

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES						
Job Area	BAKERY PRODUCTION						
Competency Unit Title	BUN PREPARATION						
Competency Unit Descriptor	Bun preparation is to produce bun product in accordance with standard recipe, production requirement, standing order and Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in yeast based product production shall be able to carry out bun preparation, finishing, decoration and end product display to meet required quality and quantity.						
Competency Unit ID		Level	2	Training Duration	120 Hours	Credit Hours	
Work Activities	Related Knowledge	Applied Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify bun preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Bun standing order iii. Production quantity iv. Delivery time v. Bun standard recipe vi. Types of bun dough <ul style="list-style-type: none"> • Lean 				4 hours	Lecture	i. Standing order interpreted ii. Production quantity determined iii. Delivery time determined iv. Standard recipe obtained v. Types of bun determined vi. Bun preparation workflow determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Enriched vii. Types of bun such as; <ul style="list-style-type: none"> • Plain • Filled • Sweet • Savoury viii. Bun preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of bun vi. Determine bun preparation workflow	<u>Attitude:</u> i. Resourceful in identifying bun preparation requirements <u>Safety:</u> -Not applicable-	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare bun <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Baking tray • Scale • Measurement cups • Mixing bowl • Mixer • Oven ii. Function and usage of cooking utensils and equipment for bun preparation iii. Bun ingredients such as; <ul style="list-style-type: none"> • Sugar • Salt • Milk • Yeast • Flour • Milk powder • Egg • Water 			10 hours	Lecture	i. Types of cooking utensils and equipment determined ii. Function and usage of cooking utensils and equipment determined iii. Cooking utensils and equipment arranged iv. Bun ingredients prepared according to standard recipe
		i. Determine types of cooking utensils and equipment		14 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Prepare bun ingredients according to standard recipe	<u>Attitude:</u> i. Organise in preparing bun <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment in good condition ii. Adhere to safety practice			
3. Carry out bun preparation	i. Method of mixing bun dough <ul style="list-style-type: none"> • Straight dough method • Sponge method ii. Techniques of bun preparation <ul style="list-style-type: none"> • Mixing 			22 hours	Lecture	i. Bun standard recipe followed ii. Utensils and equipment utilised iii. Bun ingredients measured

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	<ul style="list-style-type: none"> • Kneading • Rolling • Shaping • Panning • Proofing • Baking iii. Procedure of bun preparation					according to standard recipe iv. Bun ingredients mixed according to standard recipe v. Bun dough proved according to standard recipe
		i. Follow bun standard recipe ii. Utilise utensils and equipment iii. Measure bun ingredients according to standard recipe iv. Mix bun ingredients according to standard recipe v. Prove bun dough according to standard recipe vi. Apply techniques of bun baking vii. Follow procedure of bun preparation	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in	48 hours	Demonstration & Observation	vi. Techniques of bun baking applied vii. Procedure of bun preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			carrying out bun preparation <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			
4. Carry out bun finishing and decoration	i. Types of bun finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base – Chocolate – Nuts/grains – Flour • Icing • Cream • Cheese • Filling such as; <ul style="list-style-type: none"> – Custard – Chocolate 			4 hours	Lecture	i. Types of bun finishing and decoration Determined ii. Bun product glazed, topped and filled according to standing order iii. Bun product displayed and packed according to requirements

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Fruit jam - Savoury ii. Technique of glazing, topping and filling iii. Method of bun product display and packaging					
		i. Determine types of bun finishing and decoration ii. Glaze, top and fill bun product according to standing order iii. Display and pack bun product according to requirements	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out bun finishing and decoration <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			equipment iii. Adhere to kitchen safety and health procedure			
5. Check bun quality and quantity	i. Bun shape ii. Bun texture iii. Bun aroma iv. Bun colour v. Bun flavour and taste vi. Bun appearance vii. Bun quantity and quality contribution factors <ul style="list-style-type: none"> • Preparation process • Temperature 			2 hours	Lecture	i. Bun shape checked ii. Bun texture checked iii. Bun aroma checked iv. Bun colour checked v. Bun flavour and taste checked vi. Bun appearance checked vii. Bun quantity meets with standing order confirmed
		i. Check bun shape ii. Check bun texture iii. Check bun aroma iv. Check bun colour v. Check bun flavour and taste vi. Check bun appearance vii. Confirm bun quantity		2 hours	Demonstration & Observation	

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		meets with standing order	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in checking bun quality and quantity ii. Adhere to hygiene practise <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure 			
6. Record bun preparation activities	<ul style="list-style-type: none"> i. Flow of reporting line ii. Bun preparation reporting format iii. Method of reporting bun preparation activities <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting bun preparation activities 			1 hour	Lecture	<ul style="list-style-type: none"> i. Personnel involved determined ii. Bun preparation activities reporting format determined iii. Method of reporting bun

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		<ul style="list-style-type: none"> i. Determine personnel involved ii. Determine bun preparation activities reporting format iii. Apply method of reporting bun preparation activities iv. Generate bun preparation activities report v. Follow procedure of reporting bun preparation activities 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in writing report ii. Clarity and responsible in reporting bun preparation activities iii. Adhere to report submission dateline <p><u>Safety:</u> -Not applicable-</p>	1 hour	Demonstration & Observation	<ul style="list-style-type: none"> preparation activities applied iv. Bun preparation activities report generated v. Procedure of reporting bun preparation activities followed

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

Employability Skills

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

Tools, Equipment and Materials (TEM)

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

References

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