

Modification history

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

FBPPBK2002	Operate a pastry forming and filling process
Application	<p>This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a process to deposit fillings into a pastry shell or onto a pastry sheet which is then topped or formed to product specifications.</p> <p>This unit applies to individuals who work in a production baking environment under general supervision with some accountability for their own work. This includes identifying and providing solutions to a limited range of predictable problems relating to the operation and monitoring of a pastry forming and filling process and associated equipment.</p> <p>All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Production baking (PBK)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare the pastry forming and filling equipment and process for operation	1.1 Read or listen to work instructions from supervisor and clarify where needed 1.2 Identify work health and safety hazards and report to supervisor 1.3 Wear appropriate personal protective equipment and ensure correct fit 1.4 Confirm availability of materials able to meet production requirements 1.5 Identify and confirm cleaning and maintenance requirements have been met 1.6 Fit machine components and related attachments and adjust to meet operating and safety requirements 1.7 Select processing and operating parameters to meet safety and production requirements 1.8 Check and adjust equipment according to manufacturer instructions to ensure optimum performance 1.9 Carry out pre-start checks according to operator instructions
2. Operate and monitor the pastry forming and filling process	2.1 Start the pastry forming and filling process according to workplace procedures 2.2 Monitor equipment to identify variation in operating conditions and report variations in equipment operation 2.3 Monitor the process to confirm that product meets specifications 2.4 Identify, report and rectify out-of-specification product and process outcomes 2.5 Conduct work and maintain a clean and tidy workplace according to workplace environmental and food safety procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Shut down the process	3.1 Complete the process safely according to workplace procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Maintain workplace records accurately according to workplace procedures

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret text in work instructions and recognise workplace signage
Numeracy	<ul style="list-style-type: none"> Interpret symbols and numbers to calibrate equipment and set process parameters Use basic arithmetic to calculate quantities Measure size and weight of pastry and fillings against specifications
Oral communication	<ul style="list-style-type: none"> Participate in verbal exchanges to ask questions and convey workplace information
Navigate the world of work	<ul style="list-style-type: none"> Recognise and follow workplace requirements, including safety, quality, food safety and environmental requirements, associated with own role and area of responsibility
Interact with others	<ul style="list-style-type: none"> Follow accepted practices and protocols for reporting issues to supervisors
Get the work done	<ul style="list-style-type: none"> Follow clearly defined instructions to plan and assemble resources and sequence tasks to operate a pastry forming and filling process Monitor processes and control points, identify routine problems related to own work or role and initiate standard procedures to resolve Use key functions and follow routine procedures for using digital technology and automated equipment

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPBK2002 Operate a pastry forming and filling process	FDFBK2002A Operate a pastry forming and filling process	Updated to meet Standards for Training Packages Minor changes to performance criteria for clarity	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4
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TITLE	Assessment requirements for FBPPBK2002 Operate a pastry forming and filling process
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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has set up, operated, adjusted and shut down a pastry forming and filling process on at least three occasions, including:

- accessing workplace information to identify pastry forming and filling processing requirements
- selecting, fitting and using personal protective clothing and equipment
- confirming supply and condition of necessary materials and services including:
 - transfer of fillings and pastry to the production line to meet production requirements
 - pastry types and fillings match product specifications
 - availability of tin spray, water and egg yolk spray
 - suitability of rework pastry
- conducting pre-start checks on machinery used for pastry forming and filling including:
 - inspecting equipment condition to identify any signs of wear
 - selecting appropriate settings and/or related parameters
 - cancelling isolation or lock outs
 - confirming equipment is clean and correctly configured for pastry forming and filling processing
 - positioning sensors and controls correctly
 - confirming scheduled maintenance has been carried out
 - ensuring all safety guards are in place and operational
 - checking trays are available and positioned
- starting, operating, monitoring and adjusting pastry forming and filling process equipment to achieve production specifications including:
 - pastry thickness
 - alignment of deposited filling in relation to pastry sheet or shell
 - amount and/or rate of filling deposited
 - product weight
 - enclosure of pastry product by forming, rolling or covering with a pastry top
 - application of toppings and finishes according to production schedule
 - appearance (size and shape)
- monitoring supply and flow of materials to and from the pastry forming and filling process and equipment operation to confirm process remains within specification
- taking corrective action in response to typical faults and out-of-specification results in line with own role and responsibilities
- following work health and safety procedures including:
 - responding to and reporting equipment failure
 - locating emergency stop functions on equipment
 - following isolation and lock out and tag out procedures to take pastry forming and filling process and related equipment off-line in preparation for cleaning and maintenance
- shutting down equipment safely according to workplace procedures
- completing workplace records
- applying environmental and food safety policies and procedures to work practices including:
 - maintaining work area to meet housekeeping standards
 - cleaning and sanitising equipment according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and basic principles of the pastry forming and filling process
- types of equipment, including:
 - filling equipment
 - depositing equipment forming equipment
 - weighing equipment
 - trays and tin

