

**FBP30421**  
CERTIFICATE III IN BREAD BAKING

**GOOD BREAD  
IS THE MOST  
FUNDAMENTALLY  
SATISFYING OF  
ALL FOODS**

The WTS nationally accredited qualification provides a stepping stone to further your career, giving you a head start. Designed and run by industry professionals

# PROGRAM

The WTS apprenticeship is a blended learning program, delivered monthly.

Providing the apprentice with a variety of knowledge building, practical hands-on assessment activities. All achieved through a combination of on-line and workplace trainer facilitated face to face training sessions. Including workplace supervised practical tasks, homework activities and attendance at the WTS External Skill Workshops.

The workplace provides the apprentice with experience to undertake and collect evidence of practical tasks, supervised at work, under instruction from the qualified workplace supervisor.

The employer is required to understand that the course content may include equipment and products not current in the workplace.

If this is the case the employer is required to introduce the missing products into workplace production to ensure the apprentice can learn and gain the necessary skills. Where program required products cannot be made in the workplace using specialised machinery, the employer is required to release the apprentice to attend WTS External Skill Workshops.

WTS 'Training Team' are experienced industry experts, they 'walk the talk'. Scheduling monthly sessions, consulting nominated supervisors, providing support strategies, ensuring the apprentice can access additional support sessions, when required.

WTS is a leading training provider in the baking sector.



## EMPLOYER BENEFITS

- Apprentices have monthly training sessions ensuring continuity of training
- Each Apprentice is allocated a 'Training Team' led by a Principle Trainer with support trainers
- Apprentice gains experience on the job as employers can add program required product range into production
- The program is delivered in consultation with your nominated workplace supervisor who will oversee the program
- Confirm and acknowledge your apprentice's progress each month easily via email
- Photographic and video evidence of practical tasks is collected in the workplace with the support of your nominated workplace supervisor
- Apprentice attends WTS External Skill Workshops to meet curriculum requirements
- Support strategies are available to ensure the Apprentice progresses
- WTS experienced Account Managers guide the Apprenticeship delivery



## APPRENTICE BENEFITS

- Blended learning delivered face to face by your trainer to you online and in your workplace
- Monthly Training Sessions to ensure you progress
- Your workplace will add curriculum required products to your existing production for you to gain experience
- Collect workplace photographic and video evidence of the products you bake on-the-job as evidence of your competency
- You are allocated a 'Training Team' led by a Principle Trainer with support trainers
- WTS External Skill Workshops to meet curriculum requirements
- Additional Support Sessions available for booking each week
- Financial Support available to Apprentices
- High completion rates - Become a qualified Artisan Bread Baker
- Pathway to Certificate IV qualification such as Retail Management and Leadership and Management

**BLENDED LEARNING  
IS A COMBINATION OF  
WORKPLACE TEACHING  
FACE TO FACE WITH  
YOUR TRAINER  
ONLINE AND IN YOUR  
WORKPLACE**

# NATIONALLY ACCREDITED QUALIFICATIONS

## Career Pathways

Come and join our team and learn new skills to further your chosen career. Our programs are designed by leading industry experts.

CERT 3	CERT 4	DIPLOMA
Baking	Leadership Management	Leadership Management
Bread Baking	Retail Management	
Cake & Pastry		

### 01

#### **Online Face To Face**

ONLINE course content is delivered to you by your Training Team in individual and group online sessions – approximately 60%.

### 02

#### **Workplace Face to Face**

FACE TO FACE course content is delivered to you by your Training Team in the workplace – approximately 40%

### 03

#### **Portfolio Task Workbook/Homework**

PORTFOLIO TASK WORKBOOK is completed as homework in the workplace under the supervision of the workplace Authorised Supervisor/Industry Expert. Your employer may be required to add program required products into the workplace production for you to gain the necessary skills and experience to achieve competency.

### 04

#### **Monthly Contacts**

MONTHLY CONTACTS when required will be conducted by the Training Team with the learner. The review will check the learner’s progress and submission of evidence; identify barriers and strategise corrective actions.

### 05

#### **Homework Theory**

HOMEWORK activities will be required and reading material that the learner is expected to read, understand, and use to complete theory assessment as outlined in the on-line workbooks.

