

Modification history

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0

FBPPBK3XX3	Operate and monitor 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 take responsibility for the operation and monitoring of a pastry forming and filling process and associated equipment in a production baking environment. The work includes identifying and providing solutions to routine and some non-routine problems.</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 Confirm availability of materials able to meet production requirements 1.2 Identify health, safety and food safety hazards and address risks, including using appropriate personal protective clothing and equipment 1.3 Identify and confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements 1.4 Fit machine components and related attachments and adjust to meet operating and safety requirements 1.5 Select processing and operating parameters to meet safety and production requirements 1.6 Carry out pre-start checks according to operator instructions
2. Operate and monitor equipment	2.1 Start the pastry forming and filling process according to workplace procedures 2.2 Monitor equipment to ensure optimal operations 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
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 production requirements
Writing	<ul style="list-style-type: none"> Record processing information using electronic, digital and/or paper-based formats
Oral communication	<ul style="list-style-type: none"> Follow instructions and ask questions to clarify information
Numeracy	<ul style="list-style-type: none"> Accurately interpret readings on gauges and scales Use basic arithmetic to calculate quantities Measure size (mm, cm) and weight (mg, g, kg) of pastry and fillings against specifications

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPBK3XX3 Operate and monitor a pastry forming and filling process	FBPPBK2002 Operate a pastry forming and filling process	Unit code and title updated to better reflect complexity of task Minor changes to Performance Criteria to clarify task Foundation skills refined Performance Evidence clarified Minor changes to Knowledge Evidence and Assessment Conditions to clarify requirements	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4
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TITLE	Assessment requirements for FBPPBK3XX3 Operate and monitor a pastry forming and filling process
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has set up, operated, adjusted and shut down pastry forming and filling equipment to produce at least one batch of product to meet specifications, including:</p> <ul style="list-style-type: none"> • applying safe work procedures • following food safety procedures • confirming supply and condition of necessary materials and services including: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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) • taking corrective action in response to typical faults and inconsistencies. 	

Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • purpose and basic principles of the pastry forming and filling process • types of equipment, including: <ul style="list-style-type: none"> • filling equipment • depositing equipment forming equipment • weighing equipment • trays and tin • rework bins • hoppers • spike rollers and cutter • shakers and topping equipment • different types of fillings • 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 	

Knowledge Evidence
<ul style="list-style-type: none"> • 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 • 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 • contamination/cross contamination and food safety risks associated with the process and related control measures • good manufacturing practices (GMP) relevant to work task • awareness of common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence • 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 • waste and rework collection and handling procedures • cleaning and sanitation procedures required for production equipment and work area • procedures to record traceability of product.

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: <ul style="list-style-type: none"> • a production bakery 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 • cleaning materials and equipment • specifications: <ul style="list-style-type: none"> • work instructions, including control points and pastry forming and filling production processing parameters • information on equipment capacity and operating parameters • production schedule/batch specifications, control points and processing parameters • recording requirements and procedures. <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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