



PERSONAL RECORD BOOK

Baker

This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: BAKER

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journey person 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journey person 2:	TWID #:
	Phone:
	Email:

***TWID # – Trade Worker Identification Number**

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/baker>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/baker>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ DESCRIBE WORKSAFEBC REGULATIONS IN THE WORKPLACE
- ☐ IDENTIFY AND DESCRIBE WORKPLACE HAZARDS
- ☐ DESCRIBE BASIC EMERGENCY PROCEDURES
- ☐ DESCRIBE FIRE SAFETY PROCEDURES AND REGULATIONS
- ☐ DESCRIBE FOOD SAFETY REGULATIONS
- ☐ DESCRIBE THE PRINCIPLES OF HAZARD ANALYSIS – CRITICAL CONTROL POINTS (HACCP)
- ☐ DESCRIBE THE CAUSES AND PREVENTIONS OF FOOD BORNE ILLNESSES
- ☐ DESCRIBE ROLES AND RESPONSIBILITIES IN THE WORKPLACE
- ☐ DESCRIBE PERSONAL ATTRIBUTES AND PROFESSIONALISM IN THE WORKPLACE
- ☐ IDENTIFY COMMON TYPES OF BAKING TOOLS AND THEIR USES
- ☐ DESCRIBE THE MAINTENANCE AND SAFETY PRECAUTIONS OF BAKING TOOLS
- ☐ IDENTIFY COMMON TYPES OF BAKERY EQUIPMENT AND THEIR USES
- ☐ DESCRIBE THE MAINTENANCE AND SAFETY PRECAUTIONS OF BAKERY EQUIPMENT
- ☐ IDENTIFY FOODS AND INGREDIENTS USED IN THE BAKING INDUSTRY
- ☐ DESCRIBE THE BASIC NUTRITIONAL ELEMENTS AND PROPERTIES OF FOOD

- ☐ DESCRIBE THE BASIC PRINCIPLES OF TASTE AND FLAVOUR
- ☐ DESCRIBE BASIC SCIENTIFIC PRINCIPLES USED IN BAKING
- ☐ DESCRIBE THE BASIC FUNCTION OF INGREDIENTS IN BAKING
- ☐ IDENTIFY AND EVALUATE FAULTS IN BAKING
- ☐ IDENTIFY THE BASIC PRINCIPLES OF ORGANIZATION IN THE BAKE SHOP
- ☐ INTERPRET AND FOLLOW WORK PLANS AND PRODUCTION SCHEDULES
- ☐ DESCRIBE RECEIVING PROCEDURES
- ☐ IDENTIFY STORAGE TEMPERATURES AND PROCEDURES
- ☐ IDENTIFY WASTE MANAGEMENT PROCEDURES
- ☐ DESCRIBE THE BASIC PRINCIPLES OF COST CONTROL IN THE BAKE SHOP
- ☐ IDENTIFY TYPES OF PACKAGING USED IN THE BAKING INDUSTRY
- ☐ DESCRIBE THE PRINCIPLES OF RETAIL DISPLAY
- ☐ DESCRIBE BASIC LABELLING REQUIREMENTS

LINE B: FERMENTED GOODS

- ☐ DESCRIBE BASIC DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC DOUGHS
- ☐ DESCRIBE CROISSANTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING CROISSANTS
- ☐ DESCRIBE BASIC SPECIALTY DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC SPECIALTY DOUGHS

LINE C: PASTRIES

- ☐ DESCRIBE BASIC PIE DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC PIE DOUGHS
- ☐ DESCRIBE BASIC LAMINATED PASTRY DOUGHS AND PRODUCTS

- ☐ DESCRIBE THE PRINCIPLES OF PREPARING LAMINATED PASTRY DOUGHS
- ☐ DESCRIBE CHOUX PASTE AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING CHOUX PASTE

LINE D: CAKES AND COOKIES

- ☐ DESCRIBE BASIC COOKIES, SQUARES AND BARS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC COOKIES, SQUARES AND BARS
- ☐ DESCRIBE QUICK BREADS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING QUICK BREADS
- ☐ DESCRIBE BASIC CAKES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC CAKES
- ☐ DESCRIBE CHEESECAKES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING CHEESECAKES

LINE E: DECORATE AND FINISH BAKED GOODS

- ☐ DESCRIBE BASIC ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ DESCRIBE THE PRINCIPLES OF ASSEMBLING AND DECORATING CAKES AND PASTRIES

LINE F: DESSERTS

- ☐ DESCRIBE BASIC CUSTARDS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC CUSTARDS
- ☐ DESCRIBE BASIC FRUIT DESSERTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC FRUIT DESSERTS

LINE G: CHOCOLATE AND CONFECTIONERY

- ☐ **DESCRIBE CHOCOLATE AND COCOA PRODUCTS**
- ☐ **DESCRIBE THE PRINCIPLES OF WORKING WITH CHOCOLATE**
- ☐ **DESCRIBE THE PRINCIPLES OF WORKING WITH SUGAR**

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ APPLY PERSONAL SAFETY PRACTICES
- ☐ APPLY WORKPLACE SAFETY PROCEDURES
- ☐ APPLY GENERAL FOOD HANDLING AND STORAGE PROCEDURES
- ☐ APPLY WORKPLACE SANITATION PROCEDURES
- ☐ APPLY PERSONAL HYGIENE PROCEDURES
- ☐ USE BASIC COMMUNICATION IN THE WORKPLACE
- ☐ SELECT AND USE BAKERY TOOLS AND EQUIPMENT
- ☐ APPLY BASIC MATHEMATICAL PRINCIPLES IN THE BAKING INDUSTRY
- ☐ DEMONSTRATE THE CORRECT USE OF THE METRIC AND IMPERIAL /US MEASURING SYSTEMS
- ☐ CONVERT AND ADJUST RECIPE AND FORMULA YIELDS
- ☐ USE AND FOLLOW FORMULAS AND RECIPES
- ☐ DEMONSTRATE THE BASIC PRINCIPLES OF TIME MANAGEMENT
- ☐ APPLY RECEIVING, STORAGE AND WASTE MANAGEMENT PROCEDURES
- ☐ CALCULATE THE COST PER ITEM BASED ON YIELD

LINE B: FERMENTED GOODS

- ☐ SCALE AND MIX BASIC DOUGHS
- ☐ PERFORM MAKE-UP OF BASIC DOUGHS AND PRODUCTS
- ☐ FINISH AND BAKE BASIC DOUGH PRODUCTS
- ☐ COOL, SLICE AND PACKAGE BASIC DOUGH PRODUCTS
- ☐ SCALE AND MIX CROISSANTS
- ☐ PERFORM MAKE-UP OF CROISSANTS
- ☐ FINISH AND BAKE CROISSANTS
- ☐ COOL AND PACKAGE CROISSANTS
- ☐ SCALE AND MIX BASIC SPECIALTY DOUGHS
- ☐ PERFORM MAKE-UP OF BASIC SPECIALTY DOUGHS AND PRODUCTS

- ☐ FINISH AND BAKE BASIC SPECIALTY DOUGH PRODUCTS
- ☐ COOL, SLICE AND PACKAGE BASIC SPECIALTY DOUGH PRODUCTS

LINE C: PASTRIES

- ☐ SCALE AND MIX BASIC PIE DOUGHS
- ☐ PERFORM MAKE-UP OF BASIC PIES AND TARTS
- ☐ FINISH AND BAKE BASIC PIES AND TARTS
- ☐ SCALE AND MIX LAMINATED PASTRY DOUGHS
- ☐ PERFORM MAKE-UP OF BASIC LAMINATED PASTRY DOUGH PRODUCTS
- ☐ FINISH AND BAKE BASIC LAMINATED DOUGH PRODUCTS
- ☐ COOL AND PACKAGE BASIC LAMINATED PASTRY DOUGH PRODUCTS
- ☐ SCALE AND MIX CHOUX PASTE
- ☐ PERFORM MAKE-UP OF CHOUX PASTE PRODUCTS
- ☐ FINISH AND BAKE CHOUX PASTE PRODUCTS
- ☐ COOL AND PACKAGE CHOUX PASTE PRODUCTS

LINE D: CAKES AND COOKIES

- ☐ SCALE AND MIX BASIC COOKIES, SQUARES AND BARS
- ☐ PERFORM MAKE-UP OF BASIC COOKIES, SQUARES AND BARS
- ☐ FINISH BASIC COOKIES, SQUARES AND BARS
- ☐ COOL AND PACKAGE BASIC COOKIES, SQUARES AND BARS
- ☐ SCALE AND MIX QUICK BREADS
- ☐ PERFORM MAKE-UP OF QUICK BREADS
- ☐ FINISH QUICK BREADS
- ☐ COOL AND PACKAGE QUICK BREADS
- ☐ SCALE AND MIX BASIC CAKES
- ☐ PERFORM MAKE-UP OF BASIC CAKES
- ☐ FINISH BASIC CAKES
- ☐ COOL AND STORE BASIC CAKES

- ☐ SCALE AND MIX CHEESECAKES
- ☐ PERFORM MAKE-UP OF CHEESECAKES
- ☐ FINISH CHEESECAKES
- ☐ COOL AND STORE CHEESECAKES

LINE E: DECORATE AND FINISH BAKED GOODS

- ☐ PREPARE BASIC ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ COOL AND STORE BASIC ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ PERFORM BASIC CUTTING TECHNIQUES
- ☐ PERFORM BASIC FILLING PROCEDURES
- ☐ PERFORM BASIC COATING TECHNIQUES
- ☐ PERFORM BASIC FINISHING AND DECORATING TECHNIQUES

LINE F: DESSERTS

- ☐ PREPARE BASIC CUSTARDS
- ☐ COOL AND STORE BASIC CUSTARDS
- ☐ PREPARE BASIC FRUIT DESSERTS
- ☐ COOL AND STORE BASIC FRUIT DESSERTS

LINE G: CHOCOLATE AND CONFECTIONERY

- ☐ PREPARE SIMPLE CHOCOLATE AND SUGAR PRODUCTS

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/baker>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ ACCESS AND INTERPRET SAFETY AND EMERGENCY PROCEDURES
- ☐ IDENTIFY SPECIALTY BAKING TOOLS AND EQUIPMENT
- ☐ IDENTIFY THE BASIC NUTRITIONAL PROPERTIES OF BAKING INGREDIENTS
- ☐ DESCRIBE FOOD ALLERGIES AND INTOLERANCES
- ☐ DESCRIBE A VARIETY OF SPECIAL DIETS
- ☐ IDENTIFY INGREDIENTS APPROPRIATE FOR SPECIAL DIETS, ALLERGIES, AND INTOLERANCES
- ☐ DESCRIBE THE FUNCTION OF INGREDIENTS IN BAKING WHEN MAKING ADDITIONS AND SUBSTITUTIONS
- ☐ IDENTIFY AND EVALUATE FAULTS IN BAKING
- ☐ DESCRIBE INVENTORY CONTROL PROCEDURES
- ☐ DESCRIBE ORDERING AND PURCHASING PROCEDURES
- ☐ DESCRIBE THE PRINCIPLES OF PRODUCT COSTING
- ☐ DESCRIBE THE BASIC PRINCIPLES OF RETAIL SALES AND MERCHANDIZING

LINE B: FERMENTED GOODS

- ☐ DESCRIBE BASIC DOUGHS AND PRODUCTS WITH ADDITIONS AND SUBSTITUTIONS

- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC DOUGHS WITH ADDITIONS AND SUBSTITUTIONS
- ☐ DESCRIBE DANISH DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING DANISH PASTRIES
- ☐ DESCRIBE ENRICHED SPECIALTY DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING ENRICHED SPECIALTY DOUGHS
- ☐ DESCRIBE DOUGHS AND PRODUCTS MADE WITH NATURAL FERMENTS AND PRE-FERMENTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING DOUGHS WITH NATURAL FERMENTS AND PRE-FERMENTS

LINE C: PASTRIES

- ☐ DESCRIBE SPECIALTY PIE AND TART DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING SPECIALTY PIE AND TART DOUGHS
- ☐ DESCRIBE LAMINATED PASTRY DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING LAMINATED PASTRY DOUGHS
- ☐ DESCRIBE SPECIALTY PASTRIES AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING SPECIALTY PASTRIES
- ☐ DESCRIBE DONUTS AND FRITTERS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING DONUTS AND FRITTERS

LINE D: CAKES AND COOKIES

- ☐ DESCRIBE COOKIES, SQUARES AND BARS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING COOKIES, SQUARES AND BARS
- ☐ DESCRIBE CAKES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING CAKES
- ☐ DESCRIBE FRUIT CAKES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING FRUIT CAKES

