

U14602: Prepare, bake and decorate basic cakes, cookies and biscuits

Unit Descriptor:

This unit describes the competence required to effectively prepare, bake and decorate basic cakes, cookies and biscuits.

The unit describes the essential abilities of:

- Preparing and baking cakes, cookies and biscuits correctly using the type, quality and quantity of ingredients required.
- Working in a safe and hygienic manner
- Operating within organizational procedures

ELEMENT

PERFORMANCE CRITERIA

To be competent you must achieve the following:

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| 1. Prepare basic cakes, cookies and biscuits | <p>1.1 Preparation areas and suitable equipment satisfy health and safety requirements and are ready for use.</p> <p>1.2 Cake, cookie and biscuit mixture ingredients are of the type, quality and quantity required.</p> <p>1.3 Any problems identified with the quality of ingredients are reported promptly to the appropriate person.</p> <p>1.4 Cake, cookie and biscuit mixture is prepared using appropriate preparation methods to meet quality requirements.</p> <p>1.5 Prepared cake, cookie and biscuit mixture not for immediate use is stored correctly.</p> <p>1.6 Preparation areas and equipment are correctly cleaned after use.</p> |
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- 1.7 Waste is handled correctly ready for appropriate dispatch methods.
 - 1.8 Unexpected situations are dealt with effectively and the appropriate person(s) informed where necessary.
 - 1.9 All work is prioritized and carried out in an organized and efficient manner in accordance with safety and hygienic regulations and organizational procedures.
2. Bake basic cakes, cookies and biscuits
- 2.1 Preparation areas and suitable **equipment** satisfy health and safety requirements and are ready for use.
 - 2.2 **Cake, cookie and biscuit** mixture is of the type, **quality** and quantity required.
 - 2.3 Any **problems** identified with the quality of the mixture are reported promptly to the appropriate person.
 - 2.4 Cake, cookie and biscuit mixture is suitably prepared for the baking process using appropriate **preparation methods**.
 - 2.5 Cakes, cookies and biscuits are baked according to recipe, product requirements or order.
 - 2.6 Cakes, cookies and biscuits meet quality requirements and finished using appropriate **finishing methods**.
 - 2.7 Finished cakes, cookies and biscuits not for immediate consumption are stored correctly.
 - 2.8 Cooking areas and equipment are cleaned correctly after use.

- 2.9 Waste is handled correctly ready for appropriate dispatch methods.
 - 2.10 Unexpected situations are dealt with effectively and the appropriate person(s) informed where necessary.
 - 2.11 All work is prioritised and carried out in an organised and efficient manner in accordance with safety and hygiene regulations and organisational procedures.
3. Decorate basic cakes, cookies and biscuits
- 3.1 Preparation areas and suitable equipment satisfy health and safety requirements and are ready for use.
 - 3.2 Ingredients for **decorations, fillings or toppings** are of the type, **quality** and quantity required
 - 3.3 Any **problems** identified are reported promptly to the appropriate person.
 - 3.4 **Decoration**, fillings or toppings are suitably prepared to meet quality requirements.
 - 3.5 Cakes, cookies and biscuits are suitably decorated using appropriate **decoration method**.
 - 3.6 Cakes, cookies and biscuits not for immediate consumption are stored correctly.
 - 3.7 Preparation areas and equipment are clean correctly after use.
 - 3.8 Waste is handled correctly ready for appropriate dispatch methods.
 - 2.9 Unexpected situations are dealt with effectively and the appropriate person(s) informed where necessary.

- 2.10. All work is prioritised and carried out in an organised and efficient manner in accordance with safety and hygienic regulations and organisational procedures.

RANGE STATEMENT

You need to understand:

Element 1: Prepare basic cakes, cookies and biscuits

A. Equipment/utensils:

- (i) blenders
- (ii) moulds
- (iii) mixers
- (iv) pans
- (v) counter

B. Ingredients:

- (i) flour
- (ii) water
- (iii) shortening
- (iv) salt
- (v) eggs
- (vi) raising agents
- (vii) spices
- (viii) colouring

C. Problems: (Also applies to elements 2 and 3)

- (i) in terms of freshness
- (ii) in terms of quality

D. Preparation methods:

- (i) creaming/beating
- (ii) mixing
- (iii) whisking
- (iv) folding
- (v) rubbing in
- (vi) greasing
- (vii) glazing
- (viii) portioning

E. Quality: (Also applies to elements 2 and 3)

- (i) texture
- (ii) appearance
- (iii) flavor
- (iv) consistent

Element 2: Bake basic cakes, cookies and biscuits**F. Equipment/Utensils:**

- (i) baking sheets
- (ii) bun pans
- (iii) ovens

G. Cake, cookies and biscuits:

- (i) plain cakes
- (ii) biscuits
- (iii) cookies
- (iv) muffins
- (v) scones
- (vi) fruit cakes
- (vii) layered cakes

H. Preparation methods:

- (i) portioning
- (ii) shaping
- (iii) spreading
- (iv) filling
- (v) rolling
- (vi) lining

I. Cooking method:

- (i) baking
- (ii) steaming

J. Finishing method:

- (i) spreading
- (ii) turning out
- (iii) cooling
- (iv) glazing
- (v) trimming
- (vi) basic piping
- (vii) sprinkling/dusting/dredging
- (viii) rolling
- (ix) filling

