COMPETENCY STANDARD

Bakery and Pastry Production

Level: 03

(Tourism and Hospitality Sector)

Competency Standard Code: CS-TH-BPP-L3-EN-V1

National Skills Development Authority
Prime Minister's Office
Government of the People's Republic of Bangladesh

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National Skills Development Authority
Prime Minister's Office
Level: 10-11, Biniyog Bhaban,
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd
Website: www.nsda.gov.bd.
National Skills Portal: http:\\skillsportal.gov.bd

This Competency Standard for Bakery and Pastry Production is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been validated by NSDA in association with Tourism and Hospitality Sector ISC, industry representatives, academia, related specialist, trainer and related employee.

Public and private institutions may use the information contained in this standard for activities benefitting Bangladesh.

Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "Bakery and Pastry Production" is selected as one of the priority occupations of Tourism and Hospitality Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) under Bangladesh National Qualification Framework (BNQF) and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A competency standard is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:
- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in Informal Sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:
- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guides

Together, all the parts of a unit of competency:
- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:
- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

Competency Standards for National Skills Certificate – Level-3 in Bakery and Pastry Production in Tourism and Hospitality Sector

Level Descriptors of NSQF (BNQF 1-6)

Level & Job Classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

General	
NSDA	National Skills Development Authority
BMET	Bureau of Manpower Employment and Training
ILO	International Labor Organization
ISC	Industry Skills Council
NPVC	National Pre-Vocation Certificate
NSQF	National Skills Qualifications Framework
PPP	Public Private Partnership
SCVC	Standards and Curriculum Validation Committee
SEIP	Skills for Employment Investment Program
STP	Skills Training Provider
UoC	Unit of Competency
SWOT	Strength, Weakness, Opportunity and Threat
OSH	Occupational Health and Safety
HACCP	Hazard Analysis and Critical Control Points
SOP	Standard Operating Procedures
PPE	Personal Protective Equipment

Approval of Competency Standard

Approved by
---th Executive Committee (EC) Meeting of NSDA
Held on ---th -- 2022

Deputy Director (Admin)
and
Officer of Secretarial Duties for EC Meeting
National Skills Development Authority

Contents

Competency Standards for National Skill Certificate – 3 in Bakery and Pastry Production in Tourism and Hospitality Sector

Course Structure

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic Units of Competencies				**30**
1.	GU-08-L2-V1	Work in a Team Environment	2	15
2.	GU-15-L4-V1	Develop Entrepreneurship Skills	4	15
Sector Specific Units of Competencies				**30**
3.	SU-TH-01-L3-V1	Work in Tourism & Hospitality Industry	3	10
4.	SU-TH-04-L3-V1	Follow Food Safety, Hygiene and *HACCP* Management	3	20
Occupation Specific Units of Competencies				**300**
5.	OU-TH-BPP-01-L3-V1	Prepare and Produce Bread	3	70
6.	OU-TH-BPP-02-L3-V1	Prepare and Produce Pastry Dough	3	30
7.	OU-TH-BPP-03-L3-V1	Prepare Filling, Forming and Bake Pastry Product	3	70
8.	OU-TH-BPP-04-L3-V1	Prepare and Produce Cookies	3	60
9.	OU-TH-BPP-05-L3-V1	Prepare and Produce Cake	3	70
Total Nominal Learning Hours				**360**

Units & Elements at Glance

Generic Units of Competencies

SL	Code	Unit of competency	Elements of Competency	Duration (hours)
1.	GU-08-L2-V1	Work in a team environment	1. Identify team goals and processes 2. Communicate and cooperate with team members 3. Work as a team member 4. Solve problems as a team member	15
2.	GU-15-L4-V1	Develop Entrepreneurship Skills	1. Recognize concept of Entrepreneurship 2. Explain functions of Entrepreneur 3. Explain role of Entrepreneur in Economic Development 4. Plan for Business and marketing 5. Explain small business 6. Interpret reasons of failure and success in small business	15
Total hours				**30**

Sector Specific Units of Competencies

SL	Code	Unit of competency	Elements of Competency	Duration (hours)
1	SU-TH-01-L1-V1	Work in Tourism & Hospitality Industry	1. Identify job roles and responsibilities in the tourism & hospitality industries. 2. Identify and observe OSH in the tourism & hospitality industries. 3. Plan work activities. 4. Work with others.	10
2	SU-TH-04-L3-V1	Follow Food Safety, Hygiene and *HACCP* Management	1. Practice personal hygiene and good grooming standards 2. Follow safe food handling and sanitation practices 3. Participate in a Hazard Analysis and Critical Control Points (HACCP) team 4. Monitor quality of work outcome 5. Identify and act on quality deficits and / or food safety hazards	20
Total hours				**30**

Occupation-Specific Units of Competencies

SL	Code	Unit of Competency	Elements of Competency	Duration (hours)
1.	OU-TH-BPP-01-L3-V1	Prepare and Produce Bread	1. Follow OSH 2. Prepare to mix bread dough 3. Produce bread dough 4. Scale and mould for intermediate proof 5. Conduct final mould and proof 6. Bake bread 7. Decorate, present and store bread products 8. Clean and maintain equipment and production area	70
2.	OU-TH-BPP-02-L3-V1	Prepare and Produce Pastry Dough	1. Follow OSH 2. Prepare ingredients and 3. equipment 4. Produce pastry dough 5. Block and laminate pastry as required 6. Clean and maintain equipment and production area	30
3.	OU-TH-BPP-03-L3-V1	Prepare Filling, Forming and Bake Pastry Product	1. Follow OSH 2. Prepare equipment and ingredients 3. Produce Pastry Filling 4. Form and Fill pastry product 5. Bake Pastry Products 6. Decorate, present and store pastry products 7. Clean and maintain equipment and production area	70
4.	OU-TH-BPP-04-L3-V1	Prepare and Produce Cookies	1. Follow OSH 2. Prepare equipment and ingredients 3. Produce cookies dough	60

			4. Form and Shape cookies product 5. Bake cookies 6. Decorate, present and store cookies products 7. Clean and maintain equipment and production area	
5.	OU-TH-BPP-05-L3-V1	Prepare and Produce Cake	1. Follow OSH 2. Prepare equipment and ingredients 3. Produce cake batter 4. Bake cakes 5. Prepare and use Cake fillings 6. Decorate, present and store cake products 7. Clean and maintain equipment and production area	70
Total hours				**300**

Generic Units of Competencies

Unit Code and Title	**GU-08-L2-V1: Work in a Team Environment**
Unit descriptor	This unit covers the knowledge, skills and attitudes required to work in a team environment. It specifically includes identifying team goals and processes, communicating and cooperating with team members, working as a team member and solving problems as a team member.
Nominal Hours	15 Hours

Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables Training Components
1. Identify team goals and processes	1.1 Team goals and collaborative decision-making processes are identified. 1.2 Role and common goals of the team are defined from available **sources of information**. 1.3 Team structure, responsibilities and reporting relations are identified from team discussions and other external sources.
2. Communicate and cooperate with team members	2.1 Communication and negotiation skills are applied and maintained in all relevant situations. 2.2 Constructive contributions are made to **workplace discussions** on such issues as production, quality and safety. 2.3 Goals/ objectives and action plans undertaken in the workplace are communicated promptly. 2.4 Information regarding problems and issues are organized coherently to ensure clear and effective communication. 2.5 Dialogue is initiated with appropriate personnel. 2.6 Communication problems and issues are raised 2.7 Barriers to communication are identified and resolved
3. Work as a team member	3.1 Effective forms of communication are used to interact with **team members** in discussing team activities and objectives. 3.2 Mutual respect, empathy and active collaboration are demonstrated 3.3 Communication channels are followed as per **workplace context.**
4. Solve problems as a team member	4.1 Current and potential problems faced by team are identified. 4.2 Problems are investigated and analyzed. 4.3 Potential solutions of problem are identified. 4.4 Recommendations about possible solutions are developed, documented, ranked and presented to team members for decision.

Range of Variables

Variables	**Range** (may include but not limited to)
1. Sources of information	1.1 Organizational structures 1.2 Operations Manuals 1.3 Job description 1.4 Standard operating procedures
2. Workplace	2.1. Coordination meetings 2.2. Toolbox discussion

discussions	2.3. Peer-to-peer discussion
3. Team members	3.1 Coach / members 3.2 Supervisor / manager 3.3 Peers / colleagues 3.4 Other members /Employee representative of the organization.
4. Workplace context	4.1 National Laws and Statutes 4.2 Standard Operating Procedures 4.3 Workplace Rules and Regulations

Evidence guides
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the unit of competency.