LINE E: DECORATE AND FINISH BAKED GOODS

- ☐ DESCRIBE ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ DESCRIBE DECORATIVE PASTES AND GARNISHES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING DECORATIVE PASTES AND GARNISHES
- ☐ DESCRIBE TIERED AND WEDDING CAKES
- ☐ DESCRIBE THE PRINCIPLES OF ASSEMBLING AND DECORATING TIERED AND WEDDING CAKES

LINE F: DESSERTS

- ☐ DESCRIBE CUSTARDS AND MOUSSES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING CUSTARDS AND MOUSSES
- ☐ DESCRIBE BASIC HOT PLATED DESSERTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING BASIC HOT PLATED DESSERTS
- ☐ DESCRIBE ICE CREAMS AND SORBETS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING ICE CREAMS AND SORBETS
- ☐ DESCRIBE THE BASIC PRINCIPLES OF PLATE PRESENTATION

LINE G: CHOCOLATE AND CONFECTIONERY

- ☐ DESCRIBE BASIC CHOCOLATE PROCESSING TECHNIQUES
- ☐ DESCRIBE BASIC CONFECTIONERY PRODUCTS AND GARNISHES

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ APPLY PERSONAL SAFETY PRACTICES
- ☐ APPLY WORKPLACE SAFETY PROCEDURES
- ☐ APPLY GENERAL FOOD HANDLING AND STORAGE PROCEDURES
- ☐ APPLY WORKPLACE SANITATION PROCEDURES
- ☐ APPLY PERSONAL HYGIENE PROCEDURES
- ☐ APPLY CUSTOMER SERVICE AND COMMUNICATION TECHNIQUES
- ☐ MAINTAIN PROFESSIONAL INTERACTIONS WITH CO-WORKERS AND BUSINESS COLLEAGUES
- ☐ DEMONSTRATE THE EFFICIENT USE OF TOOLS AND EQUIPMENT
- ☐ SELECT AND USE BAKERY TOOLS AND EQUIPMENT
- ☐ PREPARE PRODUCTS APPROPRIATE FOR SPECIAL DIETS, ALLERGIES, AND INTOLERANCES
- ☐ APPLY SCIENTIFIC PRINCIPLES USED IN BAKING
- ☐ APPLY MATHEMATICAL PRINCIPLES IN THE BAKING INDUSTRY
- ☐ CONVERT, MODIFY AND ADJUST FORMULAS AND RECIPES
- ☐ USE AND FOLLOW FORMULAS AND RECIPES
- ☐ DEMONSTRATE ORGANIZATION AND TIME MANAGEMENT IN THE BAKE SHOP
- ☐ PREPARE AN INDIVIDUAL PRODUCTION SCHEDULE AND WORK PLAN
- ☐ CALCULATE THE COST OF A RECIPE AND INDIVIDUAL PRODUCTS
- ☐ SET UP A RETAIL BAKERY DISPLAY

LINE B: FERMENTED GOODS

- ☐ SCALE AND MIX BASIC DOUGHS WITH ADDITIONS AND SUBSTITUTIONS
- ☐ PERFORM MAKE-UP OF BASIC DOUGHS AND PRODUCTS WITH ADDITIONS AND SUBSTITUTIONS
- ☐ FINISH AND BAKE BASIC DOUGH PRODUCTS WITH ADDITIONS AND SUBSTITUTIONS

- ☐ COOL, SLICE AND PACKAGE BASIC DOUGH PRODUCTS WITH ADDITIONS AND SUBSTITUTIONS
- ☐ SCALE AND MIX DANISH PASTRY DOUGHS
- ☐ PERFORM MAKE-UP OF DANISH PASTRY PRODUCTS
- ☐ FINISH AND BAKE DANISH PASTRY PRODUCTS
- ☐ COOL AND PACKAGE DANISH PASTRY PRODUCTS
- ☐ SCALE AND MIX BASIC ENRICHED SPECIALTY DOUGHS
- ☐ PERFORM MAKE-UP OF ENRICHED SPECIALTY DOUGHS AND PRODUCTS
- ☐ FINISH AND BAKE ENRICHED SPECIALTY DOUGH PRODUCTS
- ☐ COOL, SLICE AND PACKAGE ENRICHED SPECIALTY DOUGH PRODUCTS
- ☐ SCALE AND MIX DOUGHS WITH NATURAL FERMENTS AND PRE-FERMENTS
- ☐ PERFORM MAKE-UP OF BASIC DOUGHS AND PRODUCTS WITH NATURAL FERMENTS AND PRE-FERMENTS
- ☐ FINISH AND BAKE BASIC DOUGH PRODUCTS WITH NATURAL FERMENTS AND PRE-FERMENTS
- ☐ COOL, SLICE AND PACKAGE BASIC DOUGH PRODUCTS WITH NATURAL FERMENTS AND PRE-FERMENTS

