



# **Tertiary and Vocational Education Commission**

## **National Competency Standards and Curriculum For Baker (Bread and Pastry Making) *NVQ Level 3***

## Course synopsis

This course is designed to introduce students to careers in the baking industry through the basic skills of bread and pastry making. It provides knowledge on food safety, hygiene and relevant rules and regulations and competencies required to make different varieties of bread and pastry.

| Course Title                          | Course Duration        |
|---------------------------------------|------------------------|
| <b>Baker(Bread and Pastry Making)</b> | 3 months – NVQ Level 3 |

### **Job outlook, objectives of the course and career paths available following completion of the course**

Today the bread and pastry making segment of the baking industry play a vital role in hospitality sector. From five star hotels to local bakeries, the service of bakers is required. With changes of life style many people prefer to go to fast food centers. Various types of bread form the base of any fast food type. Burgers are products of bread and buns.

Popular fast food chains such as McDonalds, KFC, and Pizza Huts provide services to thousands of people all over the world. At present, a bakery section is available in most of the supermarkets in Sri Lanka.

At present the baking industry uses e sophisticated equipment to produce bread and pastry. Therefore this industry requires competent people to make different varieties of bread and pastries using modern equipment.

A pastry chef of a five star hotel gets an attractive salary and additional benefits such as food, lodgings, service charges and transport. There is a big demand for bakers in Europe countries, Middle East and other developed countries. Also for those who want to become an entrepreneur in this field, this training will be very useful.

*On completion of this qualification, one may progress into employment as a trainee, or proceed to the next NVQ Level 4 qualification.*

### **Modules to be covered**

#### **1. Maintain hygienic and safe work environment**

This module covers the competencies required to maintain hygiene and safe work environment while adhering to the rules and regulations related to food safety and hygiene.

#### **2. Introduction and Orientation to Hospitality and bakery industry.**

This module covers the competencies required to get an overview of the hospitality

industry and demonstrate the understanding of duties and responsibilities, accountability and quality of the profession.

**3. Arrange ingredients and equipment for food preparation**

This module covers the competencies required to obtain required ingredients by considering amounts to be produced, to check quality of ingredients and store ingredients adhering to food safety regulations. Preparation of tools and equipment for safe usage is also covered by this module

**4. Prepare dough and mixtures**

This module covers the competencies required to prepare different type of dough , mixture and fillings

**5. Make breads**

This module covers the competencies required to make varieties of bread and buns, ensuring safe working in the use of related material/ingredients, tools and equipment and hygienic conditions.

**6. Make pastries**

This module covers the competencies required to make different types of pastries while ensuring safe working and hygienic conditions.

**7. Preparation of basic desserts**

This module covers the competencies required to make different types of desserts while ensuring safe working and hygienic conditions.

**8. Follow close down procedure**

This module covers the competencies required to follow close down procedure of a bakery after the production process to ensure safety and hygienic conditions.

**9. Career skills 1**

This module provides basic communicative skills in English and effective elementary reading and writing skills and basic knowledge of grammar to facilitate this. It also introduces cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.

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| Module Title :   | Course Duration  |
| <b>1. Maintain hygienic and safe work environment</b>  |  |
| Objectives of the module   |  |
| This module covers the competencies required to maintain hygiene and safe work environment while adhering to the rules and regulations related to food safety and hygiene  |  |
| <b>Competencies to be covered</b>  |  |
| <ol style="list-style-type: none"> <li>1. Acquire knowledge on importance of maintaining personal grooming &amp; hygiene.</li> <li>2. Acquire knowledge on importance of maintaining hygiene of utensils, equipment and kitchen</li> <li>3. Acquire knowledge on importance of various methods/ processes available to maintain hygiene of tools, equipment and kitchen <ul style="list-style-type: none"> <li>-Equipment used to maintain hygiene and preparation of equipment required for the daily production process</li> <li>-Rules and regulations implemented by various institutes to maintain hygiene</li> </ul> </li> <li>3. Maintain kitchen/workplace hygiene &amp; safety</li> <li>4. Maintain food hygiene</li> <li>5. Know and practice safety drills in the use of equipment</li> </ol> |  |
| Recommended teaching methods :   | Illustrated talk, demonstration , real work situations, student result presentations, guided practice and independent practice |

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| Module Title :  | Course Duration:  |
| <b>2. Arrange ingredients and equipment for food Preparation</b>  |   |
| <p>Objectives of the module</p> <p>This module covers the competencies required to obtain required ingredients by considering amounts to be produced, check quality of ingredients and store ingredients adhering to food safety regulations. Preparation of tools and equipment for safe usage is also covered by this module</p>  |   |
| <p>Competencies / modules to be covered</p> <ol style="list-style-type: none"> <li>1. Identify various types of ingredients and quantities according to recipe and product</li> <li>2. Calculate amount required of different ingredients according to recipe and product quantity</li> <li>3. Receive and check quality of ingredients</li> <li>4. Store/keep ingredients adhering to food safety regulations</li> <li>5. Identify and prepare tools and equipment for production</li> <li>6. Understand the properties of main ingredients in baking</li> </ol> |   |
| Recommended teaching methods :  | Demonstration, real work situations, student result presentations, guided practice and independent practice |