1.Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in a team environment. 1.2 satisfied the requirements mentioned in the performance criteria and range of variables.
2.Underpinning knowledge	2.1 Sources of information define 2.2 Team structure, role, and responsibility. 2.3 Individual member's roles and responsibilities. 2.4 Effective verbal communication methods 2.5 Communication flow and reporting structures. 2.6 Interpersonal communication skills. 2.7 Organization requirements for written and electronic communication methods 2.8 Communication problems and issues 2.9 Barriers in communication 2.10 Team planning. 2.11 Team meeting procedures. 2.12 Workplace etiquette 2.13 Industry maintenance, service and helpdesk practices, processes and procedures 2.14 Industry standard diagnostic tools 2.15 Malfunctions and resolutions
3.Underpinning skill	3.1 Organizing sources of information 3.2 Identifying the role and responsibility of the team. 3.3 Identifying roles and responsibilities of individual members. 3.4 Identifying effective verbal communication methods 3.5 Identifying communication flow and reporting structure. 3.6 Identifying interpersonal communication skills 3.7 Complying with organization requirements for the use of written and electronic communication methods 3.8 Negotiation and communication skills 3.9 Participating in team discussion. 3.10 Working as a team member. 3.11 Participating in a variety of workplace discussions 3.12 Effective clarifying and probing skills 3.13 Identifying issues 3.14 Identifying current industry standard diagnostic tools

	3.15 Describing common malfunctions and resolutions. 3.16 Determining the root cause of a routine malfunction
4.Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace
5.Resource implication	The following resources must be provided: 5.1 Workplace (actual or simulated). 5.2 Relevant materials and equipment. 5.3 Relevant specifications or work instructions.
6.Methods of assessment	Methods of assessment may include but not limited to: 6.1 Written Test 6.2 Demonstration 6.3 Oral questioning
7.Context of assessment	7.1 Competency assessment must be done in an assessment/training center or in an actual or simulated work place after Completion of the training module. 7.2 Assessment should be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	**GU-15-L4-V1: Develop Entrepreneurship Skills**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to develop entrepreneurship skills. It specially includes the task of recognizing concept of entrepreneurship, functions of entrepreneur explaining role of entrepreneur in economic development, planning for business and marketing, explaining small business and Interpreting reasons of failure and success in small business.
Nominal Hours	**15 Hours**
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variables
1. Recognize concept of Entrepreneurship	1.1 Entrepreneurship is defined 1.2 Advantages of entrepreneurship is discussed 1.3 Strength, Weakness, Opportunity and Threat (SWOT) is analyzed for business 1.4 Methods of operating salon in profitable manner is discussed 1.5 Importance of controlling expenses and cost saving methods is discussed 1.6 The units of sale for different types of services are Identified 1.7 Future prospects of business are Identified
2. Explain functions of Entrepreneur	2.1 Important aspects of business including selection business place, services to render & monetary matters are discussed 2.2 Different business situation and importance of compiling data regarding clients, income, expenses are discussed 2.3 Goals for sales of business is identified 2.4 Source and way of financing in small business is identified 2.5 Method for building a professional team is discussed
3. Explain role of Entrepreneur in Economic Development	3.1 Plan to play vital role to boost economy by creating and providing new job opportunities are discussed 3.2 Method to develop hiring plan as per need of business and importance of depositing contributions in government departments are discussed 3.3 Methods to generate maximum profits and expansion plan of business is discussed
4. Plan for Business and marketing	4.1 Business plan is prepared as per market demands. 4.2 Areas of business or services which are more profitable and popular in clients are identified

	4.3 Services and products offered by the competitors is analyzed and business strategy is made accordingly
	4.4 Estimate of finance is prepared for required business
	4.5 Methods for attaining knowledge of current market trends are discussed
5. Explain small business	5.1 Small business is defined
	5.2 Money management and cash flows are explained
	5.3 Importance of customer satisfaction is discussed
	5.4 Customers comfort policies is explained
	5.5 Importance of maintenance of record of purchases, sales, inventory and list of regular customers are explained
	5.6 Branding of business is explained
	5.7 Methods to build team of honest workers on long term basis are explained
6. Interpret reasons of failure and success in small business	6.1 Fields of business causing loss is identified
	6.2 Key factor for selection of proper suitable location of business place easily accessible is discussed for customers.
	6.3 Factors annoying customers by action of workers are Identified
	6.4 Control of utility bills especially turning off extra lights and ACs when client is not in service discussed
	6.5 Importance to make purchases of best items keeping in view quality, quantity and prices are explained
	6.6 Communicate with the customers in effective conversation and good relations are discussed
	6.7 Time schedule is prepared for self-workers and services

Range of Variables	
Variables	**Range** (may include but not limited to):

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate:
	1.1 recognized concept of entrepreneurship
	1.2 functioned of entrepreneur
	1.3 explained role of entrepreneur in economic development
	1.4 planned for business and marketing
	1.5 explained small business
	1.6 interpreted reasons of failure and success in small business
2. Underpinning Knowledge	2.1 Describe the methods of running salon on profitable manner.
	2.2 Identify the cost saving methods.

	2.3 List the services generally offered in salon.
	2.4 Illustrate factors for forecasting of future market trends
	2.5 Explain the planning techniques for services, rates and location identification for better business opportunities.
	2.6 Describe the importance of client's data and skills for efficient financial controls of business.
	2.7 Define the techniques for Increasing sales of business
	2.8 Explain the Importance of team building.
	2.9 Explain the role of creating job opportunities in economy.
	2.10 Explain the importance of appropriate and suitable work
	2.11 force for the business, prevailing labor laws and prevailing taxes levied on the business.
	2.12 Describe the important factors for expansion plan according
	2.13 to demand and supply position prevailing in market.
	2.14 Explain market trends
	2.15 Define profitable and popular services of business.
	2.16 Describe the procedure of implementation of business and marketing plan.
	2.17 Calculate Capital requirements for business.
	2.18 State the possible sources of finance
	2.19 Define the techniques of money management.
	2.20 Describe the importance of customer's satisfaction and demands of clients.
	2.21 Explain the Importance of customer's comfort level in terms of prices and services.
	2.22 Illustrate the techniques of maintaining records of purchases, sales and client's data.
	2.23 Describe the major Fields of business causing loss.
	2.24 Explain the importance of easily accessible location for setting up business.
	2.25 Define the importance of good behavior of workers with the customers.
	2.26 Explain the methods of cost saving steps in salon.
	2.27 Illustrate method of purchases of materials competitively and cost efficiently
	2.28 Describe the importance of pleasant communication skills.
	2.29 Explain the importance of time management and the role of proper time
3. Underpinning Skills	3.1 Applying skills of communicating 3.2 Applying skills of literacy and numeracy 3.3 Analyzing business environment 3.4 Planning for own business

	3.5 Using the effective tools to make presentations
	3.6 Identifying business places
	3.7 Identifying target customers
	3.8 Maintaining business plan
	3.9 Handling business promoting media and equipment
4. Required Attitudes	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided:
	5.1 Workplace (actual or simulated)
	5.2 Fire extinguisher
	5.3 Uninterrupted power supply
	5.4 Internet facilities
	5.5 Adequate Surveillance devices
	5.6 Manuals, catalogs and magazine
	5.7 Competency Based Learning Materials (CBLM)
6. Methods of Assessment	Methods of assessment may include but not limited to:
	6.1 Written test
	6.2 Demonstration
	6.3 Oral questioning
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited center.
	7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Sector Specific Units of Competencies

Unit Code and Title	**SU-TH-01-L3-V1: Work in the Tourism & Hospitality Industries**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to work in the Tourism & Hospitality Industries. It specifically includes the tasks of identifying job roles and responsibilities in the Tourism & Hospitality Industries, identifying and observing OSH in the Tourism & Hospitality Industries, planning work activities and working with others.
Nominal Hours	**10 Hours**
Element of Competency	**Performance Criteria** **Bold and underlined** terms are elaborated in the Range of Variables
1. Identify job roles and responsibilities in the Tourism & Hospitality Industries	1.1 Job roles and responsibilities in the Tourism & Hospitality Industries are identified. 1.2 Relationships within the Tourism & Hospitality Industries employees are identified.
2. Identify and observe OSH in the Tourism & Hospitality Industries	2.1 Occupational Health and Safety (OSH) in the Tourism & Hospitality Industries is identified and observed. 2.2 Safe work practices are followed when using equipment in the work environment.
3. Plan work activities	3.1 Common goals, objectives and tasks are identified and clarified with appropriate persons. 3.2 Individual tasks are determined and agreed on according to workplace environment.
4. Work with others	4.1 **Effective interpersonal skills** are applied to interact with others and to contribute to activities and objectives. 4.2 Assigned tasks are performed in accordance with job requirements, specifications and workplace environment. 4.3 **Work requirements** are confirmed with colleagues.
Range of Variables	
Variable	**Range** (may include but not limited to):
1. Effective interpersonal skills	1.1 Basic listening and speaking skills 1.2 Use of terminology and jargon 1.3 Communicating and receiving feedback 1.4 Interpretation of instructions, and basic principles of effective communication
2. Work requirements	2.1 Requirements as directed in verbal modes or written in specification or procedures

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency (UoC).

