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FBP20221
CERTIFICATE II IN BAKING

**YOU DECIDE
WHERE YOUR
FUTURE LIES**

The WTS nationally accredited program offers you the opportunity to gain knowledge, skills and experience in both Baking and Retail, allowing you to decide on your future pathway.

WORKPLACE TRAINING STRATEGIES
TOID 21859

THIS TRAINING IS DELIVERED WITH VICTORIAN AND COMMONWEALTH GOVERNMENT FUNDING



PROGRAM

This first step qualification is a traineeship. It is the perfect entry level program to provide the participant with the knowledge and on the job skills. Experience to decide on a career pathway in either BAKING or RETAIL. All achieved through a combination of on-line and workplace Training Team facilitated face to face training sessions. Including workplace supervised practical tasks and homework activities.

The employer is required to roster the trainee to experience all facets of the business, both baking production and retail sales in line with the delivery of the relevant units.

Evidence will be collected of practical tasks, supervised at work, under instruction from the qualified workplace supervisor.

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 training support, when required.

WTS is a leading training provider in the baking industry.

Gain the skills, knowledge and experience in both Baking and Retail to decide which stream is for you.




- Improve recruitment opportunities with the ability to market to entry level applicants by offering future pathways into both baking and retail
- Each Trainee is allocated a 'Training Team' led by a Principal Trainer with support trainers. Employers can provide input to the WTS Training Team to further tailor the training sessions.
- Trainees have monthly training sessions ensuring continuity of training and opportunity gain experience on the job in both baking and retail sales
- Photographic and video evidence of practical tasks is collected in the workplace with the support of the workplace nominated supervisor
- Trainees gain experience on the job while the course is delivered and can effect change within the business as the course progresses.
- Support strategies are available to ensure the Trainee progresses
- WTS experienced Account Managers guide the Traineeship delivery. Confirm and acknowledge your trainee's progress each month easily via email



APPRENTICE BENEFITS

- An allocated Training Team with Principal Trainer facilitating online sessions and providing individual support.
- Gain the skills, knowledge and experience in both Baking and Retail to decide which career pathway is for you
- Blended learning delivered face to face by your trainer to you online and in your workplace
- A monthly calendar and online training platform to ensure you progress to successful completion.
- Your workplace will roster you to experience both baking and retail sales
- Collect workplace photographic and video evidence of the products you bake as evidence of your competency
- Provides participants with a monthly training platform to share ideas and work on strategies to increase sales.
- Engagement through calendared monthly group online training sessions.
- Pathway to a Certificate III Baking and/or a Certificate III in Retail qualification
- Weekly support sessions available for participation



**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 2	CERT 3	CERT 4	DIPLOMA
Baking Assistant	Baker	Retail Management	Leadership Management
Retail Assistant	Retail Supervisor	Leadership Management	

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.



06

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.

09

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

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.

10

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.

08

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

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

The products listed under each unit, are to be included by the employer into workplace production, to ensure the trainee 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 laminated poster of the requirements. This will enable the apprentice and their authorised workplace supervisor to TICK off and keep track of the required photographic/video evidence for submission at critical stages of assessment.

PRODUCTS TO BE INCLUDED INTO WORKPLACE PRODUCTION

Check whether FBPRBK002 Product was included past year or not and FBPRBK014 Product was included or not.

FBPRBK002 - NON LAMINATED PASTRY										
PRODUCT	PASTRY				FILLING			FINISH		
	ROLL IN	IN	TOP	ROLL UP	ROLL IN	ROLL UP	ROLL IN	ROLL UP	ROLL IN	ROLL UP
CUSTARD TART	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONKEY FACE CRUSTY BREAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WASC LOAF BREAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PANZARONI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLE SLICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FBPRBK014 - SWEET YEAST							
PRODUCT	ROLLING	IN ROLL	TOPPING/ FILLING	ROLLING UP	ROLLING IN/ ROLLING UP	ROLLING	FINISH OF PRODUCT
BLA BERRY SCONES OR CHOC CHIP SCONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLE MUFFIN SCROLLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUT 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 (CRAVING/CRISP 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"/>

FBPRBK005 - BASIC BREAD					
PRODUCT	ROLLING	ROLLING	PRE-POUR SCORING	LOADING/ UNLOADING OVEN	FINISH OF PRODUCT
WHITE BREAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHOLE FLOUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRISP ROLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEED & KNOT ROLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHITE RONA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE RONA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MEDIA REQUIREMENTS

Media evidence supplied must meet the following requirements:

- There must be a series of photos/videos that represent each critical stage of the Practical task, such as preparing ingredients, mixing dough, processing dough, baking and finishing products.
- Photos/videos cannot be blurry and/or context unclear.
- The student and activity being assessed must be clearly recognisable in the photos/videos.

