Unit Title:	**Select, weigh and measure bakery ingredients**
OCR unit number:	20
Sector unit number:	B.18
Level:	2
Credit value:	3
Guided learning hours:	16
Unit reference number:	D/601/4551

Unit purpose and aim

This unit comes from the food and drink manufacturing sector. It is included as an option within the Retail Skills qualifications for candidates who work in supermarket in-store bakeries.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Check quantities of ingredients	1.1 identify the specified ingredients 1.2 check quantities against instructions and specifications 1.3 calculate quantities of ingredients required for production
2 Select ingredients	2.1 select ingredients to meet production needs 2.2 check condition, quantity and quality of ingredients 2.3 isolate sub-standard ingredients 2.4 report sub-standard ingredients to the relevant people 2.5 take action to source and identify alternatives, if ingredients are not available 2.6 store ingredients according to specified procedures ready for further processing
3 Weigh and measure ingredients	3.1 check ingredients against instructions and specifications 3.2 check accuracy of bakery weighing and measuring equipment 3.3 weigh and measure ingredients, avoiding contamination 3.4 store weighed and measured ingredients in the specified conditions, ready for further processing 3.5 label storage containers or mixing bowls, ready for further processing 3.6 operate within the limits of own authority and capabilities

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Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

This unit is designed to assess the skills of candidates in the workplace, selecting, weighing and measuring bakery ingredients. It needs to be assessed on the job. The candidate must be able to demonstrate their competent performance consistently over a period of time, to meet all of the assessment criteria. This will be achieved by at least two observations of performance in the workplace, and may be supported by witness testimony and other workplace evidence. Observations must ensure that the candidate's working practice is at commercial speed and in compliance with standard operating procedures.

The Improve Assessment Strategy for Proficiency qualifications in Food and Drink sets out the overarching assessment requirements.

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles'*. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

Guidance on assessment and evidence requirements

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference IMPCB102K, IMPCB101S

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

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Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening		Representing	✔	Use ICT systems	
Reading	✔	Analysing	✔	Find and select information	
Writing	✔	Interpreting	✔	Develop, present and communicate information	

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .