

Occupational standard

Baker, level 4

The occupational standard is a document, that describes the job and competence requirements, i.e. a set of skills, knowledge and attitudes required for successful job performance in a particular occupation.

Application areas of the occupational standard

- 1) Drafting of curricula and training programmes meeting the requirements of labour market.
- 2) Evaluation of competence of the people, incl self-evaluation and conformity evaluation upon awarding an occupational qualification.
- 3) Description and introduction of occupational qualifications.
- 4) Career planning and creation of a basis for lifelong learning.
- 5) Identification of personnel training needs and planning of training.
- 6) Drafting of job descriptions and recruitment of employees.
- 7) Comparison of occupational and educational qualifications

On the grounds of this occupational standard, both initial occupational qualification and occupational qualification is awarded:

- a) initial occupational qualification will be received after completing an officially certified curriculum conforming to the current occupational standard. A notation on the annex of a graduation certificate/diploma on acquiring of initial occupational qualification proves that the person has received necessary preparation and is ready to start working on their professional field on corresponding level.
- b) occupational qualification will be received after the awarding body has evaluated the conformity of practical competences demonstrated in the course of work with current occupational standard and has issued an occupational qualification certificate.

Occupational qualification title	Estonian qualifications framework (EstQF) level
<i>Baker, level 4</i>	<i>4</i>

Partial qualifications and titles on the certificate	
Title of partial qualification	EstQF level
Dough maker, level 4	4

Part A JOB DESCRIPTION

A.1 Job description

The professional field of a baker includes three occupational qualifications: assistant baker, level 3; baker, level 4 and baker, level 5, where level 3 assistant baker mainly works under supervision on a limited field; level 4 baker works independently on all fields and level 5 baker plans and manages production in the extent of the whole production process, participates in creating and developing new products and organizes the activities of the work group.

Baker, level 4 is a skilled worker working in an establishment where bakery and pastry products are being prepared. The job of a baker requires the will to create high-quality bakery products. The main tasks of a baker are storing and preparing raw material; checking the quality of raw material and products (including sensory- and physical-chemical evaluation, etc.), storing and preparation; making dough according to a recipe, shaping, raising and baking it; packaging, storing and handing over finished products. A baker uses equipment and tools suitable for the workplace. A baker independently plans their work and participates in teamwork. Continuous professional self-improvement is also required.

A.2 Units

The job of a baker, level 4 includes eight obligatory and one optional unit.

Obligatory units

A.2.1 Preparation of semi-fabricated products and/or decorative materials

- 1) Preparing production equipment
- 2) Preparing raw materials
- 3) Preparing salty and sweet fillings
- 4) Using fat glazes

A.2.2 Preparing dough, including leaven and poolish

- 1) Preparing production equipment
- 2) Preparing raw materials
- 3) Adding components and mixing dough
- 4) Assessing the quality and readiness of dough (incl sensory assessment)

A.2.3 Fermenting, shaping and raising dough

- 1) Fermenting dough
- 2) Cutting dough and following weight requirements
- 3) Raising dough

A.2.4 Baking products

- 1) Adjusting production equipment
- 2) Finishing of ordinary and simpler fine bakery products before baking
- 3) Baking products in different types of ovens and baking devices
- 4) Monitoring quality