Workplace Training Strategies
 870 621 659 www.wts.edu.au

Program Outline FBP20221 Certificate II in Baking

To be successful in achieving this certification, you must demonstrate competency in a total of 11 units, 7 core units and 4 electives

Code	Unit	Core & elective units
FBPWHS2001	Participate in work, health and safety processes	C
FBPFSY2002	Apply food safety procedures	C
FBPOPR2071	Provide and apply workplace information	C
FBPPPL2002	Work in a socially diverse environment	E
FBPRBK2005	Maintain ingredient stores	C
FBPOPR2069	Use numerical applications in the workplace	C
FBPRBK2002	Use food preparation equipment to prepare fillings	C
FBPRBK3005	Produce basic bread products	C
SIRXSL001	Sell to the retail customer	E
SIRXPDK001	Advise on products and services	E
FBPRBK3014	Produce sweet yeast products	E

Course duration

This qualification is only delivered to trainee bakers who work in a retail bakery. The course is delivered through a traineeship as a blended workplace-based delivery model over:

12 months delivery for Full Time Traineeship

18 months delivery for Part Time/ School-Based Traineeship

FBP20221 CERTIFICATE II IN BAKING (FULL TIME)

FBP20221 Certificate II in Baking (Full Time)		FBPFSY2002 FBPWHS2001	FBPOPR2071 FBPPPPL2002 FBPRBK2005	FBPOPR2069	FBPRBK2002	FBPRBK3005	FBPRBK3014	SIRXPK001 SIRXSL001
		Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7
Session 1		COM						
Session 2		Session 2						
Session 3		CP	COM					
Session 4	Y		Session 4	COM				
Session 5	E		CP	Session 5	COM			
Session 6	A				Session 6	COM		
Session 7	R				Session 7	Session 7	COM	
Session 8					Session 8	Session 8	Session 8	
Session 9	1				CP	Session 9	Session 9	
Session 10						CP	Session 10	COM
Session 11							CP	Session 11
Session 12								CP

Total: 12 Months	COM	Commencement of Unit	Session	Online Training Session	CP	Completion of Unit
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Course duration: 12 months = 12 sessions

Please note: WTS Training Support Sessions are available every week. Students can book in their sessions. 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 14 (12 and 2 catch up) sessions:

Certificate III and below - \$250 per session | Certificate IV and above - \$400 per session

FBP20221 CERTIFICATE II IN BAKING (PART TIME/SBAT)

FBP20221 Certificate II in Baking (Part Time)		Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	
		FBPWSY2002 FBPWHS2001	FBPOP2071 FBPPPL2002 FBPRBK2005	FBPOP2069	FBPRBK2002	FBPRBK3005	FBPRBK3014	SIRXPK001 SIRXSL5001	
Session 1		COM							
Session 2		Session 2							
Monthly Contact		Monthly Contact							
Y Session 3		CP							
E Session 4		COM							
A Monthly Contact		Session 4							
R Session 5		Monthly Contact							
1 Session 6		CP							
Monthly Contact		Monthly Contact							
Session 7		COM							
Session 8		Session 5							
Monthly Contact		Monthly Contact							
Y Monthly Contact		CP							
E Session 9		Monthly Contact							
A Session 10		Session 6							
R Monthly Contact		Monthly Contact							
Session 11		Session 7							
Session 12		Session 8							
Total: 12 Months		COM	Commencement of Unit	OT	Training Session (Online/Face-to-Face)	CP	Completion of Unit	MC	Monthly Contact

Course duration: 18 months = 12 sessions + 6 monthly contacts

Please note: WTS Training Support Sessions are available every week. Students can book in their sessions. 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 14 (12 and 2 catch up) 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.

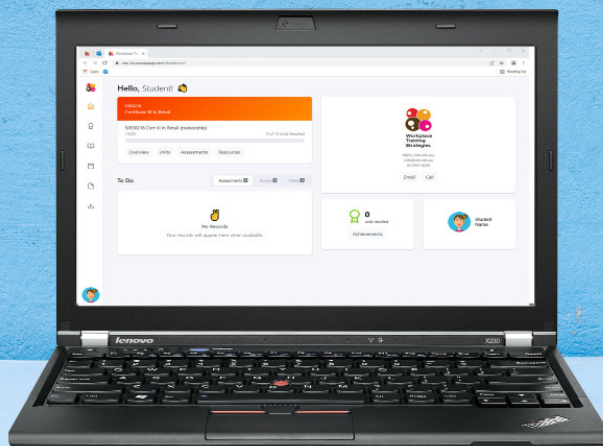
Ongoing Monthly Training Calendar

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.

Prerequisites for Trainees

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



Workplace Supervision

The EMPLOYER is required to provide adequate WORKPLACE SUPERVISION and SUPPORT for all trainees. The WORKPLACE SUPERVISOR will require the relevant skills, knowledge, industry experience and in Queensland, qualifications are mandatory. The TRAINEE 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.

Workplace Suitability

In consultation with the employer, WTS will evaluate the suitability of the workplace to provide suitable employment arrangements, including facilities, equipment, range of work and product range to support the accredited qualification requirements and traineeship outcome. This is recorded in the WTS 'WORKPLACE SUITABILITY CHECKLIST'.

If the workplace is unable to meet the necessary requirements, the enrolment can be refused by WTS.

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.

Assessment 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.

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

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.

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.

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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Proud to be a Queensland Government
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**NATIONALLY RECOGNISED
TRAINING**

**FBP20221
Program Descriptor**

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