This portfolio task workbook evidences the completion of baking products at critical production stages. Using photographs and/or video’s that are recorded accurately, to WTS standards, which are evaluated by the WTS Training Team from time to time. These TASKS are time critical and MUST be completed in line with the course unit completion dates.



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### ***Trainer Support***

TRAINER SUPPORT can be accessed; your WTS Training Team are available each week in Support Sessions and/or contact anytime via phone/SMS. Book your support sessions with your allocated Training Team.

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### ***Training Record Book (QLD Only)***

It is the responsibility of the Apprentice and Authorised Supervisor/Industry Expert, to ensure that the learner can successfully demonstrate the required level of competence.

The Training Record Book must be up to date prior to each monthly training session.

07

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### ***Skills Workshop***

WTS EXTERNAL SKILL WORKSHOPS are held to produce specific product that CANNOT be made in a bakery, using specialised machinery. Release from the workplace must be allowed as described in the following pages.

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### ***PAS***

PROGRESS, ATTENDANCE AND SUPERVISOR CONFIRMATION OF COMPETENCY REPORT will be created by the Training Team after each monthly session. It will detail where relevant, the above NINE channels of learning.

It is a declaration by the Authorised Supervisor/Industry Expert that the learner has attended the session and has the ability to competently perform the tasks to industry and workplace standards.

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### ***Training Log***

THE TRAINING LOG is a record completed each month that ensures you are allowed Withdrawal Time from routine work duties to undertake Structured Training Activities.

Structured Training Activities are activities you must do to gain the knowledge, skills and experience to achieve competency in a unit.

# PORTFOLIO TASK WORKBOOK/HOMEWORK

Photographic and video evidence is collected by the apprentice in the workplace (on the job) with the support of the nominated workplace supervisor.

The products listed under each unit, are to be included by the employer into workplace production, to ensure the apprentice can learn at work (on the job) and gain the necessary skills to achieve competency. WTS will provide cream, organic and gluten free flours, when required for the apprentice to undertake the relevant tasks at work (on the job).

The workplace will be provided with a Student Photo Tracker of the products that are required for photographic/video evidence submission. This will enable the apprentice and their authorised supervisor/industry expert to TICK off and keep track of the required photographic/video evidence for submission at critical stages of assessment.

## STUDENT PHOTO TRACKER Certificate III in Bread Baking

FBPRBK3005 - BASIC BREAD					
PRODUCT	MIXING	MOULDING	PRE-PROVE SCORING	LOADING/ UNLOADING OVEN	FINISHED PRODUCT
WHITE BLOCK	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
WM FLOUR	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
BAP ROLL	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
SEEDED KNOT ROLL	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
WHITE VIENNA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE SCONE	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>

FBPRBK3006 - SAVOURY BREAD						
PRODUCT	MIXING	MOULDING	TOPPING/ FILLING	TRAYING UP	LOADING/ UNLOADING OVEN	FINISHED PRODUCT
MARGHERITA PIZZA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPINACH & FETA or GARLIC TWIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHEESE & BACON ROLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHEESYMITE SCROLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GARLIC & HERB or OLIVE PANE DI CASA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PITA BREAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FBPRBK3014 - SWEET YEAST							
PRODUCT	MIXING	MOULDING	TOPPING/ FILLING	TRAYING UP	LOADING/ UNLOADING OVEN	ICING	FINISHED PRODUCT
BLUEBERRY SCONES or CHOC MUD SCONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLE WALNUT SCROLLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOT X OR FRUIT LOAF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CREAM BUN (CREAM FILLED FINGER BUN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOSTON BUN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WTS WILL SUPPLY CREAM FOR THIS UNIT

STUDENT NAME:

FBPRBK3018 - BASIC ARTISAN								
PRODUCT	MIXING	BULK FERMENT	BENCH WORK (DO FOR C&D)	TRAYING UP	LOADING/ UNLOADING OVEN/FRYING	ICING	ICED	FINISHED PRODUCT
CROISSANT	COMPLETED IN WORKSHOP 1 & 2							
DANISH	COMPLETED IN WORKSHOP 1 & 2							
BRIOCHE	COMPLETED IN WORKSHOP 1 & 2							
DONUTS	COMPLETED IN WORKSHOP 1 & 2							
FESTIVE BUN	COMPLETED IN WORKSHOP 1 & 2							
DISPLAY DOUGH	COMPLETED IN WORKSHOP 1							
SOUROUGH ROLLS - VIENNA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>

FBPRBK4001 - ARTISAN BREAD							
PRODUCT	PRE-FERMENT	MIXING	BULK FERMENT	MOULDING	TRAYING UP	LOADING/ UNLOADING OVEN	FINISHED PRODUCT
SOUROUGH ROLLS - VIENNA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TURKISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GARLIC & HERB PANE DI CASA	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIED FRUIT PANE DI CASA	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIABATTA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

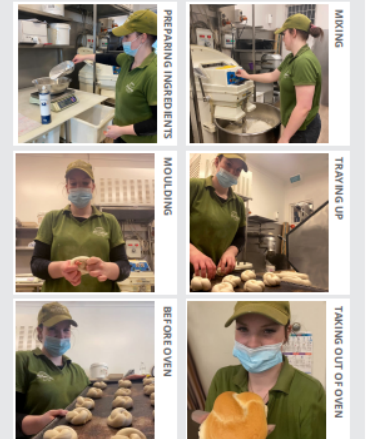
FBPRBK3007 - SPECIALTY FLOUR							
PRODUCT	PRE-FERMENT	MIXING	BULK FERMENT	MOULDING	TRAYING UP	LOADING/ UNLOADING OVEN	FINISHED PRODUCT
ORGANIC SOUROUGH SPECIALTY SHAPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GLUTEN FREE COB	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHOLEMEAL FLOUR LOAF	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOAKED CAPESEED LOAF - ROLLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RYE SOUR VIENNA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WTS WILL SUPPLY GLUTEN FREE AND ORGANIC FLOUR FOR THIS UNIT

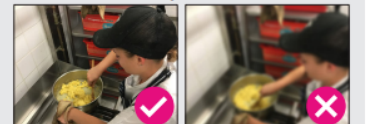


### MEDIA REQUIREMENTS

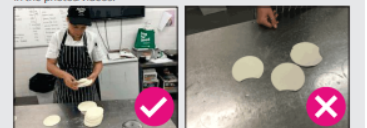
Media evidence supplied must meet the following requirements:  
1. There must be a series of photos/videos that represent each critical stage if the Practical tasks, such as preparing ingredients, mixing dough, processing dough, baking and finishing products.



2. Photos/videos cannot be blurry and/or content unclear.



3. The student and activity being assessed must be clearly recognisable in the photos/videos.



RTO ID: 21859

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FBP3041/FBP3042 Certificate III in Bread Baking Portfolio - Student Photo Tracker v1.1 - April 2022



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# EXTERNAL WORKSHOPS

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## *External Workshop 1 (compulsory)*

**FBPRBK3018 Produce basic artisan products.**

2 consecutive day external workshop.

Work under instruction, gain skills and practice with relevant equipment to produce laminated pastry and donut.

## *External Workshop 2 (compulsory)*

**FBPRBK3012 Schedule and produce bread production.**

2 consecutive day external workshop.

Undertake the scheduling and production of laminated pastry, croissant, danish and donut in real time and volume under training team observation.

Please note: If an apprentice is not competent, they will be required to undertake additional workshops until competency is achieved.

Your WTS representative will work with you to find a suitable workshop location.

## Program Outline FBP30421 Certificate III in Bread Baking

To be successful in achieving this certification, you must demonstrate competency in a total of 14 units, 9 core units and 5 electives

Code	Unit	Core & elective units
FBPFSY2002	Apply food safety procedures	C
FBPWHS2001	Participate in work health and safety processes	C
FBPOPR2069	Use numerical applications in the workplace	C
FBPOPR3018	Identify cultural, religious, and dietary consideration for food production	E
SIRXSL001	Sell to the retail customer	E
FBPRBK3005	Produce basic bread products ***	C
FBPRBK3006	Produce savoury bread products	C
FBPRBK3014	Produce sweet yeast products	C
FBPRBK3018	Produce basic artisan products	C
FBPRBK4001	Produce artisan bread products *	E
FBPRBK3007	Produce specialty flour bread products	C
FBPRBK3016	Control and order bakery stock	E
SITXHRM001	Coach others in job skills	E
FBPRBK3012	Schedule and produce bread production	C

### Course duration

This qualification is only delivered to apprentice bakers who work in a retail or commercial bakery. The course is delivered through an apprenticeship as a blended workplace-based delivery model, combined with:

30 months delivery for Full time Apprenticeship

36 months delivery for Part time/School-Based Apprenticeship

\*\*\* indicates that the unit FBPRBK3005 Produce basic bread products, must be completed prior to completing FBPRBK4001\* Produce artisan bread products



# PROGRAM DELIVERY

## FULL TIME APPRENTICESHIP

30 Months | 28 Sessions + 2 Workshops

## PART TIME/SCHOOL BASED APPRENTICESHIP

36 Months | 28 Sessions + 2 Workshops + 6 monthly contacts

Please see detailed Program Delivery model in the next 2 pages and below a summary of the hourly requirements for program activities.

