

SKILLED**TRADES**^{BC}

Personal Record Book

Baker (2024)

This is your Record Book!

DO NOT SUBMIT TO SkilledTradesBC

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/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 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 SkilledTradesBC, and if possible, get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC 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 SkilledTradesBC.

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 SkilledTradesBC.

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 SkilledTradesBC 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/journey person 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, they will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter their 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://skilledtradesbc.ca/baker>

Apprenticeship Toolkit

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

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/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: PERFORM OCCUPATIONAL SKILL

- 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 the principles of a food safety plan
- Describe roles and responsibilities in the workplace
- Describe personal attributes and professionalism in the workplace
- Identify common types of tools and equipment and their uses
- Identify specialty tools and equipment
- Describe the maintenance and safety precautions of tools and equipment
- Identify the basic principles of organization in the bake shop
- Interpret and follow work plans and production schedules
- Describe receiving procedures
- Describe ordering and purchasing procedures
- Identify storage temperatures and procedures
- Identify waste management procedures
- Identify types of packaging used in the baking industry

- Describe the principles of retail display
- Describe the basic labelling requirements
- Describe the basic principles of retail sales and merchandizing

LINE B: APPLY FOOD SCIENCE

- Describe basic scientific principles used in baking
- Describe the basic function of ingredients in baking
- Identify and evaluate faults in baking

LINE C: PREPARE FERMENTED GOODS

- Describe basic doughs and products
- Describe the principles of preparing basic doughs
- Describe croissants and danish
- Describe the principles of preparing croissants and danish
- Describe basic specialty doughs and products
- Describe the principles of preparing basic specialty doughs

LINE D: PREPARE 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 basic laminated pastry doughs
- Describe choux paste and products
- Describe the principles of preparing choux paste
- Describe donuts
- Describe the principles of preparing donuts

LINE E: PREPARE 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 F: DECORATE AND FINISH BAKED GOODS

- Describe basic icings, fillings, glazes, sauces and meringues
- Describe the principles of preparing basic icings, fillings, glazes, sauces and meringues
- Describe savoury fillings
- Describe the principles of preparing savoury fillings
- Describe the preparation of savoury fillings
- Describe cooling and storing of savoury fillings
- Describe the principles of assembling and decorating cakes and sweet and savoury pastries

LINE G: PREPARE DESSERTS

- Describe basic custards, pudding and mousses
- Describe the principles of preparing basic custards, puddings and mousses

LINE H: PREPARE CHOCOLATE AND CONFECTIONARY

- Describe chocolate and cocoa products
- Describe the principles of working with chocolate
- Describe the principles of working with sugar

PRACTICAL

LINE A: PERFORM OCCUPATIONAL SKILL

- 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
- Use basic communication in the workplace
- 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 tools and equipment
- Adapt production to accommodate available tools and equipment
- Demonstrate the basic principles of time management
- Demonstrate organization and time management in the bakes shop
- Prepare an individual production schedule and work plan
- Apply receiving, storage and waste management procedures

LINE B: APPLY FOOD SCIENCE

- Demonstrate the correct use of the Metric and Imperial /US measuring systems.
- Apply mathematical principles
- Create, convert, modify and adjust formulas and recipes
- Develop, use and follow formulas and recipes

LINE C: PREPARE 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 and danish
- Perform make-up of croissants and danish
- Finish and bake croissants and danish
- Cool and package croissants and danish
- 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 D: PREPARE 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 basic laminated pastry doughs
- Perform make-up of basic laminated pastry dough products
- Bake and finish basic laminated dough products
- Scale and mix choux paste
- Perform make-up of choux paste products
- Bake and finish choux paste products
- Cool and package choux paste products
- Scale and mix donuts
- Perform make-up of donuts
- Finish donuts

LINE E: PREPARE 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 F: DECORATE AND FINISH BAKED GOODS

- Prepare basic icings, fillings, glazes, sauces and meringues
- Cool and store basic icings, fillings, glazes, sauces and meringues
- Perform basic cutting techniques
- Perform basic filling procedures
- Perform basic finishing and decorating techniques

LINE G: PREPARE DESSERTS

- Prepare basic custards, puddings and mousses
- Cool and store basic custards, puddings and mousses
- Prepare frozen ice cream and sorbet

LINE H: PREPARE CHOCOLATE AND CONFECTIONARY

- Prepare simple chocolate and sugar

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/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 B: APPLY FOOD SCIENCE

- Describe the basic nutritional elements and properties of food
- Describe the basic principles of taste and flavour
- Describe food allergies and intolerances
- Describe a variety of special diets
- Identify ingredients appropriate for special diets, allergies, and intolerances

LINE C: PREPARE FERMENTED GOODS

- Describe basic doughs and products with additions and substitutions
- Describe the principles of preparing basic doughs with additions and substitutions
- Describe advanced croissants and danish
- Describe the principles of preparing advanced croissants and danish
- 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 D: PREPARE PASTRIES

- Describe specialty pie and tart doughs and products
- Describe the principles of preparing specialty pie and tart doughs

- Describe advanced laminated pastry doughs and products
- Describe the principles of preparing advanced laminated pastry doughs
- Describe specialty pastries and products
- Describe the principles of preparing specialty pastries
- Describe crullers, fritters and others
- Describe the principles of preparing crullers, fritters and others

LINE E: PREPARE CAKES AND COOKIES

- Describe advanced cookies
- Describe the principles of preparing advanced cookies
- Describe cakes
- Describe the principles of preparing cakes
- Describe specialty cakes and tortes
- Describe the principles of preparing specialty cakes and tortes

LINE F: 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

LINE G: PREPARE DESSERTS

- Describe custards, puddings and mousses
- Describe the principles of preparing custards, puddings and mousses
- Describe basic plated desserts
- Describe the principles of preparing basic plated desserts
- Describe the basic principles of plate presentation

LINE H: PREPARE CHOCOLATE AND CONFECTIONARY

- Describe basic chocolate processing techniques

PRACTICAL

LINE B: APPLY FOOD SCIENCE

- Prepare products appropriate for special diets, allergies, and intolerances

LINE C: PREPARE 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 advanced croissants and danish
- Perform make-up of advanced croissants and danish
- Finish and bake advanced croissants and danish
- Cool and package advanced croissants and Danish
- 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 dough products with natural ferments and pre-ferments
- Cool, slice and package dough products with natural ferments and pre-ferments

LINE D: PREPARE 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 advanced laminated pastry doughs
- Perform make-up of advanced laminated pastry dough products
- Finish and bake advanced laminated dough products
- Perform make-up of specialty pastries
- Finish and bake specialty pastries
- Cool and package specialty pastries
- Scale and mix crullers, fritters and others
- Perform make-up of crullers, fritters and others
- Finish crullers, fritters and others

LINE E: PREPARE CAKES AND COOKIES

- Scale and mix advanced cookies
- Perform make-up of advanced cookies
- Finish advanced cookies
- Cool and package advanced cookies
- Scale and mix cakes
- Perform make-up of cakes
- Finish cakes
- Cool and store cakes
- Scale and mix specialty cakes and tortes
- Perform make-up of specialty cakes and tortes
- Finish specialty cakes and tortes
- Cool, store and package specialty cakes and tortes

LINE F: DECORATE AND FINISH BAKED GOODS

- Prepare specialty icings, fillings, glazes and meringues
- Cool and store specialty icings, fillings, glazes and meringues
- Perform filling procedures
- Perform coating techniques
- Perform finishing and decorating techniques

- Prepare decorative pastes and garnishes
- Cool and store decorative pastes and garnishes

LINE G: PREPARE DESSERTS

- Prepare custards, puddings and mousses
- Cool and store custards, puddings and mousses
- Prepare basic plated desserts
- Apply basic dessert presentation techniques

LINE H: PREPARE CHOCOLATE AND CONFECTIONARY

- Prepare basic chocolate products and garnishes

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/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: PERFORM OCCUPATIONAL SKILL

- Describe teambuilding and leadership skills
- Describe conflict resolution techniques
- Describe effective problem-solving and decision-making
- Describe inventory control procedures
- Describe ordering and purchasing procedures
- Describe inventory procedures
- Describe the basic principles of cost control
- Describe the principles of product costing
- Describe wholesale and retail sales principles
- Describe marketing and branding principles
- Identify labelling and packaging requirements

LINE B: APPLY FOOD SCIENCE

- Identify nutritional requirements and regulations
- Describe modifications to a preparation area
- Identify and document dietary requirements

LINE C: PREPARE FERMENTED GOODS

- Describe doughs and products made with natural ferments and pre-ferments
- Describe the principles of preparing doughs with natural ferments and pre-ferments

LINE D: PREPARE PASTRIES

- Describe specialty pastries and products
- Describe the principles of preparing specialty pastries

LINE F: DECORATE AND FINISH BAKED GOODS

- Describe advanced decorative pastes and garnishes
- Describe the principles of preparing advanced decorative pastes and garnishes
- Describe tiered and celebration cakes
- Describe the principles of assembling and decorating tiered and celebration cakes

LINE G: PREPARE DESSERTS

- Describe advanced custards, puddings and mousses
- Describe the principles of preparing advanced custards, puddings and mousses
- Describe specialty plated desserts
- Describe the principles of preparing specialty plated desserts
- Describe the principles of advanced plate presentation

LINE H: PREPARE CHOCOLATE AND CONFECTIONARY

- Describe chocolate processing techniques
- Describe confectionery products and garnishes

PRACTICAL

LINE A: PERFORM OCCUPATIONAL SKILL

- Demonstrate knowledge of strategies for learning skills in workplace
- Demonstrate knowledge of strategies for teaching workplace skills
- Prepare a production schedule for the team
- Take inventory
- Apply ordering and purchasing procedures
- Calculate the cost of a recipe and individual products
- Calculate labour costs
- Price products
- Set up a retail display

LINE B: APPLY FOOD SCIENCE

- Calculate the nutritional properties of baking ingredients and finished products

LINE C: PREPARE FERMENTED GOODS

- 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 D: PREPARE PASTRIES

- Perform make-up of specialty pastries
- Finish and bake specialty pastries
- Cool and package specialty pastries

LINE F: DECORATE AND FINISH BAKED GOODS

- Perform coating techniques
- Perform finishing and decorating techniques
- Prepare advanced decorative pastes and garnishes
- Cool and store advanced decorative pastes and garnishes
- Assemble and decorate basic tiered and celebration cakes

LINE G: PREPARE DESSERTS

- Prepare advanced custards, puddings and mousses
- Cool and store advanced custards, puddings and mousses
- Prepare specialty plated desserts
- Prepare frozen desserts
- Apply advanced dessert presentation techniques

LINE H: PREPARE CHOCOLATE AND CONFECTIONARY

- Prepare chocolate products and garnishes
- Prepare 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

- 5,040 Work-Based Training Hours

- SkilledTradesBC Interprovincial Red Seal examination
- Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, SkilledTradesBC 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 SkilledTradesBC
Customer Service at customerservice@skilledtradesbc.ca
778-328-8700 or toll free (within BC) at 1-800-660-6011*