A.2.5 Cooling and finishing products

- 1) Cooling products
- 2) Finishing of end products

A.2.6 Refrigerating products

- 1) Refrigerating semi-finished products
 - 1.1 Refrigerating dough

<p>1.2 Refrigerating semi-finished products</p> <p>2) Refrigerating finished products</p> <p>A.2.7 Packaging and storing products</p> <p>1) Packaging products</p> <p>2) Storing products</p> <p>A.2.8 Management</p> <p>1) Participating in sales and marketing activities</p> <p>2) Supervising and counselling colleagues</p> <p>3) Organizing the work of their division</p> <p>Optional units</p> <p>A.2.9 Using machinery and equipment</p> <p>1) Planning activities</p> <p>2) Checking the condition of machinery and equipment</p> <p>3) Turning on machines or equipment</p> <p>4) Preparing products</p> <p>5) Assessing the quality of products</p> <p>6) Being familiar with error messages of machinery or equipment</p> <p>7) Saving error messages of machinery or equipment</p> <p>8) Stopping machinery or equipment</p> <p>9) Cleaning and maintaining machinery or equipment</p> <p>Baker, level 4 occupational qualification includes following partial qualification: Units A.2.2 and A.2.3 create the partial qualification <u>Dough maker, level 4</u>.</p>
<p>A.3 Working environment and specific aspects of work</p> <p>A baker mostly works while standing up or moving, which requires good physical stress tolerance and perfect health. In their everyday work, baker will come in contact with raw material that could cause allergies in hypersensitive persons. The nature of the work requires readiness to work at nighttime, on weekends and during holidays.</p>
<p>A.4 Tools</p> <p>In the work of a baker, following tools, machinery and equipment is generally required:</p> <p>1) tools: scales, grasps, spatulas, whisks, whippers, bowls, sieves, oven plates, thermometers, cutting boards, measuring tools, handcarts, grates, oven- and baking forms, etc.,</p> <p>2) machinery and devices: scales, dough mixing machines, dough cutters and –rounder, shaping devices, raising cabinets, ovens, cooling equipment, packaging machines, refrigerating equipment, etc.;</p> <p>3) cleaning equipment and tools.</p>
<p>A.5 Personal characteristics necessary for this job: abilities and personality traits</p> <p>The job of a baker requires capability for physical effort, dutifulness, preciseness, preparedness for teamwork, willingness to learn and correctness.</p>
<p>A.6 Occupational training</p> <p>Initial occupational qualification of baker, level 4 will be acquired by completing a vocational education curriculum.</p> <p>A baker who has acquired an occupational qualification certificate has usually completed a vocational education curriculum, has acquired their professional skills at workplace or on a refresher course and has at least 6 months of professional work experience.</p>
<p>A.7 Possible job titles</p>



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ESF programm „Kutsete süsteemi arendamine“

Baker, baker-pastry cook.

Part B

COMPETENCE REQUIREMENTS

B.1. The structure of the occupational qualification

For acquiring the occupational qualification of baker, level 4, certification of obligatory competences B.2.1-B.2.8 and B.2.10 (transversal competence) is required. Additionally, one can choose to certify an optional competence B.2.9.

By certifying competences B.2.2, B.2.3 and B.2.10, a partial occupational qualification of dough maker, level 4, can be acquired.

B.2 Competences

Obligatory competences

B.2.1 Preparation of semi-fabricated products and/or decorative materials	EstQF level 4
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> 1) prepares necessary production equipment for production according to its user manual and by considering the specifics of the product; 2) prepares raw material for production (sifts flour, prepares eggs, melts margarine, etc.) according to product recipe; 3) prepares salty and sweet fillings (incl creams, syrups, pomades, jellies, etc.) according to product recipe; 4) uses fat glazes according to product recipe. 	
<u>Supporting knowledge:</u>	
<ol style="list-style-type: none"> 1) machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use; 2) accessories (cutting tools, etc.) of machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use; 3) raw materials and their principles of use. 	
<u>Assessment method(s):</u>	
Written task, practical work and an interview.	

B.2.2 Preparing dough, including leaven and poolish	EstQF level 4
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> 1) prepares necessary production equipment for production according to user manual and by considering the specifics of the product; 2) prepares raw material for production (sifts flour, prepares eggs, melts margarine, etc.) according to product recipe; 3) prepares poolish, leaven and dough according to product recipes; 4) assesses the quality and readiness of dough (incl sensory assessment) during the process of dough making and assesses the conformity of finished product to specific quality requirements. 	
<u>Supporting knowledge:</u>	
<ol style="list-style-type: none"> 1) machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use; 2) accessories (cutting tools, etc.) of machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use; 3) raw materials and their principles of use; 	

<p>4) different types of dough; 5) quality requirements of bakery products.</p>
<p><u>Assessment method(s):</u> Written task, practical work and an interview.</p>