Element 3: Decorate basic cakes, cookies and biscuits**K. Decorating, fillings or toppings:**

- (i) icing
- (ii) butter cream
- (iii) jam
- (iv) fruit fillings/fresh fruit
- (v) chocolate
- (vi) fondant
- (vii) frosting

L. Decorations:

- (i) lettering
- (ii) borders
- (iii) royal icing
- (iv) fondant
- (v) patterns

M. Decoration methods:

- (i) trimming
- (ii) filling
- (iii) spreading and smoothing
- (iv) piping with icing/chocolate
- (v) coating
- (vi) topping

UNDERPINNING KNOWLEDGE AND SKILLS**Health and Safety**

1. What safe working practices should be followed when preparing basic cakes, cookies and biscuits.
2. What safe working practices should be followed when baking basic cakes, cookies and biscuits.
3. Why it is essential that ovens should be at the correct temperature before baking commences.
4. Why it is important to follow safety procedures when using ovens.
5. What the main contamination threats are when baking and storing basic cakes, cookies and biscuits.
6. Why time and temperature are important when cooking basic cakes, cookies and biscuits.
7. Why basic cakes, cookies and biscuits not for immediate consumption should be cooled rapidly or maintained at a safe hot temperature after baking.
8. What safe working practices should be followed when decorating basic cakes, cookies and biscuits.

Food Hygiene

9. Why it is important to keep preparation areas and equipment hygienic when preparing basic cake, cookie and biscuit mixtures.
10. What the main contamination threats are when preparing and storing basic cake, cookie and biscuit mixtures.
11. Why time and temperature are important when preparing basic cake, cookie and biscuit mixtures.
12. Why prepared basic cake, cookie and biscuit mixtures should be stored at the required safe temperature before cooking.
13. Why it is important to keep cooking areas and equipment hygienic when baking basic cakes, cookies and biscuits.
14. Why it is important to keep preparation areas and equipment hygienic when decorating basic cakes, cookies and biscuits.
15. What the main contamination threats are when decorating basic cakes, cookies and biscuits.
16. Why time and temperature are important when decorating basic cakes, cookies and biscuits.
17. Why decorating basic cakes, cookies and biscuits not for immediate consumption should be maintained at a safe temperature when decorating.

Product Knowledge

18. What quality to look for in basic cake, cookie and biscuit mixtures.
19. What basic preparation methods are suitable for different types of basic cakes, cookies and biscuits.
20. What quality points to look for in baked cakes, cookies and biscuits.
21. What basic baking methods are suitable for different types of basic cakes, cookies and biscuits.
22. How to identify when different basic cakes, cookies and biscuits are baked to dish requirements.
23. What quality points to look for in decorated cakes, cookies and biscuits.

24. What basic decorating methods are suitable for different types of cakes, cookies and biscuits.

Healthy Catering Practices

25. Which products could be used to substitute high fat ingredients when preparing basic cake, cookie and biscuit mixtures.

26. Which fats/oils can contribute to healthy catering practices.

27. Why increasing the fat content of basic cake, cookies and biscuit mixtures can contribute to healthy catering practices.

28. Why reducing the amount of sugar in basic cake, cookie and biscuit mixtures can contribute healthy catering practices.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You must provide evidence that shows you have met the performance criteria over a sufficient period of time for your assessor to consider that you are competent.

It is essential that competence be demonstrated in the following areas:

- Totally through performance evidence in the form of observation
- Performance evidence in the form of observation to cover **performance criteria 1.1, 1.2, 1.4 and 1.6** and a minimum of:
 - **2 from the range of A**
 - **All from the range of B**
 - **5 from the range of D**
 - **All from the range of E**
- Performance evidence in the form of observation to cover **performance criteria 2.1, 2.2, 2.4, 2.5, 2.6 and 2.7** and a minimum of:
 - **2 from the range of E**
 - **5 from the range of F**
 - **All from the range of C**
 - **All from the range of E**
 - **4 from the range of H**
 - **All from the range of I**
 - **5 from the range of J**

- Performance evidence in the form of observation to cover performance criteria 3.1, 3.2, 3.4, 3.5, 3.6 and 3.7 and a minimum of:
 - **4 from the range of A**
 - **All from the range of E**
 - **All from the range of L**
 - **4 from the range of M**
- Supplementary evidence in the form of questioning and/or witness testimony to cover the rest of the performance criteria and all the range.
- Evidence to cover underpinning knowledge must be assessed using questioning which may be oral, written or using visual aids.
- Performance evidence should be demonstrated on at least two (2) occasions.

(2) Methods of Assessment

- Observation reports by your assessor of how you:
 - prepare basic cakes, cookies and biscuits
 - bake basic cakes, cookies and biscuits
 - decorate basic cakes, cookies and biscuits
- Answers to oral or written question from your assessor.
- Witness statement from colleagues, line managers that provide evidence of how you:
 - prepare basic cakes, cookies and biscuits
 - bake basic cakes, cookies and biscuits
 - decorate basic cakes, cookies and biscuits
- A personal statement describing how you prepare basic cakes, cookies and biscuits.
 - prepare basic cakes, cookies and biscuits
 - bake basic cakes, cookies and biscuits
 - decorate basic cakes, cookies and biscuits

(3) Context of Assessment

Evidence for this unit may come from assessment on-the-job or in a realistic working environment.