## ASSESSMENT QUESTIONNAIRE

## Pastry cook -FDF30510 Certificate III in Retail Baking (Cake and Pastry)

|  |  |
| --- | --- |
| Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Given Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Suggested documents to be provided

Check each box only if you have included the documents with this application.

|  |  |
| --- | --- |
|  | A complete resume or curriculum vitae (*clearly showing dates, employer, position/job role)* |
|  | A written, detailed description of your current or most recent job role |
|  | Certified copies of educational or trade qualifications (If you have them) |
|  | Certified copies of any professional development training (Current) |
|  | Product lists current or recent workplace |
|  | Photographs of work products (*that you have* *personally prepared*) |
|  | Letters from employers that can validate employment history (*offers of employment, promotion, pay increases etc.*) |
| Implement the food safety program and procedures FDFFS2001A |
|  | C | NYC |
| 1. Implement the food safety program
 |  |  |
| 2. Participate in maintaining and improving food safety |  |  |
| 3. Comply with personal hygiene standards |  |  |
| Comments |
| E: Prepare food products using basic cooking methods FDFOP3005A | C | NYC |
| 1. Implement procedures to send and receive electronic mail
 |  |  |
| 1. Manage electronic mail
 |  |  |
| 1. Collaborate online
 |  |  |
| Comments |

|  |  |  |
| --- | --- | --- |
| Contribute to OHS processes FDFOHS3001A | C | NYC |
| 1. Plan and conduct work safely
 |  |  |
| 1. .Support safe work practices in work area
 |  |  |
| 1. Contribute to OHS participative processes
 |  |  |
| 1. Contribute to hazard identification, OHS risk assessment and risk control activities
 |  |  |
| 1. Participate in the control of emergency situations
 |  |  |
| Comments |
| Use numerical applications in the workplace FDFOP2061A | C | NYC |
| 1. Apply basic mathematical concepts to calculate workplace information
 |  |  |
| 1. Apply basic mathematical concepts to estimate workplace information
 |  |  |
| Comments |
| Provide and apply workplace information FDFOP2064A | C | NYC |
| 1. Provide and apply information to suit workplace and audience requirements
 |  |  |
| 1. Respond to information requests
 |  |  |
| 1. Use and maintain workplace information
 |  |  |
| Comments |
| Form and fill pastry products FDFRB2001A | C | NYC |
| 1. Prepare to fill and form pastry products
 |  |  |
| 1. Form and fill pastry products
 |  |  |
| 1. Clean equipment
 |  |  |
| Comments |
| Prepare fillings FDFRB2002A | C | NYC |
| 1. Prepare ingredients for use
 |  |  |
| 1. Prepare fillings
 |  |  |
| 1. Clean equipment
 |  |  |
| Comments |
| Produce pastry FDFRB3001A | C | NYC |
| 1. Prepare and mix ingredients
 |  |  |
| 1. Process pastry as required
 |  |  |
| 1. Clean equipment
 |  |  |
| Comments |
| Produce sponge, cake and cookie batter FDFRB3003A | C | NYC |
| 1. Prepare sponge, cake and cookie batter
 |  |  |
| 1. Clean equipment
 |  |  |
| Comments |
| Decorate cakes and cookies FDFRB3004A | C | NYC |
| 1. Prepare to decorate cakes and cookies
 |  |  |
| 1. Decorate products to meet quality and customer requirements
 |  |  |
| Comments |
| Bake sponges, cakes and cookies FDFRB3006A | C | NYC |
| 1. Prepare to bake product
 |  |  |
| 1. Bake products
 |  |  |
| Comments |
| Bake pastry products FDFRB3007A | C | NYC |
| 1. Prepare to bake pastry products
 |  |  |
| 1. Bake products
 |  |  |
| Comments |
| Diagnose and respond to product and process faults (pastry, cake and cookies) FDFRB3012A | C | NYC |
| 1. Identify causes of unacceptable product quality
 |  |  |
| 1. Take corrective action according to workplace procedures
 |  |  |
| Comments |
| E: Plan and schedule production for retail baking FDFRB3016A | C | NYC |
| 1. Establish production requirements
 |  |  |
| 1. Schedule production to meet requirements
 |  |  |
| Comments |
| E: Control and order stock TLIA3038A | C | NYC |
| 1. Maintain stock levels and records
 |  |  |
| 1. Organise and administer stocktakes
 |  |  |
| 1. Identify stock losses
 |  |  |
| 1. Process stock orders
 |  |  |
| 1. Follow up orders
 |  |  |
| 1. Complete documentation
 |  |  |
| Comments |
| Participate in environmentally sustainable work practices MSAENV272B | C | NYC |
| 1. Identify current resource use and environmental issues
 |  |  |
| 1. Comply with environmental regulations
 |  |  |
| 1. Seek opportunities to improve environmental practices and resource efficiency
 |  |  |
| Comments |

Please sign and date here:

“I verify that the information provided by me in this document is true and correct”

Signature: ………………………………………….………………………………………………Date: ……………………………………..

**Assessor use only**

**Assessor name**: ………………………………………………………………………………………………………………………………….

  Approved

  Not approved

  Further evidence requested

Other comments:

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Signature: ………………………………………….………………………………………………..Date: ………………………………..….