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1 maintained personal hygiene and housekeeping standards.
	1.2 followed workplace rules and regulations.
	1.3 make work plan.
	1.4 group forming and work with others.
2. Underpinning knowledge	2.1 Positive attitudes for work others.
	2.2 Identify own task.
	2.3 Food sector in Bangladesh.
	2.4 Job opportunity.
	2.5 Salary structure for food worker.
	2.6 Written and oral language communication.
	2.7 Occupational Health and Safety (OSH).
3. Underpinning skills	3.1 Identifying task
	3.2 Communicating with co workers
	3.3 Communicating with supervisor
	3.4 Writing report
4. Required attitudes	4.1 Commitment to occupational health and safety.
	4.2 Sincere and honest to duties.
	4.3 Promptness in carrying out activities.
	4.4 Eagerness to learn.
	4.5 Tidiness and timeliness.
	4.6 Environmental concerns.
	4.7 Respect of peers and seniors at workplace.
	4.8 Communicate with peers and seniors at workplace.
5. Resource implications	The following resources must be provided:
	5.1 workplace (actual or simulated)
	5.2 tools, equipment and facilities appropriate to the process or activity
	5.3 materials relevant to the proposed activity.
6. Methods of assessment	Methods of assessment may include but not limited to:
	6.1 Written Test
	6.2 Demonstration
	6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center.
	7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	SU-TH-04-L3-V1: Follow Food Safety, Hygiene and *HACCP* Management
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to follow food safety, hygiene and HACCP management. It specifically includes the tasks of practicing personal hygiene and good grooming standards, following safe food handling and sanitation practices, participating in a Hazard Analysis and Critical Control Points (HACCP) team, monitoring quality of work outcome, identifying and act on quality deficits and / or food safety hazards
Nominal Hours	**20 Hours**
Elements of Competency	**Performance Criteria** **Bold and underlined** terms are elaborated in the Range of Variables
1. Practice personal hygiene and good grooming standards	1.1 Personal hygiene and good grooming are practiced in line with workplace health and safety requirements. 1.2 Health conditions and/or illness are reported as required by the food safety program. 1.3 **Clothing and footwear** are appropriate for the food handling task and meets the requirements of the food safety program. 1.4 Movement around the workplace complies with the food safety program.
2. Follow safe food handling and sanitation practices	2.1 **Food handling** requirements are identified. 2.2 Safe food handling practices are followed in line with workplace sanitation regulations and the food safety code. 2.3 The workplace is maintained in a clean and tidy order to meet workplace standards.
3. Participate in a Hazard Analysis and Critical Control Points (HACCP) team	3.1 A HACCP team is formed following industry standard 3.2 Potential sources of microbiological, chemical and physical hazards are identified 3.3 Critical Control Points and critical limits for taking corrective action are set to prevent potential hazards 3.4 Monitoring system is established according to standard operating procedures (SOP) 3.5 Corrective action procedure and verification system are established according to standard procedures 3.6 Paper work related to the HACCP system and all critical control points are recorded as per standard procedure.

4. Monitor quality of work outcome	4.1 Quality requirements are identified.
	4.2 Inputs are inspected to confirm capability to meet quality requirements.
	4.3 Work is conducted and monitored to produce required outcomes.
5. Identify and act on quality deficits and / or food safety hazards	5.1 Work area, materials, equipment and product are routinely checked to ensure compliance with quality and / or food safety requirements.
	5.2 **Processes, practices or conditions** that are not consistent with quality standards or food safety program are identified.
	5.3 Quality variations and / or **food safety** hazards are rectified or removed within the level of responsibility and in accordance with workplace procedures.
	5.4 Quality variations and / or food safety outside the scope of individual responsibility are reported to appropriate personnel according to workplace reporting requirements.

Range of Variables

Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Apron
	1.2 Protective clothing
	1.3 Gloves
	1.4 Hair net
	1.5 Other PPE as per OSH requirements
2. Clothing and footwear	2.1 Purpose designed overalls or uniforms
	2.2 Hair-nets
	2.3 Beard snoods
	2.4 Gloves
	2.5 Overshoes
3. Food handled and stored	3.1 Raw materials
	3.2 Consumables
	3.3 Part-processed product
	3.4 Finished product
	3.5 Cleaning materials
4. Processes, practices or conditions	4.1 Methods of receiving and storing food
	4.2 Food preparation
	4.3 Cooking
	4.4 Holding
	4.5 Cooling
	4.6 Chilling and reheating
	4.7 Packaging
	4.8 Disposal

5. Food safety	5.1 Failure to check delivery temperatures of potentially hazardous chilled food
	5.2 Failure to place temperature-sensitive food in temperature-controlled storage conditions promptly
	5.3 Failure to wash hands when required
	5.4 Use of cloths for unsuitable purposes

Evidence Guide
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1 maintained housekeeping standards in workplace following OSH requirements.
	1.2 maintained personal hygiene and worn PPE as per OSH requirements.
	1.3 cleaned equipment and workplace for production and hygiene requirements.
	1.4 rectified or removed quality variations and/or food safety hazards with the level of responsibility and in accordance with workplace procedures.
2. Underpinning knowledge	2.1 Practice personal hygiene.
	2.2 Rules and regulations to produce quality and safety in food.
	2.3 Control measures for food safety.
	2.4 Food safety hazards.
	2.5 Cleaning, sanitation and waste storage and disposal practices.
	2.6 Food safety procedures.
	2.7 HACCP team
	2.8 Monitor quality of work outcome.
	2.9 Job roles, responsibilities and compliance.
3. Underpinning skills	3.1 Practicing personal hygiene and good grooming in line with workplace health and safety requirements.
	3.2 Identifying food rules and regulations, food grade preservatives and food additives to meet food production safety requirements according to BSTI.
	3.3 Controlling the measures for minimizing food contamination for food safety (for example keeping out micro-organisms, maintenance of anaerobic conditions, use of low temperatures, drying, use of chemical preservatives etc.).
	3.4 Performing waste collection, recycling, handling and disposal.

	3.5 Performing food safety procedures such as: checking delivery temperatures of potentially hazardous chilled food, placing temperature-sensitive food in temperature-controlled storage conditions promptly, washing hands when required, use of cloths for unsuitable purposes.
	3.6 Performing food safety and quality responsibilities and requirements relating to the work area.
	3.7 Responding quickly and to take safety precautions for different hazardous situations.
4. Required attitudes	4.1 Commitment to occupational health and safety.
	4.2 Promptness in carrying out activities.
	4.3 Sincere and honest to duties.
	4.4 Eagerness to learn.
	4.5 Tidiness and timeliness.
	4.6 Environmental concern.
	4.7 Respect to peers and seniors at workplace.
	4.8 Communicate with peers and seniors at workplace.
5. Resource implications	The following resources must be provided:
	5.1 workplace (actual or simulated)
	5.2 tools, equipment and facilities appropriate to processes or activities
	5.3 materials relevant to the proposed activity.
6. Methods of assessment	Methods of assessment may include but not limited to:
	6.1 Written Test
	6.2 Demonstration
	6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center.
	7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Occupation Specific Units of Competencies

Unit Code and Title	**OU-TH-FBP-02-L3-V1: Prepare and Produce Bread**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare and produce bread. It specifically includes following OSH, preparing to mix bread dough, producing bread dough, scaling and moulding for intermediate proof, conducting final mould and proof, baking bread, decorating, presenting and storing bread products and cleaning and maintaining equipment and production area.
Nominal Hours	**70 Hours**
Elements of Competency	**Performance criteria** **Bold and underlined** terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Food production standards are maintained in the workplace following OSH requirements. 1.2 Personal hygiene is maintained, and **PPE** is worn as per OSH requirements. 1.3 **Equipment** is cleaned for production and hygiene requirements.
2. Prepare to mix bread dough	2.1 Necessary **ingredients** are selected, measured and weighed according to the recipe to make **bread dough**. 2.2 **Equipment** is confirmed ready to use. 2.3 Dough mixing equipment is set and made ready to mix the dough.
3. Produce bread dough	3.1 Ingredients are poured into the mixer for mixing. 3.2 The mixing process is operated and monitored. It may include monitoring as per desired **product characteristics** and the **other variables**. 3.3 The unacceptable dough is identified and rectified. 3.4 Corrective action is taken as required to ensure dough meets the requirements. 3.5 The unacceptable dough is reported.
4. Scale and mould for intermediate proof	4.1 The dough is scaled for different **types of bread**. 4.2 The dough is moulded to provide an initial shape. 4.3 Fruits, nuts and other ingredients are added if required by the recipe. 4.4 Errors in scaled and moulded dough are identified and removed or rectified, considering all factors, including the other variables.
5. Conduct final mould and proof	5.1 The dough is shaped manually or mechanically by using rounding and moulding equipment. 5.2 The dough is placed in tins or on baking trays as required. 5.3 Conducive conditions including the temperature and **time** are maintained.

