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| JPK's logo  sldn's logo  LEARN AND WORK ASIGNMENT  (LWA) | | | |
| NOSS  (CODE NOSS) | **PASTRY PRODUCTION**  **(HT-014-3:2011)** | | |
| Competency Unit Title  (CU CODE) | **CHOCOLATE PRODUCT PREPARATION**  **(HT-014-3:2011 CU3)** | LEVEL | **3** |
| Competency Unit Descriptor | Chocolate product preparation is to produce chocolate product in accordance with Standard Operating Procedure (SOP), standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in producing chocolate product shall be able to carry out chocolate product preparation, finishing and end product display to meet required quality and quantity. | | |
| Candidate Name |  | | |
| Candidate I/C  Number |  | | |
| Company’s Name |  | | |

**CU WORK ACTIVITY STATEMENT: Perform Chocolate Product Preparation Activities**

**DURATION: 148 Hours**

**SETTING GOAL**

You are required to perform chocolate product preparation activities based on performance criteria below:

1. Types of chocolate product, production quantity and delivery time determined
2. Chocolate product standard recipe, ingredients and production workflow determined
3. Cooking utensils arranged and equipment preheated according to requirements
4. Ingredients scaled and weighed according to standard recipe
5. Chocolate product melted, tempered, mixed, divided, shaped, moulded and chilled according to standard recipe
6. Chocolate product glazed, topped, filled and decorated according to standing order
7. Chocolate end product plated and displayed according to requirements
8. Chocolate product colour, texture, flavour, taste, shape, size , aroma and quantity checked according to standing order
9. Chocolate product preparation activities reported to superior

**PLANNING**

You are required to plan activities in performing physical activities administration to achieve listed setting goal by using resources listed below:

* 1. Identify chocolate product preparation activities tools, equipment & materials.

|  |  |
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| **ITEMS** | **RATIO (TEM : Trainees)** |
| 1. Stationery 2. Kitchen utensils (whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon & cup, nozzle, rolling pin, chocolate product cutter, scraper, can opener, pastry brush, turn table, cake board, food thermometer, chocolate fork, marzipan tools, Chocolate mould) 3. Working table 4. Marble Slab 5. Stove 6. Mixer 7. Food processor 8. Chiller 9. Pastry spray gun 10. Freezer 11. Food containers 12. Piping bag 13. Chocolate product ingredients 14. Chocolate product standard recipe 15. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove) | As required  1:4  1:4  1:4  1:4  1:10  1:20  1:10  1:20  1:1  1:1  1:1  1:1  1:1 |

* 1. Arrange chocolate product preparation activities workflow.
  2. Identify chocolate product preparation activities procedures, flow chart and correct sequence.
  3. Estimate duration/time of chocolate product preparation activities procedures.
  4. Estimate man power in performing chocolate product preparation activities.
  5. You may refer to references below as a guidance to perform these activities.
     1. Courtine R.J., The Hamlyn Publishing Group, 1988, London Larousse Gastronomique Cookery Encyclopaedia, , ISBN 0-749-30316-6
     2. Friberg, B. John Wiley & Sons. (2002). The Professional Pastry Chef: Fundamental of Baking and Pastry (4th edition).
     3. Futura Training Pty. Ltd (2007). Pastry, Cakes and Yeast goods, Hot and Cold Dessert. 2nd Edition.
     4. Gail Sokol, Thomson Delmar Lerning (2006). About Professional Baking. 2nd Edition.
     5. Geerts R., Vantage House, 1989, Belgium Belgian Chocolates,
     6. Gisslen, W. John Wiley & Sons, Inc. (2009). Professional Baking. 5th Edition.
     7. Gisslen, Wayne John Wiley & Sons. (1946) Professional Baking Third Edition, ISBN 0-471-34646-2
     8. John C. Hodder Education. (2008). Practical Cookery. 11th Edition.
     9. Joseph Amendola, Nicole Rees John Wiley & Sons. (2002) The Baker’s Manual Fifth Edition, ISBN 0-471-40525-6
     10. Labensky, S.R., Tenbergen, K.G., VanDamme, E & Martel P. Prentice Hall. (2004). On baking: A Textbook of Baking and Pastry Fundamentals.
     11. Oppeneder R. Robert Oppeneder (1995). Simply Chocolate.
     12. Peter PJohn Wiley and Sons. (2007). Chocolate & Confections.
     13. Roux M.&A., Mcdonald & Co. Ltd., London & Sydney The Roux Brothers on Patisserie, , ISBN 0-356-12379-0
     14. Bo Friberg Van Nostrand reinhold A Division of International Thompson Publishing, Inc The PROFESSIONAL Pastry Chef, Third Edition ISBN 0-442-01597-6
     15. Wyne Gisslen, John Wailey and Sons (2009). Proffesional Baking. 5th Edition.

