

## Prerequisite Requirements:

Unit of Competency	Prerequisite Requirement
FBPRBK3011 Produce frozen dough products	FBPRBK3005 Produce basic bread products
FBPOPR3002 Prepare food products using basic cooking methods	FDFFS2001A Implement the food safety program and procedures

## Course Outline

Unit Code	Unit Name	Nominal Hours
<b>Core Units</b>		
FDFFS2001A	Implement the food safety program and 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
FDFOHS2001A	Participate in work health and safety processes	40
<b>Elective Units</b>		
SITXHRM001	Coach others in job skills	20
FBPRBK3011	Produce frozen dough products	80
FBPRBK3016	Control and order bakery stock	40
FBPOPR3002	Prepare food products using basic cooking methods	50
SIRXPDK001	Advise on products and services	30
	<b>Total Hours</b>	<b>940</b>



**RTO No: 22424**

**ABN: 69136260252 ACN: 136260252**

## FBP30417 Certificate III in Bread Baking (Apprenticeship)



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**This training is delivered with the Victorian Government's VET Funding Skills First Program**

# FBP30417 Certificate III in Bread Baking (Apprenticeship)



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## Course Description

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

### Course Duration & Location

The average course duration is approximately 18 months. 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 during this qualification (but not limited to): Practical Observations, Written Assessments and Third Party Reports.

### 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

ACE has a 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' at [www.ace.vic.edu.au](http://www.ace.vic.edu.au) which outlines in detail a process to be followed for granting recognition and credit transfer. For any Credit granted for previous studies by the student as part of RPL - Formal learning process will lead to reduction in overall course duration. 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 (as per Clause 1.12 RTO Standards 2015) at the time of pre-enrolment.

### Course Entry Requirements

It is recommended that students are a minimum of 16 years of age and eligible for Skills First Program to determine eligibility please refer to 2021 Guidelines about Determining Student Eligibility and Supporting Evidence.

Students undertake a Language, Literacy, Numeracy, Learning & Oral Communication assessment to identify their ACSF levels as part of their Pre-Training Review (PTR). Where required, support is provided in areas of low scoring core skills. Individuals may enter FBP30417 - 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.

Academic Requirements – Students must have satisfactorily completed a minimum of year 10 or equivalent.

### Student Support Services

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

### Educational Pathways

After achieving this qualification individuals could progress to FBP40217 Certificate IV in Baking or other relevant qualifications.

## Application Procedure

Apply directly to ACE by completing the Pre-Enrolment Form available online at [www.ace.vic.edu.au](http://www.ace.vic.edu.au).

## 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](http://www.ace.vic.edu.au) or by contacting ACE.

### Pre-enrolment - Government VET Funding requirements for this qualification:

An individual's eligibility for government subsidised training will be determined in accordance with the eligibility requirements set out in the VET Funding Contract. Students wishing to enrol in this qualification are not eligible for skills first subsidised training programs if the student has a qualification issued that is at AQF level 5 (Diploma) or higher or is enrolled in the Commonwealth Government's 'Skills for Education and Employment' program. Prior to enrolling in this course, the student will be involved in a Pre-Training Review of their current competencies including their literacy and numeracy skills in order to ascertain the most appropriate qualification for the student to be enrolled, including consideration of the likely job outcomes from the development of their new competencies and skills. The outcome of this process is that ACE will not enrol the student in a course that is at an inappropriate level for them that would not provide additional relevant competencies. (Please refer to Domestic Student Engagement Prior to Enrolment and Domestic Student Formalisation of Enrolment policy and procedure available on [www.ace.vic.edu.au](http://www.ace.vic.edu.au) for further information)

### Enrolment - Government VET Funding requirements for this qualification:

At the time of enrolling, a student must advise ACE that they are seeking Government VET Funding for this course. Students can seek Government VET Funding for

- The Upskilling requirement
- The '2" Skill sets in a year and 2 AQF qualifications in a year limits
- The "2" at a time limit
- The "2" at level limitation Australian Qualifications Framework (AQF) level in their lifetime. For exceptions to this rule please refer to (Domestic Student Engagement Prior to Enrolment and Domestic Student Formalisation of Enrolment policies and procedures [www.ace.vic.edu.au](http://www.ace.vic.edu.au))
- Accredited courses with the course title
- Courses on the foundation skills list

## Delivery Arrangements:

Workplace Based Training Minimum Compliance Standards Reference:

2021 Guidelines about Apprenticeships / Traineeship Training Delivery (herein referred to as the "Guidelines")

1. For every Apprentice/Trainee who is undertaking workplace based training, in addition to the requirements in Section 2 of the Guidelines, ACE will conduct a workplace induction with the Apprentice/Trainee and supervisor and sign off the Training Plan with the supervisor/employer;
2. ACE conducts a minimum number of one visit per month which is recorded in its monthly contact records.
3. During the course of the visit: the ACE trainer will:
  - Discuss with the 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.
4. ACE ensures withdrawal time from routine work duties for Structured Training activities, as follows: i. 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); ii. at Certificates I and II a minimum of one and half hours per week, averaged over an eight-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); and A maximum of 40 hours of the annual withdrawal time may be delivered as block training within the first three months of training for all programs. This training should focus on compliance and regulatory units and generic skills.
5. ACE will make monthly contact by either e-mail or phone with both the Apprentice/Trainee and the workplace supervisor to:
  - a. monitor and document the progress of training against the Training Plan;
  - b. monitor and document the training/learning activities undertaken during the withdrawal time for the previous month; and
  - c. document the dates and time periods logged as withdrawal time in the previous month.

### Fees, Charges & Refunds

The student tuition fees as published are subject to change given individual circumstances at enrolment. For Total Course fees please contact ACE at [info@ace.vic.edu.au](mailto:info@ace.vic.edu.au). Please refer to ACE's Fees and Charges Policy and Refund Policy available online [www.ace.vic.edu.au](http://www.ace.vic.edu.au), in Student Handbook or at ACE's Campus.