	5.4 The final proof is wetted or dried as per requirement. 5.5 Errors in the final proofed dough are identified, removed or rectified. 5.6 **Finishing Methods** are applied.
6. Bake bread	6.1 Oven is preheated according to product specifications. 6.2 Oven is loaded manually, trays placed or using slips and belts according to workplace equipment. 6.3 Ovens are operated for baking according to product specifications. 6.4 Bread is made according to techniques and conditions, and enterprise requirement and standard 6.5 Bread is baked according to food safety and quality requirements. 6.6 Under baked or over baked products are identified and rectified. 6.7 Baking process is monitored on the basis of steam injection, crust, colour, sheen, uniformity of shape and size.
7. Decorate, present and store bread products	7.1 Bread products are decorated using coating, icing, and decorating according to standard recipes, enterprise standards, or customer requests. 7.2 Bread products are presented/displayed using appropriate service equipment according to enterprise standards. 7.3 Products are stored at the correct temperature and conditions of storage. 7.4 Maximum eating quality, appearance and freshness are maintained according to industry standards.
8. Clean and maintain equipment and production area	8.1 Equipment and production area are cleaned to meet production and hygiene requirements 8.2 Maintenance requirements are identified and reported according to workplace requirements. 8.3 Waste is disposed according to workplace procedure.

Range of Variables

Variable	Range (may include but not limited to):
1. PPE	1.1 Chef coat, 1.2 Apron, 1.3 Gloves, 1.4 Hair Net/Chef Hat, 1.5 Safety Shoe, 1.6 Neck-Tie, 1.7 Cloth Duster, 1.8 Mask

2. Ingredients	2.1 Flour (white, brown, and whole meal), 2.2 Sugar, 2.3 Yeast, 2.4 Salt, 2.5 Bread improver, 2.6 Eggs, 2.7 Butter, 2.8 Bilk powder, 2.9 Vegetable oil, 2.10 Wheat grains, 2.11 Water, 2.12 Dry fruits (raisin, Morobba), 2.13 Nuts (Almond, Cashew nut, pistachio)
3. Equipment	3.1. Dough Mixers, 3.2. Mixing Bowls, 3.3. Hook, 3.4. Paddle, 3.5. Sieves, 3.6. Weighing Scale, 3.7. measurement tools (spoon, cup, jug), 3.8. bread knife, 3.9. Bread thermometer 3.10. Brush, 3.11. Scraper, 3.12. Scissors, 3.13. Refrigerator, 3.14. Freezer, 3.15. Gas/Electric Oven, 3.16. Proofing Chamber, 3.17. Utensil Rack, 3.18. Bread slicer 3.19. Working tables. 3.20. Moulding and rounding equipment (Electrical mixer) 3.21. baking trays, 3.22. proofing/ fermentation cabinet, 3.23. Cooling rack
4. Bread Dough	4.1. Lean-Yeast Dough 4.2. Crisp-crusted bread 4.3. Soft-crusted bread 4.4. Rye bread/whole wheat/multi-grain/ health bread 4.5. Sourdough 4.6. Soft Dough 4.7. Loaf and buns 4.8. Rich-Yeast Dough 4.9. Sweet dough 4.10. Rolled-in dough/Laminated dough

	4.11. Quick Bread
	4.12. Muffins
	4.13. Shortcakes
5. Product characteristics	5.1. Colour
	5.2. Consistency and texture
	5.3. Moisture content
	5.4. Mouthfeel and eating properties
	5.5. Appearance
6. Other variables	6.1 Water temperature to meet final finished dough temperature
	6.2 requirements.
	6.3 Dough development/bulk fermentation time.
	6.4 The effect of dough shape/size on the final product.
	6.5 Purpose and time required to allow dough to develop.
	6.6 Required characteristics of proofed dough such as size, height
	6.7 and appearance.
	6.8 Time, temperature and humidity on baking
	6.9 Dough characteristics such as shape/size and skin form.
	6.10 The effect of yeast activity on the final product.
7. Time	7.1 Depends on weather and temperature conditions
	7.2 In moist condition- 30 mins max.
	7.3 In dry condition- 1 hr or above
8. Types of Bread	8.1 Soft Bread
	8.1.1 White bread
	8.1.2 Cinnamon bread
	8.1.3 Milk bread
	8.1.4 Raisin bread
	8.1.5 Fruit bread
	8.1.6 Brioche bread
	8.1.7 Donut
	8.1.8 Pizza
	8.2 Crusty Bread
	8.2.1 Brown bread
	8.2.2 Multi-grain bread
	8.2.3 Low GI bread
	8.2.4 Rye bread
	8.2.5 Sourdough bread
	8.2.6 French bread
	8.2.7 Gluten-free bread
9. Finishing Methods	9.1 Dusting
	9.2 cutting
	9.3 spraying
	9.4 Toppings
10. Techniques and conditions	10.1 Bread Making
	10.1.1 Beating
	10.1.2 Whisking
	10.1.3 Folding
	10.1.4 Rolling
	10.1.5 Laminating
	10.1.6 Creaming

	10.1.7 Kneading
	10.1.8 Incorporating fat
	10.1.9 Make-up
	10.2 Proofing
	    10.2.1 Scaling,
	    10.2.2 Panning
	    10.2.3 Appropriate Oven Temperature
	    10.2.4 Altitude Adjustments
	    10.2.5 Fillings	

11. Enterprise requirements and standards	11.1 Scale to correct weight 11.2 Colour 11.3 Consistency 11.4 Texture 11.5 Moisture 11.6 Mouth feel 11.7 Appearance 11.8 Sale ability 11.9 Flavor and Aroma	
12. Decorated	12.1 Jellies and glazes 12.2 Coating 12.3 Herbs 12.4 Flavored and coloured sugar 12.5 Fresh and preserved/crystallized fruits 12.6 Seeds and nuts 12.7 Icings, Sprinkled icing sugar or chocolate powder	
13. Conditions of Storage	13.1 Consideration of temperature, light and air exposure 13.2 Use of appropriate containers 13.3 Labelling 13.4 Display cabinets including temperature-controlled cabinets to cool or warm	
14. Quality characteristics of final	14.1 Volume 14.2 Grain 14.3 Texture 14.4 Crumb colour 14.5 Crust formation and colour	

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of the Units of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. Cleaned equipment before and after production. 1.2. Measured the ingredients as per the recipe 1.3. Followed the proper mixing process 1.4. Explained types of dough 1.5. Identified unacceptable dough and rectified 1.6. Scaled for different types of bread 1.7. Identified errors in scaled and moulded dough and removed

	1.8. or rectified, considering all factors including the other variables 1.9. Moulded or shaped dough manually or mechanically using rounding and moulding equipment. 1.10. Identified errors in the final proofed dough and removed or rectified 1.11. Included methods such as dusting, cutting, spraying and applying toppings for finish 1.12. Preheated the oven as per product required temperature 1.13. Disposed waste according to workplace procedures.
2. Underpinning knowledge	4.1. Basic principles of bread making and types of dough 4.2. Ingredient characteristics and purpose in the dough (including 4.3. an understanding of flour quality and the components of 4.4. wheat flour). 4.5. Basic principles of dough making and proofing. 4.6. Ingredient and environment characteristics and impact on 4.7. dough making and proofing (including an understanding of flour quality, the components of wheat flour and weather/ temperature). 4.8. Settings, operating requirements and safety features of equipment used. 4.9. Oven temperature & preheat the oven 4.10. OHS hazards and controls. 4.11. Waste handling and cleaning procedures.
3. Underpinning skills	3.1. Confirming that equipment is clean and ready for operation. 3.2. Weighing, scaling or metering ingredients as required. 3.3. Transferring ingredients in the required sequence, mix, divide and shape as required. 3.4. Applying moulding and shaping techniques 3.5. Setting up the mixing and proofing equipment to meet recipe requirements. 3.6. Adjusting water temperature to meet final finished dough temperature requirements. 3.7. Monitoring the temperature and time to meet finished dough requirements. 3.8. Handling the electric & gas oven. 3.9. Cleaning equipment and utensils to meet hygiene standards. 3.10. Maintaining workplace records as required. 3.11. Maintaining a work area to meet housekeeping standards.
4. Required attitudes	4.1. Commitment to occupational health and safety. 4.2. Promptness in carrying out activities. 4.3. Sincere and honest to duties. 4.4. Eagerness to learn.