Program Activity	# Number Of Sessions	Average Hours
Workplace Training Session	12*	2-3 hours per month
Online Training Session	16*	2 hours per month
Portfolio Task Workbook (Completed on-the-job as homework)	24 months	4 hours per month
Monthly Contact (Review of Portfolio Task Homework and Submissions)	6 **	30 minutes per review
Homework Reading And Research (Self-directed)	14 units	2-4 hours per unit
WTS External Skills Workshop	2 x 2 consecutive days *	5 hours per day
Trainer Support Sessions	Available weekly	1-2 hours per session
Training Record Book (QLD only)	14 units	2-4 hours per unit

\* Minimum

\*\* Included if Part Time

# FBP30421 CERTIFICATE III IN BREAD BAKING (FULL TIME)

FBPFSY2002 FBPWHS2001	FBPOPR2069	FBPOPR3018	FBPRBK3005	FBPRBK3006	FBPRBK3014	FBPRBK3018	FBPRBK4001	FBPRBK3007	FBPRBK3016 SITXHRM001	FBPRBK3012
Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8	Cluster 9	Cluster 10	Cluster 11
Session 1 Session 2 CP - F2F	COM Session 4 CP	COM Session 5 CP	COM Session 7 - F2F Session 8 Session 9 CP	COM Session 10 - F2F Session 11 Session 12 - F2F CP	COM Session 13 - F2F Session 14 Session 15 CP	COM Session 15 - F2F Workshop 1 Session 17 CP	COM Session 18 - F2F Session 19 Session 20 CP	COM Session 21 - F2F Session 22 Session 23 CP	COM Session 24 - F2F Session 25 CP	COM Session 26 Workshop 2 Session 27 CP - F2F
Y	E	A	R	1						
Session 13 Session 14 Session 15 Session 16 Workshop 1 (FBPRBK3018)	Session 17 Session 18 Session 19 Session 20 Session 21 Session 22 Session 23	Y	E	A	R	2				
Y	E	A	R	3						
<p><b>Total: 30 Months</b></p> <p>COM      Commencement of Unit      Session      Online Training Session      Session F2F      Face-to-Face Training Session      CP      Completion of Unit</p>										

**Course duration: 30 months = 28 sessions + 2 workshops**

\*Please note: The Apprentice Qualification is competency based. Where the apprentice requires more time on-the-job to gain the necessary skills and experience and or requires additional Training Support Sessions, the WTS Training Team will discuss the specific requirements with the Employer/Authorised Supervisor and the Apprentice. WTS Training Support Sessions are available every week. Where necessary WTS can create a 'Completion Plan' this will be developed with input and sign off from all parties.

Additional charges may be incurred:

\* Late notification of training session cancellation (notice not given within 12 hours) - \$250

\*\* WTS reserves the right to charge the following fees for additional training sessions above the allocated total 30 (28 and 2 workshops) sessions: Certificate III and below - \$250 per session | Certificate IV and above - \$400 per session