B.2.3 Fermenting, shaping and raising dough	EstQF level 4
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) observes the fermenting process of leaven and/or dough according to a technological manual; 2) cuts the dough either manually or with a machine according to product parameters specified in the recipe and technical regime, by considering the work arrangement and instructions; 3) raises products according to a technological manual by using raising devices. 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) raising devices and their principles of use; 2) preparation principles of leaven; 3) dough cutters and their principles of use; 4) possible defects in dough fermentation and their reasons. 	
<p><u>Assessment method(s):</u> Written task, practical work and an interview.</p>	

B.2.4 Baking products	EstQF level 4
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) chooses a suitable baking program according to work arrangement and instructions; 2) finishes ordinary and simpler fine bakery products before baking, by adding sprinkles, coating, etc. and according to work arrangement and instructions; 3) bakes products in a suitable device (oven, fritter) according to specific technological regime; 4) assures the quality of prepared products and observes that it would be achieved throughout the whole duration of the process; in case of a deviation, instantly notifies their supervisor. 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use; 2) accessories (cutting tools, etc.) of machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use; 3) ordinary and fine bakery products and their finishing methods; 4) quality requirements of baked products and possible defects and their reasons. 	
<p><u>Assessment method(s):</u> Written task, practical work and an interview.</p>	

B.2.5 Cooling and finishing products	EstQF level 4
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) cools ordinary and simpler fine bakery products according to a technological manual and product recipe; 2) applies final finish to ordinary and simpler fine bakery products according to a technological manual and product recipe. 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) cooling requirements of bakery products; 2) types of finished bakery products and their finishing principles; 3) general quality requirements of baked and finished ordinary bakery products (incl product color). 	

Assessment method(s):
Written task, practical work and an interview.

B.2.6 Refridgerating products	EstQF level 4
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> 1) <u>Refrigerating semi-finished products (unbaked dough, pre-baked biscuits, cake-tart bottoms, etc.)</u> <ol style="list-style-type: none"> 1.1 packages and refrigerates dough by using refrigerating equipment according to technological manual and product recipe; 1.2 cools, packages and refrigerates pre-baked semi-finished products by using refrigerating equipment according to a technological manual and product recipe; 2) <u>Refrigerating finished products (products that do not need further handling, e.g. baking)</u> <ol style="list-style-type: none"> 2.1 cools, packages and refrigerates finished products using refrigerating equipment according to a technological manual and product recipe. 	
<u>Supporting knowledge:</u>	
<ol style="list-style-type: none"> 1) refrigerating equipment and their work principles; 2) production technology (cooling, refrigerating); 3) quality requirements (incl sensory, physical-chemical factors) of refrigerated bakery products. 	
<u>Assessment method(s):</u>	
Written task, practical work and an interview.	

B.2.7 Packaging and storing products	EstQF level 4
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> 1) adjust required packaging equipment according to its user manual, chooses packaging and, if necessary, packages products according to their characteristics; 2) marks and stores products according to the Food Act and self-check system. 	
<u>Supporting knowledge:</u>	
<ol style="list-style-type: none"> 1) packaging machines and their work principles; 2) packaging and its principles of use. 	
<u>Assessment method(s):</u>	
Written task, practical work and an interview.	

B.2.8 Management	EstQF level 4
<u>Performance indicators:</u>	
<ol style="list-style-type: none"> 1) organizes the timely delivery of product for sale according to the work organization of the company; 2) if necessary, helps assistant baker according to the work organization of the company by considering the complexity of work and capability of their colleague; 3) assures a smooth operation of their division by following instructions given to them and, if necessary, calling attention to necessary changes. 	
<u>Supporting knowledge:</u>	
<ol style="list-style-type: none"> 1) basics of business. 	
<u>Assessment method(s):</u>	
Written task, practical work and an interview.	