	4.5. Tidiness and timeliness.
	4.6. Environmental concerns.
	4.7. Respect for rights of peers and seniors at workplace.
	4.8. Communication with peers and seniors at workplace.
5. Resource implications	The following resources MUST be provided:
	5.1. workplace (actual or simulated)
	5.2. Tools, equipment and facilities appropriate to the process or activity
	5.3. Materials relevant to the proposed activity.
6. Method of assessment	Methods of assessment may include but not limited to:
	6.1. Written Test
	6.2. Demonstration
	6.3. Oral Questioning
7. Context of assessment	7.1. Competency assessment must be done in NSDA accredited center.
	7.2. Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-TH-BPP-02-L3-V1: Prepare and Produce Pastry Dough
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare and produce Pastry Dough. It specifically includes following OSH, preparing ingredients and equipment, producing pastry dough, blocking and laminating pastry as required and cleaning and maintaining equipment and production area.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria **Bold and underlined** terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Food production standards are maintained in the workplace following OSH requirements. 1.2 Personal hygiene is maintained and PPE is worn as per OSH requirements. 1.3 **Equipment** is cleaned for production and hygiene requirements.
2. Prepare ingredients and equipment	2.1 **Ingredients** are confirmed and arranged according to product requirements. 2.2 Ingredients are measured according to the recipe. 2.3 Equipment is checked to confirm ready to use.
3. Produce pastry dough	3.1. Mixing equipment is set up and operated to meet recipe requirements. 3.2. Ingredients are poured into the mixer for mixing. 3.3. The mixing process is operated and monitored. 3.4. Pastry dough is monitored for consistency, feel and texture, and the **other variables**. 3.5. The unacceptable dough is identified and rectified. 3.6. Corrective action is taken as required to ensure dough meets requirements. 3.7. The dough is kept in the proofing cabinet as per the recipe.
4. Block and laminate pastry as required	4.1. The pastry is blocked to meet recipe requirements. 4.2. The pastry is laminated and folded to meet product requirements. 4.3. The pastry is checked to ensure it meets **food safety and quality standards.** 4.4. Pastry dough is kept in the refrigerator as per the recipe requirement.

5. Clean and maintain equipment and production area	5.1. Equipment and production area are cleaned to meet production and hygiene requirements.
	5.2. Maintenance requirements are identified and reported according to workplace requirements.
	5.3. Waste is disposed according to workplace procedure.

Range of variables

Variable	**Range** (may include but not limited to):
1. Equipment	1.1 Mixing Machine, 1.2 Dough shitter, 1.3 refrigerator, 1.4 Freezer, 1.5 weighing scale and 1.6 measuring tools (spoon, cup, jug), 1.7 knives, 1.8 sieves, 1.9 working table, 1.10 chopping board, 1.11 trays, 1.12 moulds, 1.13 saucepan, 1.14 fry pan, 1.15 brush, 1.16 scraper, 1.17 Piping bag, 1.18 scissors, 1.19 utensils
2. Ingredients	2.1 Flour, 2.2 Sugar, 2.3 Salt, 2.4 Water, 2.5 Eggs, 2.6 Shortening, 2.7 Butter
3. Pastries	3.1 Puff, 3.2 Danish, 3.3 pie-crust, 3.4 choux paste.
4. Other Variables	4.1 Shortening may be added to the mixer or worked into the 4.2 batter/dough manually 4.3 Folding of pastry is typically in half or book folds 4.4 Lamination does not apply to short paste and pie bottom paste

	4.5	Monitor the appearance and consistency of the mix and ensure
	4.6	that all ingredients including shortening are added.
	4.7	Roll out pastry dough and add shortening if not already in the
	4.8	mix
5. Food safety and quality standards.	5.1.	Company policies and procedures, regulatory and licensing
	5.2.	requirements, and industrial awards and agreements.
	5.3.	Food Standards Code including labelling, weights and
	5.4.	measures legislation; and legislation covering food safety,
	5.5.	environmental management, occupational health and safety.

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1. Equipment must be clean before and after production.
	1.2. Measured ingredients & select tools and equipment.
	1.3. Explained types of pastry dough
	1.4. Identified and rectified the unacceptable dough
	1.5. Blocked & laminated the pastry according to the recipe.
	1.6. Disposed waste of according to workplace procedure.
2. Underpinning knowledge	2.1. Basic principles of pastry making.
	2.2. Ingredient characteristics and purpose in pastry. (This includes an understanding of shortening types, flour types, components and their effect on pastry quality)
	2.3. Significance of factors such as shortening type and temperature on the final product.
	2.4. Methods used to confirm the accuracy of measuring equipment used.
	2.5. Process requirements. This may include:
	2.5.1 Mixing times and speeds.
	2.5.2 Appearance and consistency to be met.
	2.5.3 Batching or scaling off pastry for blocking.
	2.5.4 Pastry rolling and folding for pastry type.
	2.5.5 Resting time.
	2.6. Required characteristics of different types of pastry, uses and related processing methods.
	2.7. Settings, operating requirements and safety features of equipment used.
	2.8. Purpose and time required to allow the pastry to rest.
	2.9. Product storage requirements. This can include an understanding of refrigeration, freezing and shelf life.
	2.10. OHS hazards and controls.

	2.11. Waste handling and cleaning and procedures.
3. Underpinning skills	3.1. Accessing workplace information to identify recipe requirements.
	3.2. Weighing, scaling or metering ingredients as required.
	3.3. Confirming equipment status and condition.
	3.4. Setting mixing equipment to meet production requirements.
	This can include:
	3.5. Selecting and fitting appropriate attachments.
	3.6. Setting mixer times and speeds.
	3.7. Transferring ingredients to the mixer in the required sequence.
	3.8. Monitoring the appearance and consistency of the mix and ensure that all ingredients (including shortening) are added.
	3.9. Blocking pastry as required, to suit dough break capacity.
	3.10. Rolling out pastry dough and add shortening if not already in the mix.
	3.11. Laminating and fold pastry to meet product requirements.
	3.12. Taking corrective action as required so that pastry meets quality standards.
	3.13. Cleaning equipment and utensils to meet hygiene standards.
	3.14. Maintaining workplace records as required.
	3.15. Maintaining work area to meet housekeeping standards.
4. Required attitudes	4.1. Commitment to occupational health and safety.
	4.2. Promptness in carrying out activities.
	4.3. Sincere and honest to duties.
	4.4. Environmental concerns.
	4.5. Eagerness to learn.
	4.6. Tidiness and timeliness.
	4.7. Respect for rights of peers and seniors in workplace.
	4.8. Communication with peers and seniors in workplace.
5. Resource implications	The following resources must be provided:
	5.1. workplace (actual or simulated)
	5.2. tools, equipment and facilities appropriate to the process or activity
	5.3. materials relevant to the proposed activity.
6. Method of assessment	Methods of assessment may include but not limited to:
	6.1. Written Test
	6.2. Demonstration
	6.3. Oral Questioning

7. Context of assessment	7.1. Competency assessment must be done in NSDA accredited center.
	7.2. Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements
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Unit Code and Title	**OU-TH-BPP-03-L3-V1: Prepare Filling, Forming and Bake pastry products**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare pastry filling, forming and bake pastry products. It specifically includes following OSH, preparing equipment and ingredients, producing Pastry Fill, forming and filling pastry products, baking Pastry Products, decorating, presenting and storing pastry products & cleaning and maintaining equipment and production area.
Nominal Hours	**70 Hours**
Elements of Competency	**Performance Criteria** **Bold and underlined** terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Food production standards are maintained in the workplace following 1.2 OSH requirements. 1.3 Personal hygiene is maintained and PPE is worn as per OSH 1.4 requirements. 1.5 Equipment is cleaned for production and hygiene requirements.
2. Prepare equipment and ingredients	2.1 Pastry filling Ingredients are made available for product 2.2 requirements. 2.3 Equipment are checked to use. 2.4 Ingredients are measured according to recipe requirements. 2.5 Ingredients for use in fillings are prepared to ensure 2.6 thawing/conditioning.
3. Produce Pastry Filling	3.1. Pastry filling is produced according to recipe requirements. 3.2. Raw and cooked fillings is checked before use. 3.3. Unacceptable ingredients or fillings are identified and rectified.
4. Form and Fill pastry product	4.1 Pastry dough and fillings are made available 4.2 Forming and filling utensils are made available and equipment are 4.3 checked. 4.4 The pastry is rolled and shaped to meet product requirements. 4.5 Fillings are prepared and used according to the recipe. 4.6 Pastry tops are decorated and finishes are applied as required. 4.7 Milk and egg washes are applied prior to baking if required.