# FBP30421 CERTIFICATE III IN BREAD BAKING (PART TIME/SBAT)

FBP30421 Certificate III in Bread Baking		FBPFSY2002 FBP_WHS2001	FBPOPR2069	FBPOPR3018 SIRX5LS001	FBPRBK3005	FBPRBK3006	FBPRBK3014	FBPRBK3018	FBPRBK4001	FBPRBK3007	FBPRBK3016 SITXHRM001	FBPRBK3012
		Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8	Cluster 9	Cluster 10	Cluster 11
Y E A R 1	Session 1	COM										
	Session 2	CP - F2F										
	Session 3		COM									
	Session 4		CP									
	Session 5			COM								
	Monthly Contact			Monthly Contact 1								
	Session 6			CP								
	Session 7				COM							
	Session 8				Session 7 - F2F							
	Session 9				Session 8							
Y E A R 2	Monthly Contact				Monthly Contact 2							
	Session 10				Session 9							
	Session 11				CP							
	Monthly Contact					COM						
	Session 12				Session 10 - F2F							
	Session 13				Session 11							
	Session 14				Monthly Contact 3							
	Session 15				Session 12 - F2F							
	Session 16				CP							
	Workshop 1 (FBPRBK3018)						COM					
Y E A R 3	Monthly Contact											
	Session 17											
	Session 18											
	Session 19											
	Session 20											
	Session 21											
	Session 22											
	Monthly Contact											
	Session 23											
	Session 24											
Session 25												
Session 26												
Workshop 2 (FBPRBK3012)												
Monthly Contact												
Session 27												
Session 28												
<b>Total: 36 Months</b>		COM	Commencement of Unit	Session (F2F)	Training Session (Online/Face-to-Face)	MC	Monthly Contact	CP	Completion of Unit			

**Course duration: 36 months = 28 sessions + 2 workshops + 6 monthly contacts**

\*Please note: The Apprentice Qualification is competency based. Where the apprentice requires more time on-the-job to gain the necessary skills and experience and or requires additional Training Support Sessions, the WTS Training Team will discuss the specific requirements with the Employer/Authorised Supervisor and the Apprentice. WTS Training Support Sessions are available every week.

Where necessary WTS can create a 'Completion Plan' this will be developed with input and sign off from all parties.

Additional charges may be incurred:

\* Late notification of training session cancellation (notice not given within 12 hours) - \$250

\*\* WTS reserves the right to charge the following fees for additional training sessions above the allocated total 3(28 and 2 workshops + 6 monthly contact) sessions: Certificate III and below - \$250 per session | Certificate IV and above - \$400 per session

# THINGS YOU NEED TO KNOW

## *Training Team*

Each Apprentice will be allocated a 'Training Team' led by a Principle Trainer with Support Trainers.

The Training Team model uses a Principal Trainer to schedule, manage and deliver training sessions, backed by a team of qualified trainers to fill any session gaps. This model ensures we can continue delivering monthly training sessions with flexible options.

## *Ongoing Monthly Training Calendar*

Our Training Team will create an Ongoing Monthly Training Calendar with training dates approved and confirmed by the employer.

The training calendar will ensure the Apprentice/s can successfully progress within the program timelines of 30/36 months.

## *Workplace Suitability and Product Range*

A suitable workplace is required to provide adequate facilities. It must include equipment, machinery, a range of work, product range, supervision and supervised (on-the-job) training. To allow the apprentice or trainee to successfully progress through the apprenticeship or traineeship to achieve successful completion.

To assess suitability in the workplace, WTS undertakes an inspection of the workplace. This is recorded in the WTS 'WORKPLACE SUITABILITY CHECKLIST'.

The WTS representative will outline to the employer the gaps in their product range, these products being required for the apprentice to make up the qualification. Further assessment ensures that the EMPLOYER'S AUTHORISED SUPERVISOR/INDUSTRY EXPERT has the required skills and knowledge to add the gap products to the workplace production. Any gap product will be documented on the WORKPLACE SUITABILITY CHECKLIST, both signed as acknowledgement by the Employer and the WTS representative.

Where the workplace does not have the required equipment to produce the gap products, the WTS representative will outline equipment requirements, and determine if the WTS external workshops can cover that gap.

If the workplace is unable to add any identified product and/or equipment gaps, enrolment can be refused by WTS.

## ***Workplace Supervision***

The EMPLOYER is required to provide adequate WORKPLACE SUPERVISION and SUPPORT for all apprentices. The WORKPLACE SUPERVISOR will require the relevant skills, knowledge, industry experience and in Queensland, qualifications are mandatory. The APPRENTICE must be always supervised.

The EMPLOYER will be required to NOMINATE a workplace supervisor in writing which we refer to as the AUTHORISED SUPERVISORS/INDUSTRY EXPERT.

All work in the workplace must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

## ***Assesment Methods***

Assessment is the process of collecting evidence and making judgements about whether an apprentice has achieved competency to the standard required in the workplace (as specified in a unit of competency or accredited module).

