreed requirement, either written or oral, that is made known to the worker in the kitchen for use in their work.
- *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
- '*Specifications*' refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.

3. Assessment evidence may be collected from a real workplace or simulated workplace in which there is a high degree of realism that replicates a commercial workplace setting. Where a simulated workplace is used, candidates must:

- be placed under realistic time pressures
- use commercial equipment for both training and assessment
- encounter realistic customer/staff ratios.

While the end user in the assessment activity need not be a guest, there must be documented evidence of multiple occasions where the candidate has produced product or similar for guests who have the expectations of a paying guest.

4. At least one item baked must be a yeast-based product or involve a yeast-based dough. *Yeast-based doughs* to be produced may include but are not limited to: basic bread dough; Savarin dough; Croissant or Danish dough; Yeast bun dough. *Yeast-based products* may include but are not limited to: Danish pastries; sweet buns, hot cross buns; croissants; scones; brioches; savarins, rum Babas.
5. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, technical unit standards in this Domain.
6. All establishment orders and production cost control systems must be used in accordance with systems requirements and establishment procedures.
7. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.
8. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 11 2007 as amended
 - Tobacco Products Control Act No 1 of 2010
 - The Social Security Act 1994
 - The Employee Compensation Amendment Act 5 of 1995
 - Public Health Amendment Act 45 of 1976
 - The International Health Regulation Act 28 of 1974
 - Regulations relating to the Health and Safety of employees at work, 1997 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Prepare *mise en place* and mix breads, cakes, sponges, scones and muffins

Range

Cakes, breads, sponges, scones and muffins include fruit, flavoured, and/or plain using pre-mixed and/or fresh ingredients.

Performance Criteria

- 1.1 Cakes, breads, sponges, scones and muffins commonly used in the hospitality industry are identified in line with standard industry practice.
- 1.2 Standard recipes and cooking processes for cakes, breads, sponges, scones and muffins are identified in line with standard industry practice.
- 1.3 Work areas and equipment are cleaned and prepared in line with establishment procedures.
- 1.4 Ingredients for cakes, breads, sponges, scones and muffins are weighed off, measured, calculated and assembled prior to baking in line with establishment procedures.
- 1.5 Ingredients for cakes, breads, sponges, scones and muffins are mixed in line with recipes and establishment procedures.
- 1.6 Yeast doughs are prepared to standard recipes and establishment requirements.
- 1.7 Any waste generated during preparation is disposed of or recycled in line with safety and establishment requirements.

Element 2: Bake breads, cakes, sponges, scones and muffins

Range

Monitoring baking includes but is not limited to baking time, temperature, change in condition of bakery products, correction of faults.

Quality requirements include but are not limited to appearance, aroma, texture, degree of cooking, consistency, taste consistent with requirements for specific types.

Performance Criteria

- 2.1 Mixed batter or dough for cakes, breads, sponges, scones and muffins are poured into suitable and prepared containers and baked at required temperatures and for required times following recipe requirements and establishment procedures.

- 2.2 Cakes, breads, sponges, scones and muffins are monitored during baking for quality requirements in line with recipe and establishment procedures.
- 2.3 Cakes, breads, sponges, scones and muffins are removed from oven and placed on wire rack to cool in line with food safety, recipe and establishment procedure
- 2.4 Any waste generated during baking is disposed of or recycled in line with safety and establishment requirements.

Element 3: Present and store breads, cakes, sponges, scones and muffins

Range

Portioning of cakes, sponges, scones and muffins includes but is not limited to wedges, slices, shape cutting.

Storage requirements include but are not limited to freezing, refrigeration, dry and airtight, storage.

Performance Criteria

- 3.1 Decorations, icings and finishes for types of cakes, breads, sponges, scones and muffins are prepared and applied in line with recipes and establishment procedures.
- 3.2 Portion amounts and yields for cakes, breads, sponges, scones and muffins are identified in line with recipes and establishment procedures.
- 3.3 Cakes, breads, sponges, scones and muffins are portioned and presented in line with recipe and establishment procedures.
- 3.4 Cakes, breads, sponges, scones and muffins are served with correct selection of accompaniments and drinks according to guest requirements and establishment procedures.
- 3.5 Cakes, breads, sponges, scones and muffins are labeled, dated, and stored for next use in line with food safety requirements and establishment procedures.

Registration Data

Subfield:	Hospitality and Tourism
Date first registered:	29 March 2007
Date this version registered:	15 November 2012
Anticipated review:	2017
Body responsible for review:	Namibia Training Authority