5. Bake Pastry Products	4.8 Unacceptable products are identified and rectified.
	5.1. The oven is preheated according to product specifications.
	5.2. Ovens are operated to meet required output.
	5.3. Pastry products are baked according to food safety and quality requirements.
	5.4. Glazes and sugar are applied after baking if required.
	5.5. Baked products are checked as per product characteristic
	5.6. Under baked or over baked products are identified and rectified.
	5.7. Baked products are removed from the oven and cooled to meet the required temperature.
6. Decorate, present and store pastry products	6.1 Pastry products are decorated and filled according to standard recipes
	6.2 Pastry products are presented/displayed to enterprise standards using appropriate equipment
	6.3 Products are stored at the correct temperature and conditions of storage.
	6.4 Maximum eating quality, appearance and freshness are maintained according to industry standards
7. Clean and maintain equipment and production area	7.1 Equipment and production area are cleaned to meet production and hygiene requirements
	7.2 Maintenance requirements are identified and reported according to workplace requirements.
	7.3 Waste is disposed according to workplace procedure.

Range of variables

Variable	Range (may include but not limited to):
1. Equipment, utensils and tools	1.1 Mixers,
	1.2 Refrigerator,
	1.3 Freezer sieves,
	1.4 Weighing scale and measuring tools,
	1.5 Tray,
	1.6 Cooling rack,
	1.7 Mould,
	1.8 Saucepan,
	1.9 Frypan,
	1.10 Palette knife,
	1.11 Hand whisk,
	1.12
	1.13 Piping bag,
	1.14 Pozzle,
	1.15 Fruit knife,
	1.16 Working table,
	1.17 Chopping board,
	1.18 Pastry brush,
	1.19 Tins & trays and depositing equipment,

	1.20	Food thermometer, roller cutter,
	1.21	Utensils etc.
2. Pastry Filling ingredients	2.1	Sweet fillings ingredients
	2.2	Egg,
	2.3	Cornflour,
	2.4	Shortening,
	2.5	Milk,
	2.6	Sugar,
	2.7	Butter,
	2.8	Cream,
	2.9	Fresh Cream,
	2.10	Fruit,
	2.11	Jam,
	2.12	Fruit Colour,
	2.13	Cinnamon Powder,
	2.14	Syrup,
	2.15	Custard,
	2.16	Starches
	2.17	Savoury filling ingredients
	2.18	Minced or diced raw meat (including chicken),
	2.19	Vegetables,
	2.20	Eggs,
	2.21	Starches,
	2.22	Sausage rolls,
3. Pastry products	3.1	Pastry
	3.2	Petit fours and short pastries
	3.3	Puff Pastry
	3.4	Danish and croissant
	3.5	Choux Pastry
	3.6	Strudel
	3.7	Tarts
	3.8	Pies
4. Product characteristics	4.1	Colour
	4.2	Consistency and texture
	4.3	Moisture content
	4.4	Mouthfeel and eating properties
	4.5	Appearance
5. Fillings and decorations	5.1	Jellies and glazes
	5.2	Flowers and leaves
	5.3	Herbs
	5.4	Flavored and coloured sugar
	5.5	Fresh and preserved/crystallized fruits
	5.6	Seeds and nuts
	5.7	Icings, Sprinkled icing sugar or chocolate powder
	5.8	Butter creams, Ganache, Fondants
6. Conditions of Storage	6.1	Consideration of temperature, light and air exposure
	6.2	Use of appropriate containers
	6.3	Labelling

	6.4 Display cabinets including temperature-controlled cabinets to cool or
	6.5 warm

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1 Cleaned equipment before and after Production.
	1.2 Measured ingredients & select tools and equipment
	1.3 Blocked & laminated the pastry according to the recipe.
	1.4 Checked forming and filling utensils to confirm the readiness of use.
	1.5 Applied milk and egg washes prior to baking.
	1.6 Applied glazes and sugar after baking.
	1.7 Identified and rectified unacceptable products.
	1.8 Disposed waste according to workplace procedure.
2. Underpinning knowledge	2.1 Basic principles of filling preparation
	2.2 Differences in filling types for different product types.
	2.3 Time and temperature requirements relating to thawing, reheating, cooling (of cooked food) and cooking as required.
	2.4 Storing/holding requirements.
	2.5 Cooking times and temperatures.
	2.6 Basic principles of pastry forming and filling.
	2.7 Procedure for preparing and applying washes and glazes as required for the product.
	2.8 The effect of variables such as filling temperature on the finished product, and product temperature on glazing application.
	2.9 Inspections/control points are used to confirm that product meets quality requirements and related monitoring requirements.
	2.10 Causes of variation and corrective action required.
	2.11 Contamination (including cross-contamination) risks associated with ingredients/processes used.
	2.12 Waste handling and cleaning and procedures.

3. Underpinning skills	3.1	Accessing workplace information to identify production requirements.
	3.2	Weighing, scaling or metering ingredients as required.
	3.3	Maintaining quality characteristics of the final product.
	3.4	Presenting and/or storing requirements for the baked products. This can include an understanding of refrigeration, freezing and shelf-life.
	3.5	Combining and processing fillings. This may include monitoring:
	3.6	Maintaining quality, quantity and sequencing of ingredient addition.
	3.7	Blending/mixing process.
	3.8	Forming product shape.
	3.9	Dispensing fillings within acceptable volume, weight and placement parameters.
	3.10	Cooking times and temperatures.
	3.11	Applying washes and/or glazes before or after baking as required
	3.12	Cleaning equipment and utensils to meet hygiene standards.
	3.13	Maintaining workplace records as required.
	3.14	Maintaining work area to meet housekeeping standards.
4. Required attitudes	4.1	Commitment to occupational health and safety.
	4.2	Promptness in carrying out activities.
	4.3	Sincere and honest to duties.
	4.4	Environmental concerns.
	4.5	Eagerness to learn.
	4.6	Tidiness and timeliness.
	4.7	Respect for rights of peers and seniors in workplace.
	4.8	Communication with peers and seniors in workplace.
5. Resource implications	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and facilities appropriate to the process or activity 5.3 materials relevant to the proposed activity.	
6. Method of assessment	Methods of assessment may include but not limited to: 6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning	

| 7. Context of assessment | 4.1 Competency assessment must be done in NSDA accredited center. |
| | 4.2 Assessment should be done by NSDA certified/ nominated assessor |

Accreditation Requirements
Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	**OU-TH-BPP-04-L3-V1: Prepare and Produce Cookies**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare and produce cookies. It specifically includes following OSH, preparing equipment and ingredients, producing cookies dough, forming and shaping cookies products, baking cookies, decorating, presenting and storing cookies products and cleaning and maintaining equipment and production area.
Nominal Hours	**60 Hours**
Elements of Competency	**Performance Criteria** **Bold and underlined** terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Food production standards are maintained in the workplace following OSH requirements. 1.2 Personal hygiene is maintained and PPE is worn as per OSH requirements. 1.3 Equipment is cleaned for production and hygiene requirements.
2. Prepare equipment and ingredients	2.1 **Ingredients** are made available for product requirements. 2.2 **Equipment** is checked for readiness 2.3 Ingredients are measured according to recipe requirements. 2.4 Baking trays are prepared as per the **types of cookies.**
3. Produce cookies dough	3.1. Mixing equipment is set up and operated to meet recipe requirements. 3.2. Ingredients are poured into the mixer for mixing. 3.3. The mixing process is operated and monitored. This may include monitoring the cookies dough for consistency, feel and texture, and the other variables. 3.4. The unacceptable dough is identified and rectified. 3.5. Corrective action is taken as required to ensure dough meets the requirements. 3.6. Cookie's dough is kept in the refrigerator as per the recipe.
4. Form and shape cookies product	4.1 **Cookies paste** is collected from the refrigerator for forming and placed on the working table. 4.2 Cookies paste is kept on the working table as per recipe requirement. 4.3 Cookies paste is rolled and shaped as per product requirements. 4.4 Formed cookies are placed on the tray for baking.

5. Bake cookies	5.1	The oven is preheated according to product specifications.
	5.2	Trays are placed in the oven according to industry requirements.
	5.3	Ovens are operated for baking according to product specifications.
	5.4	Cookies are baked according to food safety and quality requirements.
	5.5	Under baked or over baked products are identified and rectified.
	5.6	Baking process is monitored. This includes steam injection, crust,
	5.7	Colour, sheen, uniformity of shape and size.
6. Decorate, present and store cookies products	6.1	Cookie's products are decorated using coating, icing according to standard recipes and/or enterprise standards and/or customer requirements.
	6.2	Cookie's products are presented/displayed according to enterprise standards.
	6.3	Cookie's products are stored at correct temperature and conditions of storage.
7. Clean and maintain equipment and production area	7.1	Equipment and production area are cleaned to meet production and hygiene requirements
	7.2	Maintenance requirements are identified and reported according to
	7.3	workplace requirements.
	7.4	Waste is disposed according to workplace procedure.

Range of variables

Variable	Range (may include but not limited to):

1. Equipment	1.1 Equipment, including:
	    1.1.1 Mixer and attachments
	1.2 Equipment accessories, including:
	    1.2.1 Mixer and attachments
	    1.2.2 Paddle
	    1.2.3 beater attachment
	    1.2.4 baking trays
	    1.2.5 dry ingredient containers
	    1.2.6 refrigerated ingredient containers
	    1.2.7 mixing bowls
	    1.2.8 equipment used to melt chocolate
	1.3 Tools and utensils, including:
	    1.3.1 Hand whisks
	    1.3.2 Hand spoons
	    1.3.3 Biscuit and pastry cutters
	    1.3.4 Rolling pins
	    1.3.5 Flour brushes
	    1.3.6 Flour container
	    1.3.7 egg wash brushes
	    1.3.8 piping bags
	    1.3.9 Piping nozzles.

2. Ingredients	2.1 Basic ingredients: flour, Icing sugar, Brown Sugar, sugar and shortening, Eggs 2.2 Leavens: baking powder, baking soda 2.3 Flavorings: spices, extracts (vanilla, lemon, almond, maple, strawberry, chocolate), and milk 2.4 Fillers: chocolate chips, dried fruits (raisins, nuts and dates). 2.5 Toppings. Frosting, glaze, sprinkles, Fondants
3. Types of cookies	3.1. Moulded Cookies 3.2. Salted Cookies 3.3. Jam Cookies 3.4. Nut Cookies 3.5. Rock Cookies 3.6. Chocolate Cookies
4. Cookies paste	4.1 Chocolate paste 4.2 Snicker doodle 4.3 Sugar Cookie 4.4 Oatmeal/Oatmeal Raisin 4.5 Peanut Butter 4.6 Cake Batter 4.7 Brownie Batter 4.8 Milk paste

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Planed and prepared ingredients, equipment and processes required

	1.2 for the dough 1.3 Combined and process ingredients according to requirements for the 1.4 type of dough 1.5 Assessed dough outcomes against quality standards 1.6 Taken corrective action in response to typical faults and 1.7 inconsistencies 1.8 Applied safe work practices and identify OHS hazards and controls 1.9 Cleaned equipment 1.10 Applied food safety procedures.

2. Underpinning knowledge	2.1 Workplace health and safety requirements, including personal
	2.2 protective equipment, applicable to producing cookie products
	2.3 Safe use and cleaning of baking equipment are listed in the range of conditions, including electrical hazards
	2.4 Regulatory requirements for food safety applicable to producing cookie products
	2.5 Considerations for production scheduling, including:
	    2.4.1 timings
	    2.4.2 volume requirements
	    2.4.3 product processing requirements
	    2.4.4 recipe reformulation to minimize waste
	    2.4.5 finishing requirements for cookie product types
	    2.4.6 bake parameters of cookie product types
	2.6 Characteristics and storage requirements of ingredients used in cookie
	2.7 products production, including:
	    2.5.1 flour suitable for cookies
	    2.5.2 preparation of nuts and nut allergies
	    2.5.3 compound chocolate
	    2.5.4 glace fruits
	    Preparing and using finishes, including:
	    2.6.1 glace fruit
	    2.6.2 chocolate, including melting properties
	    2.6.3 nuts, including roasting
	    2.6.4 jams
	    2.6.5 fondant heating
	    2.6.6 dipping
	    2.6.7 sandwiching
	2.8 Processes and techniques for producing cookie products, including:

	2.7.1 hand depositing 2.7.2 piping batter in shapes 2.7.3 cutting dough 2.7.4 moulding dough 2.7.5 baking

3. Underpinning skills	3.1 Producing the following four types of cookie products:
	3.1.1 deposited cookie
	3.1.2 piped shortbread
	3.1.3 cut or portioned rolled biscuit
	3.1.4 moulded and portioned biscuit
	3.2 Used the following three cookie mixing methods:
	3.2.1 creamed method
	3.2.2 whisked method
	3.2.3 melted method
	3.3 Applied the following nine production processes:
	3.3.1 piping shortbread
	3.3.2 depositing
	3.3.3 conditioning fruit
	3.3.4 roasting nuts
	3.3.5 cutting biscuits with cutters
	3.3.6 rolling biscuit dough
	3.3.7 moulding biscuit dough
	3.3.8 portioning biscuit doughs
	3.3.9 inclusion of glace fruits or nuts into cookie doughs
	3.4 Selected using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
	3.5 Applied the following five finishing and decorating methods:
	    3.5.1 using piped decorations
	    3.5.2 sandwiching
	    3.5.3 dusting
	    3.5.4 dipping
	    3.5.5 applying glazes or icings
	3.6 Used the following three finishing ingredients:
	    3.6.1 fondant icing
	    3.6.2 melted chocolate
	    3.6.3 icing sugar
	3.7 Documented the production schedule, including the following six considerations:
	    3.7.1 timings
	    3.7.2 volume requirements
	    3.7.3 product processing requirements

	3.7.4 recipe reformulation to minimise waste
	3.7.5 finishing requirements for biscuit and cookie product types
	3.7.6 bake parameters of biscuit and cookie product types.
4. Required attitudes	4.1 Commitment to occupational health and safety.
	4.2 Promptness in carrying out activities.
	4.3 Sincere and honest to duties.
	4.4 Environmental concerns.
	4.5 Eagerness to learn.
	4.6 Tidiness and timeliness.
	4.7 Respect for rights of peers and seniors in workplace.
	4.8 Communication with peers and seniors in workplace.
5. Resource implications	The following resources must be provided:
	5.1 workplace (actual or simulated)
	5.2 tools, equipment and facilities appropriate to the process or activity
	5.3 materials relevant to the proposed activity.
6. Method of assessment	Methods of assessment may include but not limited to:
	6.1 Written test
	6.2 Demonstration
	6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center.
	7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	**OU-TH-BPP-05-L3-V1: Prepare and Produce Cake**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare and produce Cookies. It specifically includes: following OSH, preparing equipment and ingredients, producing cake batter, baking cakes, preparing and use Cake fillings, decorating, presenting and storing cake products, cleaning and maintaining equipment and production area.
Nominal Hours	**70 Hours**
Elements of Competency	**Performance Criteria** **Bold and underlined** terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Food production standards are maintained in the workplace following 1.2 OSH requirements. 1.3 Personal hygiene is maintained and PPE is worn as per OSH 1.4 requirements. 1.5 Equipment are cleaned for production and hygiene requirements.
2. Prepare equipment and ingredients	2.1 Ingredients are confirmed and made available for product requirements. 2.2 Equipment is checked to confirm readiness for use. 2.3 Ingredients are measured according to recipe requirements. 2.4 Pre-preparation tasks are confirmed for use in fillings. This may include thawing or conditioning pre-prepared ingredients.
3. Produce cake batter	3.1. Ingredients are poured into the mixer for mixing. 3.2. The mixing process is monitored. This may include monitoring batter 3.3. consistency, feel and texture. 3.4. The unacceptable cake batter is identified and rectified. 3.5. Corrective action was taken as required to ensure cake batter requirements. 3.6. The unacceptable cake batter is reported. 3.7. The prepared cake batter is poured into the mould, finished and arranged to meet quality and product requirements.
4. Bake cakes	4.1 Oven is preheated as per recipe the requirements 4.2 Oven is operated and selected correct oven conditions to meet the required output. 4.3 Washes and/or glazes are applied before baking as required.

