

Retail Baking

AQF VET qualification: Statement of Attainment towards FDF30710 Certificate III in Retail Baking (Combined)

Training Package: FDF10 Food Processing (version 4.1)

BOSTES course name	Pattern of study	BOSTES course number	Schools Online (Administration) entry advice
Retail Baking (120 hours)	2 units x 1 year	59425	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Retail Baking (240 hours)	2 units x 2 years	59426	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	or		
	4 units x 1 year	59427	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

Eligibility: Retail Baking (240 indicative hours) is available to school-based apprentices only

Exclusions: Nil

HSC course requirements

Retail Baking (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards FDF30710 Certificate III in Retail Baking (Combined)
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 120 HSC indicative hours.

Retail Baking (240 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards FDF30710 Certificate III in Retail Baking (Combined)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 240 HSC indicative hours
- for school-based apprentices, work placement requirements are met through the on-the-job training component of the school-based apprenticeship.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies, Teaching and Educational Standards NSW. (Refer to the [Assessment Certification Examination \(ACE\) website](#).) There must be sufficient evidence that the student has:

- followed the course developed or endorsed by BOSTES
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Retail Baking HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOSTES course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
FDFFS2001A Implement the food safety program and procedures	core	30
FDFOHS3001A Contribute to OHS processes	core	30
FDFOP2061A Use numerical applications in the workplace	core	20
FDFOP2064A Provide and apply workplace information	core	30
FDFRB2001A Form and fill pastry products	core	20
FDFRB2002A Prepare fillings	core	20
FDFRB3001A Produce pastry	core	35
FDFRB3002A Produce bread dough*	core	35
FDFRB3003A Produce sponge, cake and cookie batter	core	35
FDFRB3004A Decorate cakes and cookies	core	40
FDFRB3005A Bake bread*	core	20
FDFRB3006A Bake sponges, cakes and cookies	core	20
FDFRB3007A Bake pastry products	core	20
FDFRB3010A Process dough*	core	20
FDFRB3012A Diagnose and respond to product and process faults (pastry, cake and cookies)* Prerequisites: FDFRB2001A FDFRB2002A FDFRB3001A FDFRB3003A FDFRB3004A FDFRB3006A FDFRB3007A	core	25
MSAENV272B Participate in environmentally sustainable work practices	core	15
FDFRB2003A Produce meringue-based products*	elective – Group A	15
FDFRB3014A Produce sweet yeast products*	elective – Group A	35
HLTFA301C Apply first aid	elective – Group A	20
SITHFAB012B Prepare and serve espresso coffee	elective – Group A	15

* This unit of competency is only available to school-based apprentices.

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
FDFOP1003A Carry out manual handling tasks	elective (Group A FDF20510)	15
FDFOP2003A Clean equipment in place	elective (Group A FDF20510)	30
FDFOP2004A Clean and sanitise equipment	elective (Group A FDF20510)	30
FDFOP2005A Work in a socially diverse environment	elective (Group A FDF20510)	10
FDFPPL2001A Participate in work teams and groups	elective (Group A FDF20510)	20
FDFRB1001A Finish products	elective (Group A FDF20510)	20
SIRRRTF001 Balance and secure point-of-sale terminal	elective	15

AQF VET qualification

Qualification packaging rules are contained in the [FDF10 Food Processing Training Package](#) at <http://training.gov.au>.

In summary, to attain the full [FDF30710 Certificate III in Retail Baking \(Combined\)](#) students must achieve 20 units of competency including:

- a) 17 core units of competency
- b) 3 elective units of competency:
 - 1 Group A elective unit
 - 2 remaining elective units may be selected from:
 - Group A elective units listed, not previously selected
 - units packaged at Group A in FDF20510 Certificate II in Retail Baking Assistance
 - units packaged at FDF40110 Certificate IV in Food Processing (maximum of 1)
 - units from any nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1), Certificate II level (maximum 1 unit) and Certificate III level.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Retail Baking HSC VET courses must meet the requirements of the VET Quality Framework, the [FDF10 Food Processing Training Package](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the BOSTES website at <http://rego.bostes.nsw.edu.au>.

HSC work placement requirements

Work placement is a mandatory HSC requirement for the 240-hour Retail Baking VET course.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course ([ACE 8051 – Assessment Certification Examination \(ACE\) website](#)).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the

achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education course, BOSTES has an exclusion between the courses. Exclusions are generally applied at a course level rather than at the unit of competency level.

Students can only undertake the Retail Baking (120 indicative hours) course or the Retail Baking (240 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Retail Baking are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application form and examples of possible scenarios, are detailed on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet, as well as [Collaborative Curriculum Planning](#) advice, on the BOSTES website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.