LINE C: PASTRIES

- ☐ SCALE AND MIX SPECIALTY PIE AND TART DOUGHS
- ☐ PERFORM MAKE-UP OF SPECIALTY PIES AND TARTS
- ☐ FINISH AND BAKE SPECIALTY PIES AND TARTS
- ☐ SCALE AND MIX LAMINATED PASTRY DOUGHS
- ☐ PERFORM MAKE-UP OF LAMINATED PASTRY DOUGH PRODUCTS
- ☐ FINISH AND BAKE LAMINATED DOUGH PRODUCTS
- ☐ COOL AND PACKAGE BASIC LAMINATED PASTRY DOUGH PRODUCTS
- ☐ PERFORM MAKE-UP OF SPECIALTY PASTRIES
- ☐ FINISH AND BAKE SPECIALTY PASTRIES
- ☐ COOL AND PACKAGE BASIC SPECIALTY PASTRIES

- ☐ SCALE AND MIX DONUTS AND FRITTERS
- ☐ PERFORM MAKE-UP OF DONUTS AND FRITTERS
- ☐ FINISH DONUTS AND FRITTERS
- ☐ COOL AND PACKAGE DONUTS AND FRITTERS

LINE D: CAKES AND COOKIES

- ☐ SCALE AND MIX COOKIES, SQUARES AND BARS
- ☐ PERFORM MAKE-UP OF COOKIES, SQUARES AND BARS
- ☐ FINISH COOKIES, SQUARES AND BARS
- ☐ COOL AND PACKAGE COOKIES, SQUARES AND BARS
- ☐ SCALE AND MIX CAKES
- ☐ PERFORM MAKE-UP OF CAKES
- ☐ FINISH CAKES
- ☐ COOL AND STORE CAKES
- ☐ SCALE AND MIX FRUIT CAKES
- ☐ PERFORM MAKE-UP OF FRUIT CAKES
- ☐ FINISH FRUIT CAKES
- ☐ COOL, STORE AND PACKAGE FRUIT CAKES

LINE E: DECORATE AND FINISH BAKED GOODS

- ☐ PREPARE ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ COOL AND STORE ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ PERFORM CUTTING TECHNIQUES
- ☐ PERFORM FILLING PROCEDURES
- ☐ PERFORM COATING TECHNIQUES
- ☐ PERFORM FINISHING AND DECORATING TECHNIQUES
- ☐ PREPARE DECORATIVE PASTES AND GARNISHES
- ☐ COOL AND STORE DECORATIVE PASTES AND GARNISHES
- ☐ ASSEMBLE AND DECORATE BASIC TIERED AND WEDDING CAKES

LINE F: DESSERTS

- ☐ **PREPARE CUSTARDS AND MOUSSES**
- ☐ **COOL AND STORE CUSTARDS AND MOUSSES**
- ☐ **PREPARE BASIC HOT PLATED DESSERTS**
- ☐ **PREPARE ICE CREAMS AND SORBETS**
- ☐ **FREEZE AND STORE ICE CREAMS AND SORBETS**
- ☐ **APPLY BASIC DESSERT PRESENTATION TECHNIQUES**

LINE G: CHOCOLATE AND CONFECTIONERY

- ☐ **PREPARE BASIC CHOCOLATE PRODUCTS AND GARNISHES**
- ☐ **PREPARE BASIC CONFECTIONERY PRODUCTS AND GARNISHES**

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/baker>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ ACCESS AND INTERPRET SAFETY AND EMERGENCY PROCEDURES
- ☐ IDENTIFY SUPERVISOR'S RESPONSIBILITIES FOR SAFETY IN THE WORKPLACE
- ☐ DESCRIBE THE PRINCIPLES OF A FOOD SAFETY PLAN
- ☐ DESCRIBE TEAMBUILDING AND LEADERSHIP SKILLS
- ☐ DESCRIBE CONFLICT RESOLUTION TECHNIQUES
- ☐ DESCRIBE EFFECTIVE PROBLEM-SOLVING AND DECISION-MAKING
- ☐ IDENTIFY SPECIALTY BAKING TOOLS AND EQUIPMENT
- ☐ IDENTIFY NUTRITIONAL REQUIREMENTS AND REGULATIONS IN THE BAKE SHOP
- ☐ DESCRIBE ADVANCED SCIENTIFIC PRINCIPLES USED IN BAKING
- ☐ DESCRIBE THE FUNCTION OF SPECIALTY INGREDIENTS IN BAKING
- ☐ IDENTIFY AND EVALUATE FAULTS IN BAKING
- ☐ DESCRIBE BASIC INVENTORY PROCEDURES
- ☐ DESCRIBE THE PRINCIPLES OF COSTING IN THE BAKE SHOP
- ☐ DESCRIBE WHOLESALE AND RETAIL SALES PRINCIPLES
- ☐ DESCRIBE MARKETING AND BRANDING PRINCIPLES
- ☐ IDENTIFY LABELLING AND PACKAGING REQUIREMENTS

LINE B: FERMENTED GOODS

- ☐ DESCRIBE ADVANCED SPECIALTY DOUGHS AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING ADVANCED SPECIALTY DOUGHS
- ☐ DESCRIBE DOUGHS AND PRODUCTS MADE WITH NATURAL FERMENTS AND PRE-FERMENTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING DOUGHS WITH NATURAL FERMENTS AND PRE-FERMENTS

LINE C: PASTRIES

- ☐ DESCRIBE SPECIALTY PASTRIES AND PRODUCTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING SPECIALTY PASTRIES

LINE D: CAKES AND COOKIES

- ☐ DESCRIBE SPECIALTY CAKES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING SPECIALTY CAKES

LINE E: DECORATE AND FINISH BAKED GOODS

- ☐ DESCRIBE SPECIALTY ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING SPECIALTY ICINGS, FILLINGS, GLAZES AND MERINGUES
- ☐ DESCRIBE DECORATIVE PASTES AND GARNISHES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING DECORATIVE PASTES AND GARNISHES
- ☐ DESCRIBE TIERED AND WEDDING CAKES
- ☐ DESCRIBE THE PRINCIPLES OF ASSEMBLING AND DECORATING TIERED AND WEDDING CAKES

LINE F: DESSERTS

- ☐ DESCRIBE CUSTARDS AND MOUSSES
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING CUSTARDS AND MOUSSES
- ☐ DESCRIBE SPECIALTY HOT PLATED DESSERTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING SPECIALTY HOT PLATED DESSERTS
- ☐ DESCRIBE PARFAITS AND FROZEN DESSERTS
- ☐ DESCRIBE THE PRINCIPLES OF PREPARING PARFAITS AND FROZEN DESSERTS
- ☐ DESCRIBE THE BASIC PRINCIPLES OF PLATE PRESENTATION

LINE G: CHOCOLATE AND CONFECTIONERY

- ☐ DESCRIBE CHOCOLATE PROCESSING TECHNIQUES
- ☐ DESCRIBE BASIC CONFECTIONERY PRODUCTS AND GARNISHES

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ APPLY PERSONAL SAFETY PRACTICES
- ☐ APPLY WORKPLACE SAFETY PROCEDURES
- ☐ APPLY GENERAL FOOD HANDLING AND STORAGE PROCEDURES
- ☐ APPLY WORKPLACE SANITATION PROCEDURES
- ☐ APPLY PERSONAL HYGIENE PROCEDURES
- ☐ PREPARE A FOOD SAFETY PLAN
- ☐ MAINTAIN PROFESSIONAL INTERACTIONS WITH CO-WORKERS AND BUSINESS COLLEAGUES
- ☐ DEMONSTRATE THE EFFICIENT USE OF TOOLS AND EQUIPMENT
- ☐ SELECT AND USE BAKERY TOOLS AND EQUIPMENT
- ☐ ADAPT PRODUCTION TO ACCOMMODATE AVAILABLE TOOLS AND EQUIPMENT
- ☐ CALCULATE THE NUTRITIONAL PROPERTIES OF BAKING INGREDIENTS AND FINISHED PRODUCTS
- ☐ APPLY MATHEMATICAL PRINCIPLES IN THE BAKING INDUSTRY
- ☐ CREATE, MODIFY AND ADJUST FORMULAS AND RECIPES
- ☐ DEVELOP, USE AND FOLLOW FORMULAS AND RECIPES
- ☐ DEMONSTRATE ORGANIZATION AND TIME MANAGEMENT IN THE BAKE SHOP
- ☐ PREPARE A PRODUCTION SCHEDULE FOR A TEAM
- ☐ TAKE A BASIC INVENTORY
- ☐ EXTEND A BASIC INVENTORY
- ☐ APPLY ORDERING AND PURCHASING PROCEDURES
- ☐ PRICE BAKERY PRODUCTS
- ☐ CALCULATE LABOUR COSTS

LINE B: FERMENTED GOODS

- ☐ SCALE AND MIX BASIC ADVANCED SPECIALTY DOUGHS

- ☐ **PERFORM MAKE-UP OF ADVANCED SPECIALTY DOUGHS AND PRODUCTS**
- ☐ **FINISH AND BAKE ADVANCED SPECIALTY DOUGH PRODUCTS**
- ☐ **COOL AND PACKAGE ADVANCED SPECIALTY DOUGH PRODUCTS**
- ☐ **SCALE AND MIX DOUGHS WITH NATURAL FERMENTS AND PRE-FERMENTS**
- ☐ **PERFORM MAKE-UP OF DOUGHS AND PRODUCTS WITH NATURAL FERMENTS AND PRE-FERMENTS**
- ☐ **FINISH AND BAKE PRODUCTS WITH NATURAL FERMENTS AND PRE-FERMENTS**
- ☐ **COOL, SLICE AND PACKAGE PRODUCTS WITH NATURAL FERMENTS AND PRE-FERMENTS**

LINE C: PASTRIES

- ☐ **PERFORM MAKE-UP OF SPECIALTY PASTRIES**
- ☐ **FINISH AND BAKE SPECIALTY PASTRIES**
- ☐ **COOL AND PACKAGE BASIC SPECIALTY PASTRIES**

LINE D: CAKES AND COOKIES

- ☐ **SCALE AND MIX SPECIALTY CAKES**
- ☐ **PERFORM MAKE-UP OF SPECIALTY CAKES**
- ☐ **FINISH SPECIALTY CAKES**
- ☐ **COOL, STORE AND PACKAGE SPECIALTY CAKES**

LINE E: DECORATE AND FINISH BAKED GOODS

- ☐ **PREPARE SPECIALTY ICINGS, FILLINGS, GLAZES AND MERINGUES**
- ☐ **COOL AND STORE SPECIALTY ICINGS, FILLINGS, GLAZES AND MERINGUES**
- ☐ **PERFORM CUTTING TECHNIQUES**
- ☐ **PERFORM FILLING PROCEDURES**
- ☐ **PERFORM COATING TECHNIQUES**
- ☐ **PERFORM FINISHING AND DECORATING TECHNIQUES**

- ☐ PREPARE DECORATIVE PASTES AND GARNISHES
- ☐ COOL AND STORE DECORATIVE PASTES AND GARNISHES
- ☐ ASSEMBLE AND DECORATE BASIC TIERED AND WEDDING CAKES

LINE F: DESSERTS

- ☐ PREPARE CUSTARDS AND MOUSSES
- ☐ COOL AND STORE CUSTARDS AND MOUSSES
- ☐ PREPARE SPECIALTY HOT PLATED DESSERTS
- ☐ PREPARE PARFAITS AND FROZEN DESSERTS
- ☐ FREEZE AND STORE PARFAITS AND FROZEN DESSERTS
- ☐ APPLY BASIC DESSERT PRESENTATION TECHNIQUES

LINE G: CHOCOLATE AND CONFECTIONERY

- ☐ PREPARE CHOCOLATE PRODUCTS AND GARNISHES
- ☐ PREPARE BASIC CONFECTIONERY PRODUCTS AND GARNISHES

Supervisor Signature

NOTES FROM LEVEL 3

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MISSING COMPETENCIES?

To develop the best journeyperson possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

BAKER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training

- ☐ 5,400 Work-Based Training Hours

- ☐ ITA Interprovincial Red Seal examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011