

Course Outline

The units offered by ACE are listed in the table below.
A symbol next to the unit name indicates that there are pre-requisite requirements.

Unit Code	Unit Name	Nominal Hours
Core Units		
FBPFSY2002	Apply food safety procedures	30
FBPOPR2069	Use numerical applications in the workplace	30
FBPRBK3005	Produce basic bread products	120
FBPRBK3006	Produce savoury bread products	100
FBPRBK3007	Produce specialty flour bread products	100
FBPRBK3012	Schedule and produce bread production	100
FBPRBK3014	Produce sweet yeast products	100
FBPRBK3018	Produce basic artisan products	100
FBPWHS2001	Participate in work health and safety processes	40
Elective Units		
SITXHRM007	Coach others in job skills	20
FBPRBK3011	Produce frozen dough products*	80
FBPRBK3016	Control and order bakery stock	40
FBPOPR3017	Prepare food products using basic cooking methods	50
SIRXPDK001	Advise on products and services	30
	Total Hours	940

Prerequisite unit:
*FBPRBK3005 Produce basic bread products



RTO No: 22424

ABN: 69136260252 ACN: 136260252

FBP30421 Certificate III in Bread Baking (Apprenticeship)



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This training is delivered with the Victorian Government's Standard VET Funding Contract - Skills First Program

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Cancellation & Withdrawal

If a student wishes to cancel or withdraw from their course, information is available in ACE's Domestic Cancellation and Withdrawal of Student's Enrolment policy and procedure. This policy is available online via www.ace.vic.edu.au or by contacting ACE.

Eligibility Requirements for this Qualification:

As per the Guidelines about Eligibility, ACE will assess a student's eligibility against the following requirements:

- Citizenship / residency - A student must be either: an Australian citizen; or a holder of a permanent visa; or a New Zealand citizen.
- The '2 skill Sets in a year' and '2 AQF qualifications in a year' limits
- The '2 at a time' limit

Eligibility exemptions will be assessed in accordance with Part C, Schedule 1 of the Contract. For further information, please refer to the Domestic Student Engagement Prior to Enrolment P&P and Domestic Student Formalisation of Enrolment P&P available on www.ace.vic.edu.au.



Course Description

This qualification describes the skills and knowledge of a Bread Baker who bakes bread products working in a commercial baking environment. All work 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.

Course Duration & Location

Students enrolled as an apprentice can take up to 4 years (for full-time employees) or 6 years (for part-time employees) to complete their apprenticeship.

Assessments

The following assessment methods will be used: Practical Demonstration, Third Party Evidence & Portfolio and Written Assessment.

Training Package Rules

To be awarded this qualification, competency must be achieved in 14 units of competency, consisting of 9 core units plus 5 elective units.

RPL / Credit Transfer

As per the Standards for RTOs 2015 (Clause 1.12); ACE will determine any prior learning that an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol. Please refer to the 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' available on ACE's website. This policy and procedure outlines the process to be followed for granting recognition of prior learning and credit transfer. If as part of an RPL (formal learning) process a student is granted credit for previous studies; a reduction in their overall course duration will apply.

Educational Pathways

After achieving this qualification individuals could progress to FBP40221 Certificate IV in Baking or other relevant qualifications.

Course Entry Requirements

It is recommended that students are a minimum of 17 years of age and eligible for Standard VET Funding Contract Skills First Program, Guidelines about Determining Student Eligibility and Supporting Evidence. An individual's eligibility for government subsidised training will be determined in accordance with the eligibility requirements set out in the Standard VET Funding Contract Skills First Program. Please refer to Student Engagement Prior to Enrolment Policy and Procedure & Student Formalisation of Enrolment Policy and Procedure available on www.ace.vic.edu.au for further information.

For each student deemed as an Eligible Individual for the Skills First Program, ACE will conduct a Pre-Training Review of their current competencies as part of the enrolment, or before the commencement of training, to ascertain a suitable, and the most suitable, program for that individual to enrol in. ACE will ensure that the applicant's current competencies including literacy and numeracy skills are adequate for the entry level as per the entry ACSF level for this qualification as part of their Pre-Training Review (PTR). Individuals may enter FBP30421 - Certificate III in Bread Baking with limited or no vocational experience and without a lower level qualification but must be employed in this field before commencing this course and would be provided with support where required.

Student Support Services

ACE has a range of Student Support services available. For further information, please visit www.ace.vic.edu.au or refer to the Student Handbook also available online. ACE encourages individuals with disabilities to access government subsidised training.

Fees, Charges & Refunds

The student tuition fees are published on our website and are subject to change. Please visit www.ace.vic.edu.au or contact ACE directly.

Delivery Arrangements

All Non-Apprentice/Trainee will undertake this Structured Training as a Workplace-based. This means the training and assessment organised will take place in the workplace by ACE for Non-Apprentices or Trainees where the Non-Apprentice or Trainee is withdrawn from regular work duties.

1. For every Non-Apprentice/Trainee who is undertaking workplace based training, ACE will conduct a workplace induction with the Non-Apprentice/Trainee and supervisor and sign off the Training Plan with the supervisor/employer;
2. ACE will develop a Training Plan for each Non-Apprentice/Trainee Skills First Student for each program they are enrolled in, and ensure they are fully informed about: the nature of their training and assessment; and the respective obligations of ACE and student.
3. ACE will ensure the Training Plan for Non-Apprentice or Trainee Skills First Student who is to participate in training conducted in a workplace where they are employed must be agreed to and signed by the employer that manages and controls the workplace.
4. ACE conducts a minimum number of one visit per month which is recorded in its monthly contact records.
5. During the course of the visit: the ACE trainer will:
 - Discuss with the Non-Apprentice their progress against the Training Plan.
 - Deliver training and/or assessment in accordance with the Training Plan.
 - Document the training and/or assessment delivered against the competencies for the Training Plan.
6. ACE ensures withdrawal time from routine work duties for Structured Training activities will be at Certificates III and above, a minimum of three hours per week, averaged over a four-week cycle (pro rata for part time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines Off-the-job Structured Training and Workplace based Structured Training).
7. ACE will make monthly contact by either e-mail or phone with both the Non-Apprentice/Trainee and the workplace supervisor to:
 - monitor and document the progress of training against the Training Plan;
 - monitor and document the training/learning activities undertaken during the withdrawal time for the previous month; and
 - document the dates and time periods logged as withdrawal time in the previous month.

Application Procedure

Apply directly to ACE by completing the Pre-Enrolment Form available online at www.ace.vic.edu.au or by arranging an appointment with one of our officers.