	4.4	Variety of Cakes are prepared according to recipe specifications,
	4.5	techniques and conditions and desired product characteristics.
	4.6	Baking is monitored. under baked and over baked product is identified and rectified.
	4.7	Baked products are removed from the oven and cooled to meet the required temperature.
	4.8	Washes and/or glazes are applied after baking as required.
5. Prepare and use Cake fillings	5.1	Fillings are prepared and selected in accordance with required consistency and appropriate flavours.
	5.2	Slice or layer sponges and cakes are filled and assembled according to standard recipe specifications, enterprise practice and customer requirements.
	5.3	Coatings and sidings are selected according to the product characteristics and required recipe specifications.
	5.4	Unacceptable ingredients or fillings are identified and rectified.
6. Decorate, present and store cake products	6.1	Cakes are decorated suited to the product and occasion and in accordance with standard recipes and enterprise practices.
	6.2	Suitable icings and decorations are used according to standard
	6.3	recipes and/or enterprise standards and customer preferences.
	6.4	Cakes are presented in accordance with customer's expectations and established standards and procedures
	6.5	Service Equipment is selected and used in accordance with service requirements.
	6.6	Storage methods are identified and Cake products are stored at the correct temperature and Conditions in accordance with the establishment's standards and procedures.
7. Clean and maintain equipment and production area	7.1	Equipment and production area are cleaned to meet production and hygiene requirements.
	7.2	Maintenance requirements are identified and reported according to workplace requirements.
	7.3	Waste is disposed of according to workplace procedure.

Range of variables

Variable	Range (may include but not limited to):

1. Equipment, utensils and tools	1.1. Deck Oven
	1.2. Dough Mixing machine
	1.3. Cream Mixing machine
	1.4. Chiller and Freezer
	1.5. Sieves
	1.6. SS working table
	1.7. Turn table
	1.8. Measuring Scale
	1.9. Measuring Cup
	1.10. Measuring Spoon
	1.11. Oven tray
	1.12. Scraper
	1.13. Spatula
	1.14. Bowl
	1.15. Rolling Pin
	1.16. Biscuit Cutter
	1.17. Baking tray
	1.18. Baking paper
	1.19. Bread, cake and pie mould
	1.20. Electric Egg beater
	1.21. Pastry brush
	1.22. Bread knife
	1.23. Bread cutter
	1.24. Piping bag and nozzle
	1.25. Cake Board
	1.26. Cooling rack
	1.27. Silicon Mat
2. Bakery & Pastry Products	2.1. Butter Cookies
	2.2. English Bread
	2.3. Burger Bun
	2.4. Doughnut
	2.5. English Cake (Fruit cake)
	2.6. Muffin
	2.7. Birthday Cake
	2.8. Puff Pastry
	2.9. Chicken pie
3. Ingredients	3.1. Flour
	3.2. Salt
	3.3. Sugar
	3.4. Yeast
	3.5. Soybean Oil
	3.6. Butter
	3.7. Egg

	3.8. Milk powder
	3.9. Water
	3.10. Bread improver
	3.11. Vanilla Essence
	3.12. Baking powder
	3.13. Baking soda
	3.14. Cocoa powder
	3.15. Chocolate Syrup
	3.16. Cooking chocolate
	3.17. Whipped cream
	3.18. Food color
	3.19. Icing sugar
	3.20. Brown sugar
	3.21. Dry mixed fruits & nut
	3.22. Margarine
	3.23. Corn Flour

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency (UoC).

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1 prepared for mixing.
	1.2 prepared bakery and pastry items.
	1.3 cleaned and maintained equipment and production area.
2. Underpinning knowledge	2.1 Ingredients for bakery and pastry items.
	2.2 Cooking methods for bakery and pastry items.
	2.3 Hygiene principles and practices.
	2.4 Logical and time efficient work flow.
	2.5 Best practice for temperature maintenance.
	2.6 Optimum freshness and quality standards.
	2.7 Texture of consistency, color, and flavor.
3. Underpinning skills	3.1 Maintaining methods of making bakery and pastry items.
	3.2 Preparing bakery and pastry items.
	3.3 Making derivations from bakery and pastry items.
	3.4 Using variety of thickening agents and convenience products.
	3.5 Identifying and rectifying faults of colors, flavors and consistency of bakery items.
	3.6 Reconstituting of bakery and pastry items as per standards of competency.
4. Required attitudes	4.1 Commitment to occupational health and safety.
	4.2 Promptness in carrying out activities.
	4.3 Sincere and honest to duties.
	4.4 Environmental concerns.

	4.5 Eagerness to learn.	
	4.6 Tidiness and timeliness.	
	4.7 Respect for rights of peers and seniors in workplace.	
	4.8 Communication with peers and seniors in workplace.	
5. Resource implications	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and facilities appropriate to the process or activity 5.3 materials relevant to the proposed activity.	
6. Method of assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning	
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Development of Competency Standard

The Competency Standards for National Skills Certificate in Bakery and Pastry Production, Level-3 is developed by SEIP on 25 September 2021.
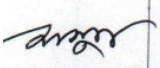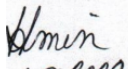
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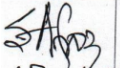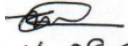
S/N	Name and Address	Position in the committee
1.	Md Rafiqul Islam Bhuiyan, Chief Executive Officer (CEO), LEISC-SEIP Project	Member
2.	Engr. S.M Shameem Ahsan, Curriculum Development & Training Executive (CDTE), LEISC-SEIP Project	Member
3.	Engr. Md Abul Kalam Azad, Assessment & Certification Executive (ACE),LEISC-SEIP Project	Member
4.	Sacchidanand Majumder, LMI & Research Executive, LEISC-SEIP Project	Member
5.	Md. Golam Mostofa, Assistant Professor & Hospitality Consultant (Process Expert), Daffodil International University	Member
6.	Mohammad Noor Asad, Executive Pastry Chef, The Westin Dhaka	Member
7.	Ms. Hamida Yiesmin, Proprietor and CBT Certified Trainer & Industry Assessor, Hello Hills (Bakery and Pastry manufacturer)	Member
8.	Md. Shafiqul Islam, Pastry Chef and CBT Certified Trainer & Industry Assessor, Le Meridien Hotel, Dhaka	Member
9.	Mohammad Guljar Hossain, Quality Assurance Officer (QAO), SEIP	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Food and Beverage Production, Level-3 is validated by NSDA on 16 August 2022.

List of Members of the SCVC

S/N	Name and Address	Position in the committee	Signature and Date
1.	Mohiuddin Helal, Chairman, Tourism & Hospitality ISC, Email: ceo.tourismisc@gmail.com Mobile: 01819224593	Chairperson	
2.	Masum Ahmed, Executive Pastry Chef, Cafe SAO PAOULO, Email: masumcarving@gmail.com, Mobile: 01913443227	Member	16.08-22
3.	Razu Gomes, Pastry Chef, International Culinary Institute (ICI), Email: razu.gomes@gmail.com, Mobile: 01879133758	Member	
4.	Ms. Hamida Yiesmin Proprietor, HELLO HILLS (Bakery & Pastry), CBT Trainer & Assessor, Email: hamidayiesmin@yahoo.com, Mobile: 01715127492	Member	16.8.2022
5.	Nafiz Islam Lipi, CEO, Food Cadates, Dhaka, Email: lipieuphoria@gmail.com, Mobile: 01772717918	Member	
6.	Shaheen Afroz, Former General Manager- Bangladesh Parjatan Corporation, Head of the department- Bakery & Pastry Production- NHTTI, Email: afrozshaheen@yahoo.com, Mobile: 01711261739	Member	17.8.202?
7.	Mohammed Khorshed Alam Shapan, Executive Pastry Chef Biman Flight Catering Center, Hazrat Shahjalal International Airport, Dhaka, Email: shapan69@gmail.com Mobile: 01779413022	Member	
8.	Ms. Sultana Popy, Proprietor, Rangdhanu Academy, Email: rangdhanu.popy@gmail.com, Mobile: 01675702530	Member	16.08.22
9.	Mahbub Huda, Consultant, Specialist, NSDA, Email: huda73@gmail.com, Mobile: 01735490491.	Member	04.04.2022
10.	Md. Saif Uddin, Process Expert, National Skills Development Authority, Email: engrbd.saif@gmail.com, Mobile: 01723004419.	Member	