**DECISION MAKING**

You are required to get coach approval before performing chocolate product preparation activities.

**EXECUTING & MONITORING**

You are required to chocolate product preparation activities according to steps below:

* 1. Interpret standing order/event order
     1. Obtain standard recipe
        1. Determine types of chocolate product
     2. Determine production quantity
        1. Determine chocolate ingredients according to standard recipe
     3. Determine service requirement
        1. Determine delivery time
        2. Method of service (packaging/plating)
  2. Prepare chocolate product utensils and equipment
     1. Select types of utensils and equipment
     2. Arrange and utilize utensils and equipment
  3. Carry out chocolate product preparation according to standard recipe
     1. Measure chocolate product ingredients
     2. Apply techniques and method of chocolate product preparation
        1. Tempering
        2. Moulding
        3. Filling
  4. Check chocolate product preparation and quality
     1. Check chocolate product appearance
     2. Check chocolate product texture
     3. Check chocolate product colour, flavour and taste
  5. Comply to preparation method according to standard recipe
     1. Temperature
     2. Time
  6. Carry out chocolate final product according to requirement such as:
     1. Truffle
     2. Molded
     3. Chocolate for decorative work
     4. Etc.
  7. Ensure chocolate final product meet standard and quality criteria:
     1. Check appearance and colour (shine, shape, solid, and etc.)
     2. Check texture
     3. Check taste
  8. Follow chocolate product (raw or end product) storing procedures
     1. Utilize appropriate storage packaging
     2. Confirm end product storage temperature
     3. Label chocolate end product
  9. Produce chocolate product preparation activities report
     1. Determine chocolate preparation activities reporting format
     2. Apply method of reporting chocolate preparation activities
     3. Generate chocolate preparation activities report
     4. Follow procedure of reporting chocolate preparation activities
  10. Comply with attitude, safety and environment listed below when performing this activity.

|  |  |  |
| --- | --- | --- |
| **Attitude** | **Safety** | **Environmental** |
| Resourceful in identifying chocolate product preparation requirements | Careful in checking and testing equipment |  |
| Organise in preparing chocolate product *mise en place* | Adhere to kitchen safety practice |  |
| Adhere to hygiene practise | Wear appropriate Personal Protective Equipment (PPE) |  |
| Neat and tidy in carrying out chocolate preparation | Careful when handling sharp utensils and electrical equipment |  |
| Neat and tidy in finishing and decoration chocolate product | Adhere to kitchen safety, hygiene and health procedure |  |
| Responsible in checking chocolate quality and quantity | Careful when handling equipment |  |
| Adhere to hygiene practise |  |  |
| Meticulous in writing report |  |  |
| Clarity and responsibility in reporting chocolate product preparation activities |  |  |
| Responsible in reporting chocolate product preparation activities |  |  |
| Adhere to report submission dateline |  |  |

* 1. Apply core activities listed below when performing this activity.

|  |  |
| --- | --- |
| **Social Skills** | **Core Abilities** |
| Communication skills | 02.11 Convey information and ideas to people. |
| Conceptual skills | 02.09 Prepare flowcharts.  02.10 Prepare reports and instructions. |
| Interpersonal skills | 03.09 Manage and improve performance of individuals.  03.12 Provide coaching/on-the-job training.  03.13 Develop and maintain team harmony and resolve conflicts.  03.14 Facilitate and coordinate teams and ideas.  03.15 Liaise to achieve identified outcomes.  03.16 Identify and assess client/customer needs.  01.11 Apply thinking skills and creativity. |
| Multitasking and prioritizing | 04.06 Allocate work.  01.10 Apply a variety of mathematical techniques. |
| Self-discipline | 05.01 Implement project/work plans.  05.02 Inspect and monitor work done and/or in progress. |
| Teamwork | 06.07 Develop and maintain networks. |