Knowledge Evidence
<ul style="list-style-type: none"> • rework bins • hoppers • spike rollers and cutter • shakers and topping equipment • types of fillings: <ul style="list-style-type: none"> • sweet • savoury • hot • cold • procedures for monitoring supply and flow of materials to and from the pastry forming and filling process and equipment operation to confirm process remains within specification • basic operating principles of pastry forming and filling equipment, including: <ul style="list-style-type: none"> • main equipment components and attachments • status and purpose of guards • operating capacities and applications of equipment used in performance evidence • purpose and location of sensors and related feedback instrumentation • procedures for selecting and fitting appropriate filler heads and/or finishing attachments • typical equipment faults and related causes, including: <ul style="list-style-type: none"> • recognition of signs and symptoms of faulty equipment • early warning signs of potential problems • basic operating principles of process control, including the relationship between control panels and systems and pastry forming and filling equipment • key features of flow of the pastry forming and filling process and the effect of outputs on customer satisfaction and downstream processes, including freezing or baking • pastry forming and filling process specifications, procedures and operating parameters, including: <ul style="list-style-type: none"> • procedures for preparing fillings, operating the depositing process, and operating closing (lidding) and finishing • quality requirements of materials and ingredients and effect of variation on pastry forming and filling process performance • quality standards required of the filled product • operating requirements and parameters and corrective action required where operation is outside specified operating parameters • methods used to monitor the pastry forming and filling production process, including: <ul style="list-style-type: none"> • inspecting, measuring and testing as required by the process • inspection or test points (control points) in the process • related procedures and recording requirements • common causes of variation and corrective action required • work health and safety hazards and controls, including: <ul style="list-style-type: none"> • awareness of the limitations of personal protective equipment relevant to the pastry forming and filling process • isolation, lock out and tag out procedures and responsibilities • equipment and process shut down requirements, including: <ul style="list-style-type: none"> • emergency and routine shutdowns • procedures to follow in the event of a power outage • procedures and responsibility, including: <ul style="list-style-type: none"> • pastry forming and filling process changeover • reporting production and performance information • environmental and food safety issues and controls relevant to pastry forming and filling process, including: <ul style="list-style-type: none"> • contamination risks and corrective action required • waste and rework collection and handling procedures • cleaning and sanitation procedures.

Assessment Conditions
<p>Assessment of this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions:

Assessment Conditions
<ul style="list-style-type: none">• a workplace or an environment that accurately represents workplace conditions• resources, equipment and material:<ul style="list-style-type: none">• personal protective clothing and equipment• pastry forming and filling equipment• filling ingredients and pastry to be filled and formed• documentation or technology for recording information• cleaning procedures, materials and equipment• specifications:<ul style="list-style-type: none">• work instructions, including control points and pastry forming and filling production processing parameters• production schedule and recipe and batch specifications for pastry products• information on equipment capacity and operating parameters• workplace procedures for pastry forming and filling production process• relationships (internal and/or external):<ul style="list-style-type: none">• workplace supervisor• timeframes:<ul style="list-style-type: none">• according to work requirements. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>

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