Evidence gathering will take place at work (on-the-job) and in the WTS monthly training sessions and external skill workshops (off-the-job). However, the application of skills in the workplace is a central tenet to the apprenticeship program, evidence is gathered as a person performs work tasks, in the workplace.

If an apprentice has not achieved competency, they can undertake further training and be re-assessed at a later stage. Additional cost may apply.

## ***Prerequisites for Apprentices***

There are no requirements to hold any occupational licensing, legislative or certification requirements to undertake this qualification, at the time of publication.

## ***General Entry Requirements***

To enrol into any WTS Qualification, an applicant must meet the following general entry requirements:

- Sufficient Language, Literacy & Numeracy (LLN)
- Have the required Digital Literacy skills
- Complete a Pre-Training Review and Enrolment Form
- A mobile phone with a camera to save and upload images and videos
- Internet access
- An email account
- A computer, laptop or tablet



## ***Language, Literacy & Numeracy (LLN) and Digital Literacy Skills Assessment***

WTS's courses require different basic Language, Literacy & Numeracy (LLN) and Digital Literacy Skills. Should your current skill level not meet the minimum requirements to complete the course, we will recommend that you undertake independent study to improve your skills, before commencing the course. Please contact WTS to further discuss your individual needs.

Additional Language, Literacy and Numeracy (LLN) and Digital Literacy Skills training may be available through a local Community based RTO, to achieve the required LLN level to enrol in WTS's courses.

## ***Pre-Training Review***

A Pre-Training review is a procedure that is used to select the best course and training for a person. The Pre-Training Review is utilised at WTS to assess learner's present competencies and is an important part of the enrolment process. Eligible individuals who wish to access subsidised government placement, must be reviewed.

## ***English Language Requirements***

To successfully enrol in this course, you must have a level of proficiency in verbal and written English, allowing you to engage in the course materials, content, and trainer facilitation. This ensures that you can undertake the range of assessments.

## ***Individual needs that CANNOT BE PROVIDED during the program delivery such as***

- Training materials in a foreign language, braille, or video/audio recording
- Provision of an interpreter/assistant to assist with language, sight, hearing or learning barriers

## ***Charge for Non Attendance***

The course is subject matter critical, and a MISSED session affects not only the learning but also the TRAINING TEAM'S scheduling and the qualification duration time for the learner.

Missed training sessions without 24-hour prior notification, result in personal CATCH UPS which incur \$250 trainer cost. The program allows 2 warnings per student, then unfortunately these charges must be passed onto the employer.

Continuing absenteeism without appropriate notice will result in cancellation from the program.

Prairie Sourdough \$6.00

Asiago & Cherry Tomato Focaccia \$5.00

Prairie Cheddar \$5.00



Spelt Sourdough \$6.00

Honey Spelt Bread \$6.00



Simple Sourdough \$6.00



## ***Reasonable Adjustment***

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by WTS such as additional homework or video evidence.

## ***Learner Support***

The following learning support will be available:

- Additional Support Sessions available weekly
- Session Recordings available with prior notice given
- Completion Plans detailing agreed intervention strategies for learners who are not progressing
- Phone and Email Support with 48 hours response time

## ***Enrolment Eligibility Criteria***

- If under 17 years and NOT enrolled in secondary education, have a school exit form
- If under 18 years, have a parent/guardian to approve and sign enrolment documentation
- If you are undertaking an apprenticeship/traineeship, have a signed training contract with your employer at the time of enrolment with WTS. Apply through an Australian Apprenticeship Network Provider
- Be an Australian citizen or a permanent resident, or New Zealand citizen residing in Australia for more than 6 months

## ***Student Handbook***

Further and more detailed information is provided in the WTS Student Handbook on our website.

## ***Credit Transfer – Recognition of AQF Qualifications***

Credit Transfer is the process of granting learner's credit for accredited study previously completed through another provider.

Learners will need to provide WTS with a copy of their Certificate and/or Statement of Attainment (or state equivalent) indicating a competent level of attainment. This must occur prior to the commencement of your enrolment with WTS. Learners are also asked to provide the contact details of the RTO from which they gained the competency.

## ***Recognition Of Prior Learning (RPL)***

WTS has a comprehensive Recognition of Prior Learning (RPL) process for all courses and units within its scope of registration. All learners will be provided with information on RPL prior to enrolment and all learners are offered the opportunity to take up this option during the enrolment process.



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