Optional competences

B.2.9 Using machinery and equipment	EstQF level 4
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Performance indicators:

- 1) plans their future activities according to their task, production program, handling complexity and capabilities of the machine or device;
- 2) checks the condition of machinery or equipment and its conformance to a specific task;
- 3) starts and adjusts machines or equipment according to instructions (technological documentation) and chooses most suitable program according to a specific task;
- 4) prepares the product by using auxiliaries if necessary, and according to work order and instructions (including technological documentation);
- 5) assesses the conformance of the product to quality requirements specified in a technological manual, if necessary, separates nonstandard products;
- 6) understands error messages of machinery or equipment and reacts to them according to instructions given by the manufacturer;
- 7) saves error messages and technical repair tasks by filling out necessary documentation;
- 8) stops the machine or device according to instructions;
- 9) cleans and organizes machinery or equipment daily according to food hygiene requirements.

Supporting knowledge:

- 1) machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use;
- 2) accessories (cutting tools, etc.) of machinery and equipment used in bakeries and confectioneries (including electron scales) and their principles of use;
- 3) measuring and checking tools.

Assessment method(s):

Written task, practical work and an interview.

Transversal competences

B.2.10 Baker, level 4 transversal competence	EstQF level 4
<p><u>Performance indicators:</u></p> <ol style="list-style-type: none"> 1) follows and maintains high quality and productivity goals in their work, follows food hygiene requirements (cleaning and disinfecting hands, clothes, inventory, etc.); 2) uses the work surface purposefully and keeps it clean; organizes their work rationally, by using tools, materials, time, energy and other means economically and by minimizing refuse; takes responsibility for the outcome of their work; 3) understands the work and functions of different departments/units, understands their role in the chain of production; demonstrates understanding of how a single problem is part of a larger system; 4) asks relevant questions and makes recommendations for improvement within their sphere of competence; co-operates with colleagues; 5) assesses risk factors of production and uses relevant methods for dampening such risks (e.g. in case of a machine malfunction, turns the machine off), by following work environment and work safety requirements and using personal protective equipment and safe work methods; 6) in case of an accident, provides first aid, calls for professional help and notifies a production manager or their employer of the situation; 7) uses Estonian on language proficiency level B2 in their work and Russian or English on proficiency level B1 (See Annex 1 „Language skills“); 8) uses computers on level AO1-AO4 and AO7 (see Annex 2 „Computer skills“). 	
<p><u>Supporting knowledge:</u></p> <ol style="list-style-type: none"> 1) legal requirements related to the professional field; 	



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- 2) food hygiene and –safety requirements;
- 3) principles of ergonomics;
- 4) principles of client service;
- 5) principles of teamwork.

Assessment method(s):

Integrated with assessment of other competences specified in the occupational standard.

Part C

GENERAL INFORMATION AND ANNEXES

C.1 Information on the preparation and approval of the occupational standard, on the body awarding occupational qualifications, and reference to the location of the occupational standard in classifications	
1. Designation of the occupational standard in the register of occupational qualifications	11-16052013-3.2/5k
2. <i>The occupational standard is compiled by:</i>	Katrin Kapten-Leppik, <i>OÜ Vilmix</i> Kairit Luhakooder, <i>AS Eesti Pagar</i> Viiu Magnus, <i>Eesti Pagarite Selts</i> Eha Martma, <i>Tallinn School of Service</i> Ülle Parbo, <i>SA Innove</i> Inga Rahnu, <i>OÜ Vilmix</i> Janno Semidor, <i>Fazer Food OÜ</i> Raivo Vilbaste, <i>Estonian Association of Bakeries</i>
3. The occupational standard is approved by	Toiduainetööstuse ja Põllumajanduse Kutsenõukogu
4. No. of the decision of the Sectoral Council	19
5. Date of the decision of the Sectoral Council	16.05.2013
6. The occupational standard is valid until (date)	15.05.2018
7. Occupational standard version No.	5
8. Reference to the Classification of Occupations (ISCO 08))	7512 Bakers, pastry-cooks and confectionery makers
9. Reference to the level in the European Qualifications Framework (EQF)	4
C.2 Title of occupational qualification in foreign languages	
In Estonian Pagar	
In Finnish Leipuri	
In Russian Пекарь	
C.3 Annexes	
Lisa 1 Language skills	
Lisa 2 Computer skills	