| Module Title   | Course Duration   |
|--|---|
| <b>3. Prepare Dough and Mixtures</b>   |   |
| <b>Objectives of the module</b><br>This module covers the competencies required to prepare different type of dough , mixture and fillings  |   |
| <b>Competencies to be covered</b> <ol style="list-style-type: none"> <li>1. Prepare sour dough</li> <li>2. Prepare brioche dough</li> <li>3. Prepare Danish /croissant dough</li> <li>4. Prepare dough for puff pastry</li> <li>5. Prepare muffin mixture</li> <li>6. Prepare glazes</li> <li>7. Prepare sweet fillings</li> </ol> |   |
| <b>Recommended teaching methods :</b>  | Demonstration, real work situations, student result presentations, guided practice and independent practice |

| Module Title   | Course Duration   |
|--|---|
| <b>4. Make breads</b>  |   |
| <b>Objectives of the module</b><br>This module covers the competencies required to make varieties of bread and buns, ensuring safe working in the use of related material/ingredient, tools and equipment and hygienic conditions.   |   |
| <b>Competencies to be covered</b> <ol style="list-style-type: none"> <li>1. Prepare bread dough</li> <li>2. Mould bread dough</li> <li>3. Shape bread dough</li> <li>4. Bake bread / sponge dough</li> <li>5. Maintain consistency of bread</li> <li>6. Bake bread using steam</li> <li>7. Bake bread using tandoori oven</li> </ol> |   |
| Recommended teaching methods :   | Demonstration, real work situations, student result presentations, guided practice and independent practice |

| Module Title  | Course Duration  |
|---|--|
| <b>5. Make Pastries</b>   |  |
| <b>Objectives of the module</b><br>This module covers the competencies required to make different types of pastries while ensuring safe working and hygienic conditions.                              |  |
| <b>Competencies to be covered</b> <ol style="list-style-type: none"> <li>1. Prepare puff pastry</li> <li>2. Prepare pies</li> <li>3. Prepare choux pastry</li> <li>4. Prepare sugar pastry</li> </ol> |  |
| Recommended teaching methods :  | Demonstration, real work situations, student result presentation, guided practice and independent practice |

| Module Title  | Course Duration   |
|---|---|
| <b>5. Preparation of basic desserts</b>   |   |
| <p>Objectives of the module</p> <p>This module covers the competencies required to make different types of desserts while ensuring safe working and hygienic conditions.</p>  |   |
| <p>Competencies to be covered</p> <ol style="list-style-type: none"> <li>1. Prepare cream caramel</li> <li>2. Prepare watalappan</li> <li>3. Prepare pineapple upside down cake</li> <li>4. Prepare sugar bavarois</li> <li>5. Prepare mousses</li> </ol> |   |
| Recommended teaching methods :  | Demonstration, real work situations, student result presentations, guided practice and independent practice |

| Module Title   | Course Duration   |
|--|---|
| <b>6. Follow close down procedure</b>  |   |
| <p>Objectives of the module</p> <p>This module covers the competencies required to follow close down procedure of a bakery after the production process to ensure safety and hygienic conditions</p>   |   |
| <p>Competencies to be covered</p> <ol style="list-style-type: none"> <li>1. Store surplus ingredients</li> <li>2. Store surplus food items</li> <li>3. Clean utensils and equipment</li> <li>4. Replace equipment and utensils</li> <li>5. Clean working area</li> <li>6. Update production and stock balance report</li> <li>7. Knowledge on handover duties</li> </ol> |   |
| Recommended teaching methods :   | Demonstration, real work situations, student result presentations, guided practice and independent practice |



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|---|-------------------------------------|
| Module Title  | Course Duration                     |
| <b>8. Career Skills 1</b>   | At least 60 hours in 3 month course |
| Objectives of the course  |                                     |
| <p>All recent studies make it clear that one of the greatest problems noted with regard to the employability of students in the TVET sector is the absence of soft skills, in particular communicative competence in English. Employers have indicated that they would appreciate better English in their staff and the ability to communicate with more confidence.</p> <p>This course provides basic communicative skills in English and effective elementary reading and writing skills and basic knowledge of grammar to facilitate this. It also introduces cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.</p>  |                                     |
| Competencies to be covered  |                                     |
| <p><b>1. Understand and use simple expressions to communication</b><br/>This subject provides the necessary communication skills so that students can introduce themselves and interact with others, and can respond to simple questions and follow simple instructions, describe people, places, tools.</p> <p><b>2. Read and write effectively</b><br/>This subject provides the necessary skills to find and understand the information given in a text, to understand notices, instructions and information, to take down short messages and write simple descriptions.</p> <p><b>3. Use English correctly</b><br/>This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these The development of appropriate vocabulary is also targeted to deploy the above skills</p> <p><b>4. Develop the capacity to think and plan productively y</b><br/>This subject develops cognitive abilities and skills with regard to effective work, with strengthening of thinking skills, recognition of systems, making deductions etc</p> <p><b>5. Develop effective working capacity</b><br/>This subject develops the capacity to work effectively individually and in collaboration with others through building the sense of individual responsibility, and accountability within a working group</p> |                                     |