**EVALUATING**

You are required to evaluate chocolate product preparation activities using checklist below.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **ASSESSMENT CRITERIA**  **(60%)** | **MARKS GIVEN BY APPRENTICE** | | | | | **MARKS GIVEN BY**  **COACH** | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Standing order interpreted thoroughly   * Quantity * Time * Service requirement * Types of chocolate |  |  |  |  |  |  |  |  |  |  |
| 2 | Chocolate product ingredients and methods prepared according to standard recipe   * Measurement * Technique and method (tempering, molded and filling) |  |  |  |  |  |  |  |  |  |  |
| 3 | Chocolate are checked to meet standard and quality criteria   * Chocolate appearance * Texture * Color, flavor and taste |  |  |  |  |  |  |  |  |  |  |
| 4 | Appropriate types of utensils and equipment utilized |  |  |  |  |  |  |  |  |  |  |
| 5 | Chocolate final product checked to meet standard and quality criteria   * Appearance and colour * Texture * Taste |  |  |  |  |  |  |  |  |  |  |
| 6 | Storage procedure carried out   * Storage packaging utilized * Storage temperature determined * Chocolate end product labelled |  |  |  |  |  |  |  |  |  |  |
| 7 | Chocolate preparation activities reporting procedure carried out |  |  |  |  |  |  |  |  |  |  |
|  | **SUBTOTAL** | **A1** | | | | | **A2** | | | | |
|  | **FULL MARKS** | **49** | | | | | **49** | | | | |
| **B** | **ATTITUDE/ SAFETY/ ENVIRONMENT**  **(20%)** | **MARKS GIVEN BY APPRENTICE** | | | | | **MARKS GIVEN BY**  **COACH** | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Attitude. |  |  |  |  |  |  |  |  |  |  |
| 2 | Safety. |  |  |  |  |  |  |  |  |  |  |
| 3 | Environment. |  |  |  |  |  |  |  |  |  |  |
|  | **SUBTOTAL** | **B1** | | | | | **B2** | | | | |
|  | **FULL MARKS** | **21** | | | | | **21** | | | | |
| **C** | **EMPLOYABILITY SKILLS (SOCIAL SKILLS)**  **(20%)** | **MARKS GIVEN BY APPRENTICE** | | | | | **MARKS GIVEN BY**  **COACH** | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Communication skills |  |  |  |  |  |  |  |  |  |  |
| 2 | Conceptual skills |  |  |  |  |  |  |  |  |  |  |
| 3 | Interpersonal skills |  |  |  |  |  |  |  |  |  |  |
| 4 | Multitasking and prioritizing |  |  |  |  |  |  |  |  |  |  |
| 5 | Self-discipline |  |  |  |  |  |  |  |  |  |  |
| 6 | Teamwork |  |  |  |  |  |  |  |  |  |  |
|  | **SUBTOTAL** | **C1** | | | | | **C2** | | | | |
|  | **FULL MARKS** | **42** | | | | | **42** | | | | |

**CALCULATION TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | MARKS GIVEN BY APPRENTICE | MARKS GIVEN BY COACH | WEIGHTED MARKS GIVEN BY  APPRENTICE | WEIGHTED MARKS GIVEN BY COACH |
| **ASSESMENT CRITERIA** | A1 | A2 | A1 / 49 x 60 | A2 / 49X 60 |
| **ATTITUDE/SAFETY/ENVIRONMENT** | B1 | B2 | B1 / 21X 20 | B2 / 35X 20 |
| **EMPLOYABILITY SKILLS (SOCIAL SKILLS)** | C1 | C2 | C1 / 42X 20 | C2 / 42X 20 |
| Total | | | X | Y |
| Ratio of Percentage (Apprentice: Coach) | | | P% | Q% |
| Grand Total | | | (P/100 x X) + (Q/100 x Y) | |

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| COMMENTS/ RECOMMENDATIONS BY COACH |

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COACH: APPRENTICE:

DATE: DATE: