



**NATIONAL OCCUPATIONAL
STANDARD (NOS)/NATIONAL SKILLS
QUALIFICATION
(NSQ)
IN
BAKING AND CONFECTIONERIES
LEVEL 1 - 3**

JUNE, 2026

PREFACE

It is with great pleasure that I present the National Occupational Standards (NOS) for Baking and Confectionery, developed in collaboration with the Premium Breadmakers Association of Nigeria (PBAN), key industry stakeholders and relevant government agencies. These standards represent an important milestone in Nigeria's efforts to strengthen technical and vocational education and training (TVET), enhance workforce competencies, and promote industry-driven skills development within the baking and confectionery sector.

The baking and confectionery industry is a vital component of Nigeria's food manufacturing sector, contributing significantly to food security, employment generation, entrepreneurship development, and economic growth. As the industry continues to evolve in response to changing consumer preferences, technological advancements, quality requirements, and global best practices, there is an increasing need for a competent workforce equipped with relevant occupational skills and knowledge. The development of these standards seeks to address critical skills gaps across the baking and confectionery value chain by providing a clear framework for the acquisition, assessment, certification, and recognition of occupational competencies required by industry practitioners, employers, and training providers. The standards define the knowledge, skills, and attitudes necessary for effective performance in various occupational roles within the sector.

These National Occupational Standards were developed through a rigorous and participatory consultative process involving industry experts, employers, professional associations, training institutions, Sector Skills Councils, regulatory agencies, and other relevant stakeholders. Their collective expertise and contributions ensured that the standards accurately reflect current industry practices, emerging trends, technological innovations, food safety requirements, and occupational expectations within the baking and confectionery industry. The standards will serve as essential reference documents for curriculum development, training delivery, assessment, certification, and workforce development under the Nigerian Skills Qualifications Framework (NSQF). They will facilitate stronger linkages between industry and training institutions, promote competency-based training and assessment, and support the development of a highly skilled workforce capable of meeting national and international standards.

I wish to express my sincere appreciation to the Premium Breadmakers Association of Nigeria (PBAN), Sector Skills Councils, industry stakeholders, awarding body, resource persons, and all organisations and individuals whose contributions made the development of these standards possible. Their commitment and collaboration have been instrumental in ensuring the successful realization of this important initiative. It is my expectation that these National Occupational Standards will contribute significantly to the advancement of skills development, improved productivity, enhance product quality and safety, sustainable growth of the baking and confectionery industry, and the creation of decent employment opportunities, while strengthening Nigeria's competitiveness within the regional and global food industry.

Professor Idris M. Bugaje

Executive Secretary

National Board for Technical Education

Kaduna, Nigeria

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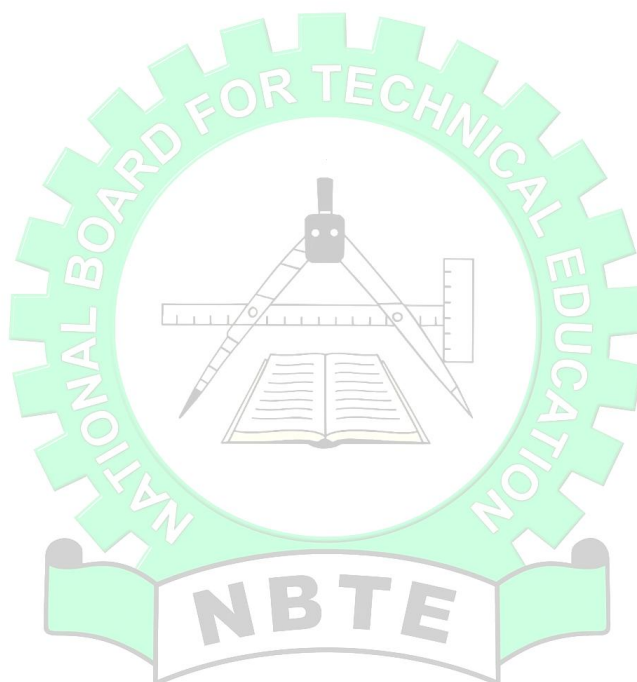
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BAKING AND CONFECTIONERIES LEVEL 1



NATIONAL SKILLS QUALIFICATION GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in baking and confectioneries for the award of National Skills Qualifications (NSQ)/National Occupational Standards (NOS), NSQ Level 1 is aimed at producing Assistant Bakers with the competencies required to support operations in the baking and confectionery industry.

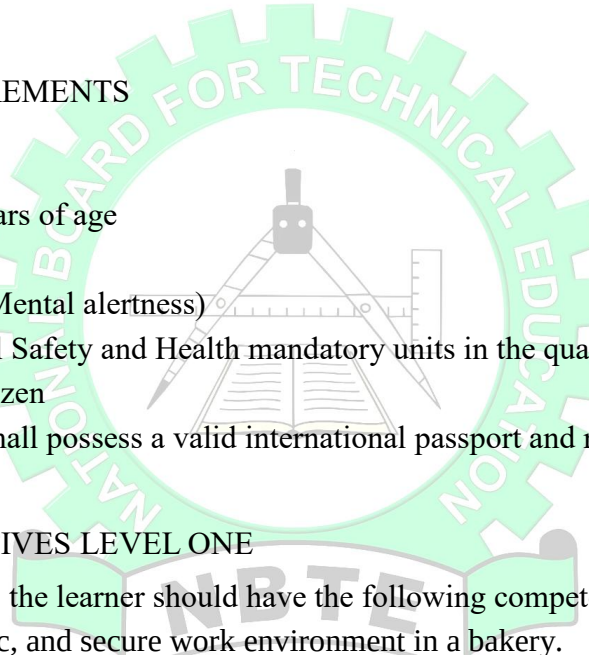
This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Baking and Confectioneries. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must:

- 
- a. Be at least 14 years of age
 - b. Be medically fit
 - c. Be mentally fit (Mental alertness)
 - d. Have achieved all Safety and Health mandatory units in the qualification
 - e. Be a Nigerian citizen
 - f. Other nationals shall possess a valid international passport and residence permit.
 - g. Be vetted

QUALIFICATION OBJECTIVES LEVEL ONE

To achieve this qualification, the learner should have the following competencies:

1. Maintain a safe, hygienic, and secure work environment in a bakery.
2. Participate in workplace communication within a bakery or confectionery setting.
3. Operate safely, efficiently, and collaboratively within a professional baking environment.
4. Identify essential bakery raw materials according to quality parameters.
5. Store essential bakery raw materials according to quality parameters.
6. Select essential bakery raw materials according to quality parameters.
7. Identify basic baking tools and equipment in compliance with workplace safety standards.
8. Clean basic baking tools and equipment in compliance with workplace safety standards.
9. Select basic baking tools and equipment in compliance with workplace safety standards.
10. Recognize, name, and differentiate simple baked and confectionery products such as bread, cakes, biscuits, and pastries.
11. Measure ingredients accurately in accordance with workplace procedures , and adhering to workplace health, safety, and hygiene standards.

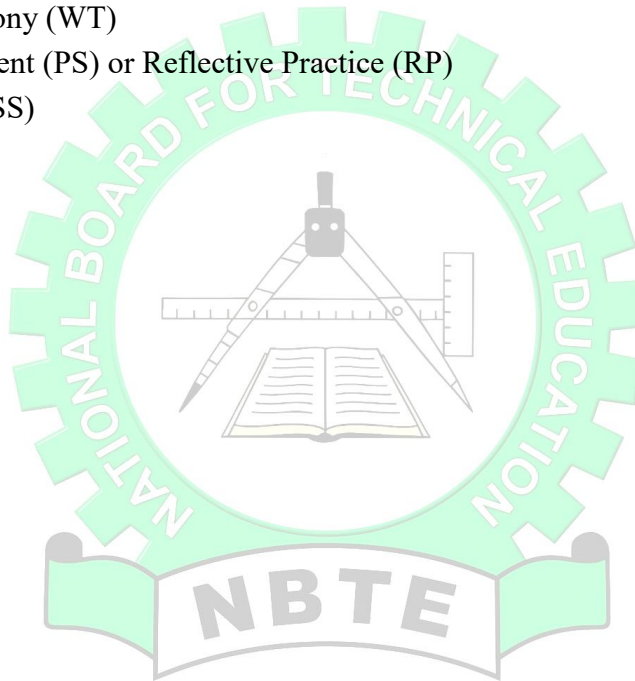
12. Understand time management and simple workflow processes in baking and confectionery operations
13. Identify basic regulatory requirements, key regulatory bodies, industry associations and stakeholders in baking and confectionery sector.

UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment Methods to be Used Include:

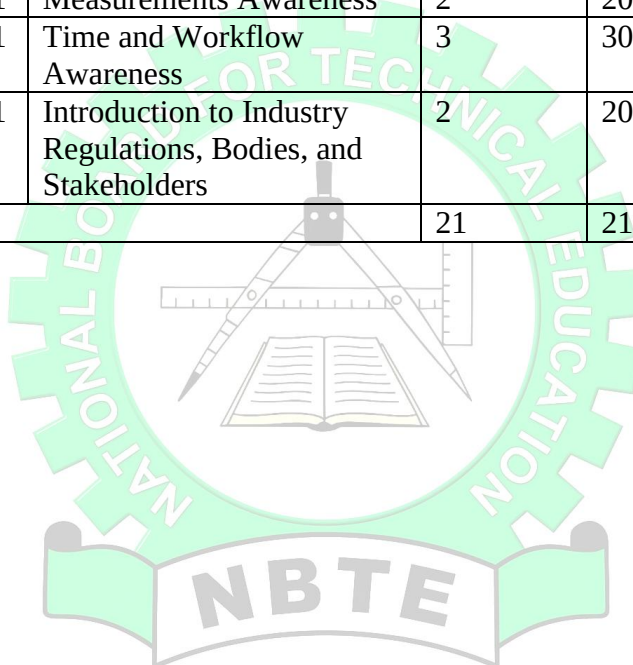
1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)



National Skills Qualification/National Occupation Standard (NSQ/NOS) Unit Table

LEVEL 1

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Time
01	HTT/BKC/001/L1	Safe, Hygienic and Secure Environment.	2	20	40
02	HTT/BKC/002/L1	Communication System in a Work Environment.	2	20	40
03	HTT/BKC/003/L1	Teamwork in a Bakery	2	20	40
04	HTT/BKC/004/L1	Raw Materials and Ingredients	3	30	40
05	HTT/BKC/005/L1	Basic Tools Identification	2	20	30
06	HTT/BKC/006/L1	Product Types	3	30	50
07	HTT/BKC/007/L1	Measurements Awareness	2	20	40
08	HTT/BKC/008/L1	Time and Workflow Awareness	3	30	50
09	HTT/BKC/009/L1	Introduction to Industry Regulations, Bodies, and Stakeholders	2	20	40
TOTAL			21	210	370



GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Unit 001: Safe, Hygienic and Secure Environment

Unit reference number: HTT/BKC/001/L1

NSQ Level: 1

Credit value: 2

Guided learning hours: 20

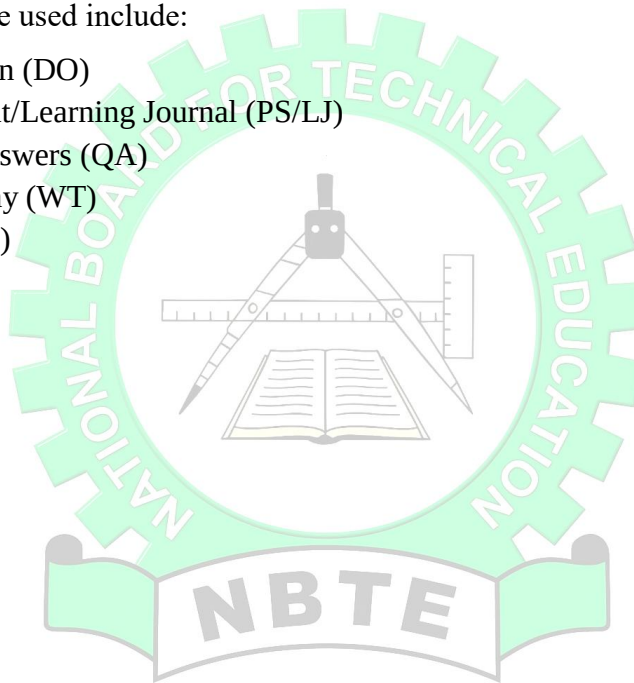
Unit Purpose: This unit equips learners with foundational skills, to maintain a safe, hygienic, and secure work environment in a bakery.

Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)



Unit 001: Safe, Hygienic and Secure Environment

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type		Evidence Ref. Page No.
The learner will:					
1.0 Understand safety and hygiene in a bakery environment	1.1	Define Safety			
	1.2	Define food safety Hazards			
	1.3	Identify workplace hazards associated with bakery operations, including cross-contamination, burns, slips, cuts and electrical hazards.			
	1.4	Define personal hygiene practices			
	1.5	Carry out proper handwashing			
	1.6	Keep the work area clean and tidy			
	1.7	Clean tools according to Standard Operating Procedures.			
2.0 Safely handle and store bakery ingredients and products.	2.1	Store dry raw materials according to safety standard			
	2.2	Store wet raw materials according to safety standard			
	2.3	Store finished goods according to safety standard			
	2.4	Handle food safely to maintain hygiene standards.			
	2.5	Safely dispose waste materials in the designated areas.			
3.0 Demonstrate compliance with	3.1	Follow security protocols regarding access to the bakery premises.			

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type		Evidence Ref. Page No.
The learner will:					
security procedures in the bakery	3.2	Report any safety or security hazards immediately to the supervisor.			
	3.3	Practice emergency procedures correctly			
	3.4	Identify workplace safety signs and their meanings.			
4.0 Understand first aid in baking and confectionery industry	4.1	Define first aid			
	4.2	List the importance of first aid			
	4.3	List the component of a first aid box			
	4.4	Identify signs and symbols of first aid			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 002: Communication System in a Work Environment

Unit reference number: HTT/BKC/002/L1

NSQ Level: 1

Credit value: 2

Guided learning hours: 20

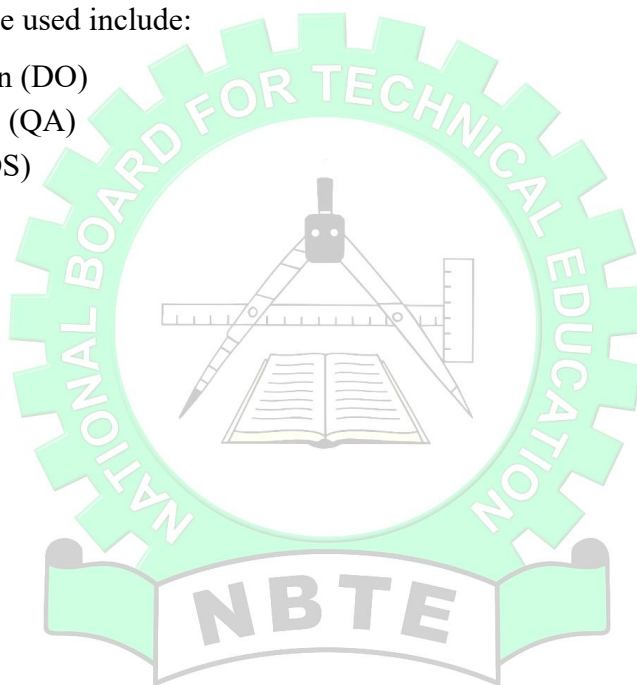
Unit Purpose: This unit is designed to equip the learner with knowledge and skills to effectively participate in workplace communication within a bakery or confectionery setting.

Unit assessment requirements/ evidence requirement:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment Methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment

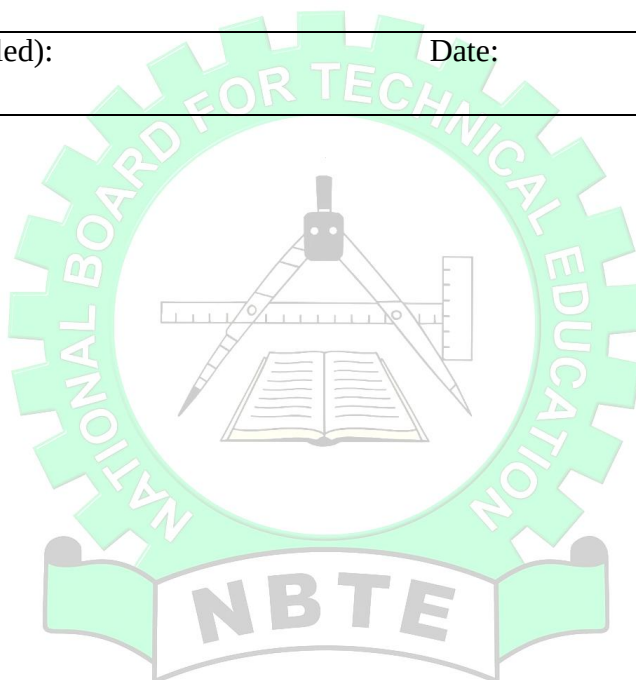


Unit 02: Communication System in a Work Environment

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
1.0 Understand the importance of good communication.	1.1	Define Communication								
	1.2	List Types of work place Communication								
	1.3	State the importance of good communication in food production								
	1.4	List effective communication methods.								
	1.5	Demonstrate courteous, respectful and professional behaviour with colleagues, managers, and clients.								
2.0 Understand basic communication in the workplace	2.1	Identify simple methods of communication used in a bakery (verbal, non-verbal, written).								
	2.2	Recognize common workplace instructions and signs.								
	2.3	Identify appropriate personnel to whom workplace issues should be reported to in the workplace.								
3.0 Understand interpersonal interactions.	3.1	Use respectful speech and body language during workplace interactions.								
	3.2	Participate in meetings through appropriate information sharing.								
	3.3	Provide responses to customer and colleague queries.								
4.0 Communicate effectively with supervisors and colleagues	4.1	Follow simple instructions from supervisors.								
	4.2	Ask questions politely when clarification is needed.								

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	4.3	Respond appropriately to instructions and feedback.		
	4.4	Use respectful language when interacting with others.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 003: Teamwork in a Bakery

Unit Reference Number: HTT/BKC/003/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

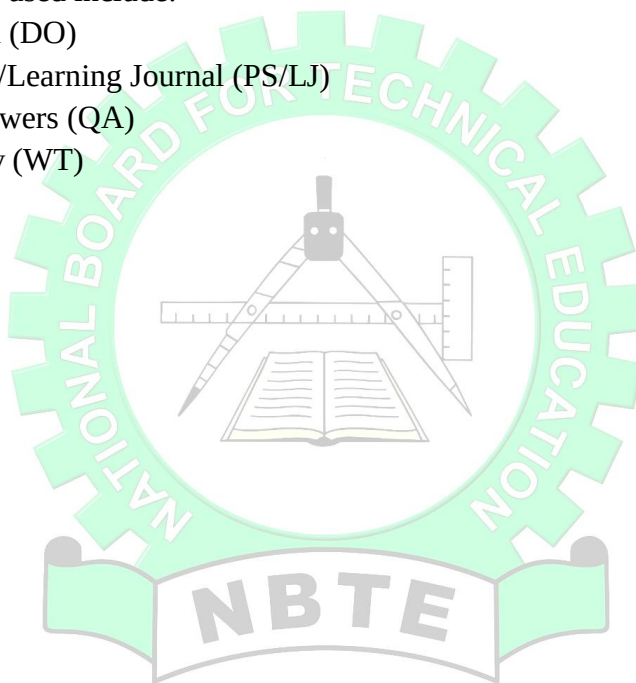
Unit Purpose: This unit is designed to equip learners with the foundational skills and knowledge necessary to operate safely, efficiently, and collaboratively within a professional baking environment.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

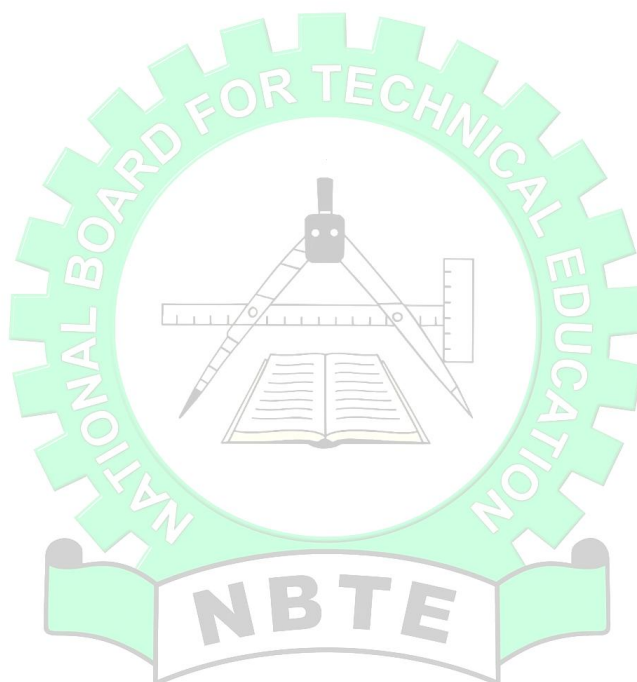
1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)



Unit 003: Teamwork in a Bakery

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Communicate effectively with team members	1.1	Define teamwork		
	1.2	Explain the importance of teamwork.		
	1.3	Follow simple verbal instructions from supervisors or colleagues.		
	1.4	Use polite and respectful language when interacting with team members.		
	1.5	Report issues (e.g., missing items, equipment faults) to the appropriate person.		
	1.6	Respond appropriately to feedback from team members.		
2.0 Perform assigned tasks as part of a team	2.1	Carry out basic assigned duties (e.g., cleaning workspace) correctly.		
	2.2	Complete assigned tasks within specified timeline under supervision.		
	2.3	Assist team members when required.		
	2.4	Follow standard operating procedures during tasks.		
3.0 Maintain a positive attitude in a bakery team	3.1	Demonstrate a cooperative and helpful attitude.		
	3.2	Show respect for cultural and individual differences.		
	3.3	Maintain concentration while performing assigned duties.		
	3.4	Maintain a friendly and productive working environment.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 004: Raw Materials and Ingredients

Unit Reference Number: HTT/BKC/004/L1

NSQ Level: 1

Credit Value: 3

Guided Learning Hours: 30

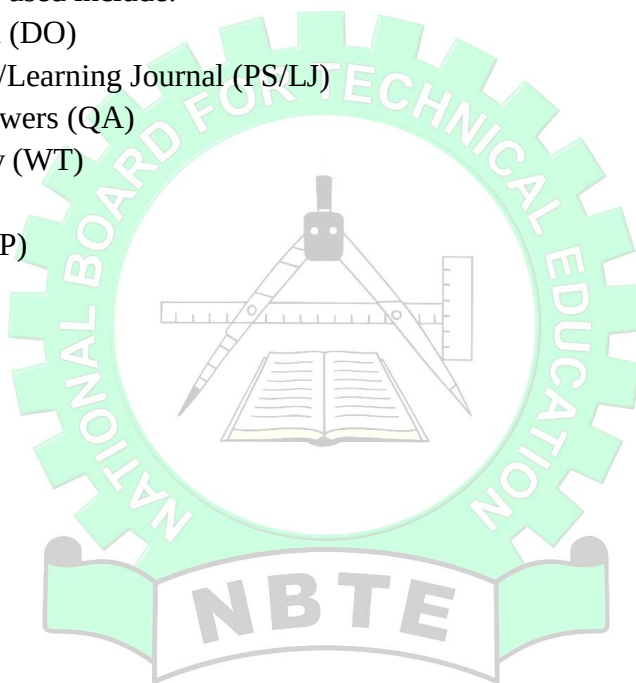
Unit Purpose: This unit provides learners with the foundational knowledge and practical skills to identify, select, and store essential bakery raw materials according to quality parameters.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

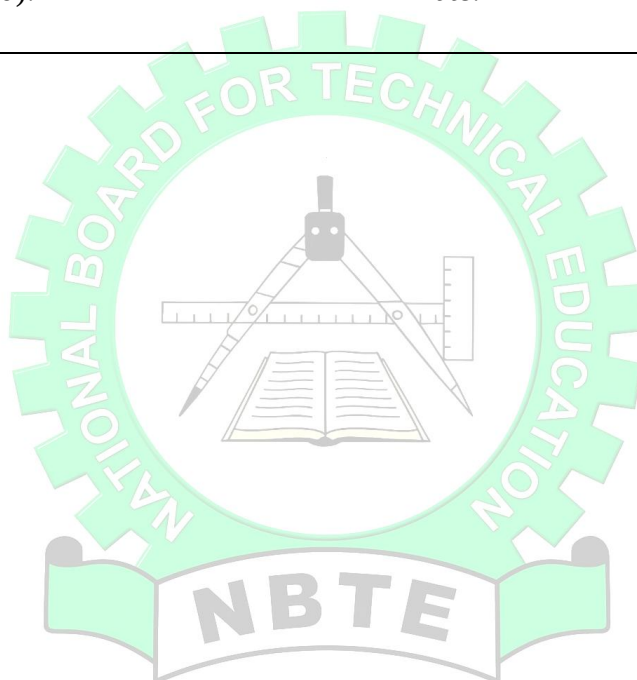


Unit 04: Raw Materials and Ingredients

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Understand the characteristics, functions, and proper selection of basic ingredients for bakery products.	1.1	Identify major ingredients required for bread and confectionery products.		
	1.2	Describe the quality of ingredients based on sensory characteristics.		
	1.3	State the functions of ingredients.		
	1.4	Describe composite flours.		
2.0 Understand safe handling, hygienic storage procedures, and ingredient rotation.	2.1	Define First- In-First-Out (FIFO)		
	2.2	Define First-Expired, First-Out (FEFO).		
	2.3	Explain stock rotation using the (FIFO) method.		
	2.4	Explain stock rotation using the (FEFO) method.		
	2.5	Store raw materials under approved storage conditions in accordance with food safety requirements.		
	2.6	Practice safe handling of perishable ingredients.		
3.0 Understand the principles of accurate weighing and measuring of raw materials for consistent production.	3.1	Describe weighing scales according to Standard Operating Procedures.		
	3.2	Describe volumetric measurement according to Standard Operating Procedures (SOP).		
	3.3	Describe ingredients measurement according to a given formulation.		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	3.4	Demonstrate accurate weighing of ingredients using digital and mechanical scales.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 005: Basic Tools Identification

Unit Reference Number: HTT/BKC/005/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

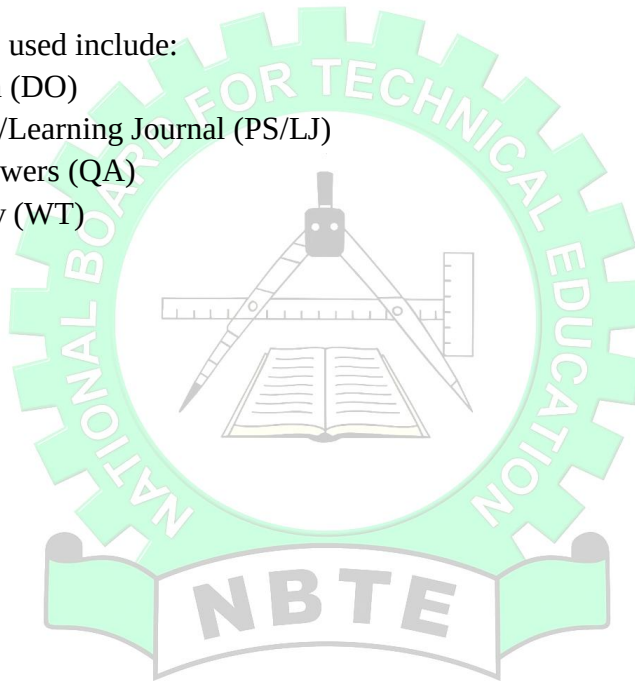
Unit Purpose: This unit aims to equip learners with the foundational skills and knowledge to correctly identify, select, use, maintain, store safely and clean basic baking tools and equipment in compliance with workplace safety standards.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

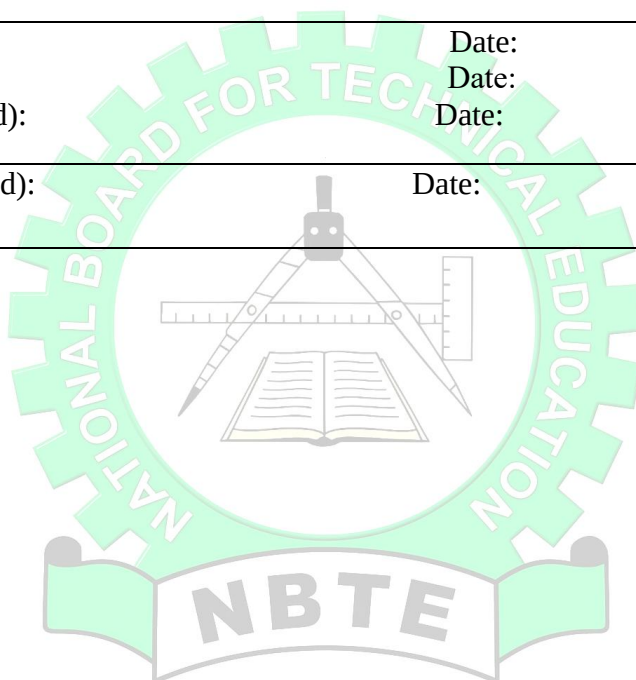


Unit 05: Basic Tools Identification

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Recognize common baking tools and equipment.	1.1	Name mixing tools		
	1.2	Name measuring tools		
	1.3	Name cutting tools		
	1.4	Name baking tools		
	1.5	Classify tools according to their functions.		
	1.6	Match specific bakery products with their essential tools and pans.		
2.0 Select appropriate tools and equipment for specific baking tasks, following health and safety guidelines.	2.1	Identify the correct tool for measuring dry ingredients.		
	2.2	Identify the correct tool for measuring liquid ingredients.		
	2.3	Select appropriate pans/tray for different bakery products.		
	2.4	Identify personal protective equipment (PPE) required for handling tools.		
3.0 Demonstrate safe handling of baking tools	3.1	Handle tools carefully to avoid damage or injury.		
	3.2	Follow basic safety rules when using tools (e.g., avoid touching hot surfaces).		
	3.3	Use protective items such as oven gloves when necessary.		
	3.4	Maintain cleanliness during and after tool use.		
	3.5	Clean tools using appropriate materials according to food safety standards.		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
	3.6	Inspect tools before storage and report defective equipment.									
	3.7	Identify damaged tools and report to supervisor/instructor.									
	3.8	Follow basic hygiene practices in handling tools.									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 006: Product Types

Unit Reference Number: HTT/BKC/006/L1

NSQ Level: 1

Credit Value: 3

Guided Learning Hours: 30

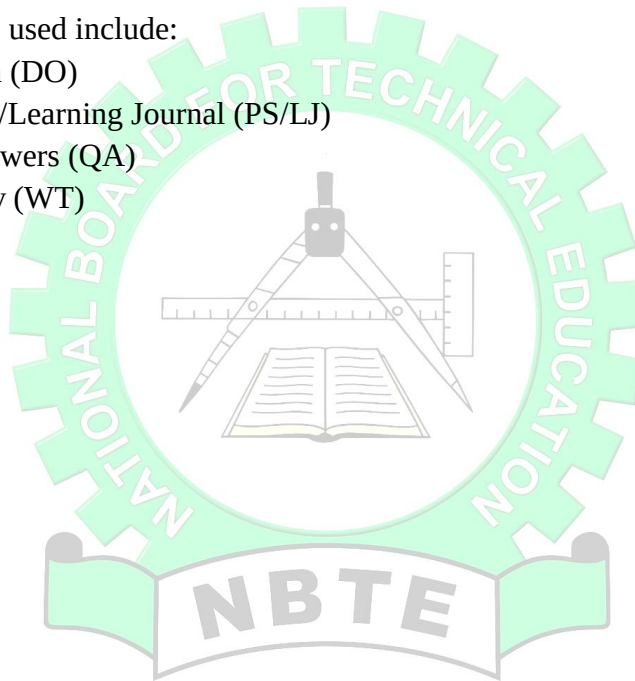
Unit Purpose: This unit is designed to introduce learners to the basic types of products in baking and confectionery. It aims to develop the learner's ability to recognize, name, and differentiate simple baked and confectionery products such as bread, cakes, biscuits, and pastries.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

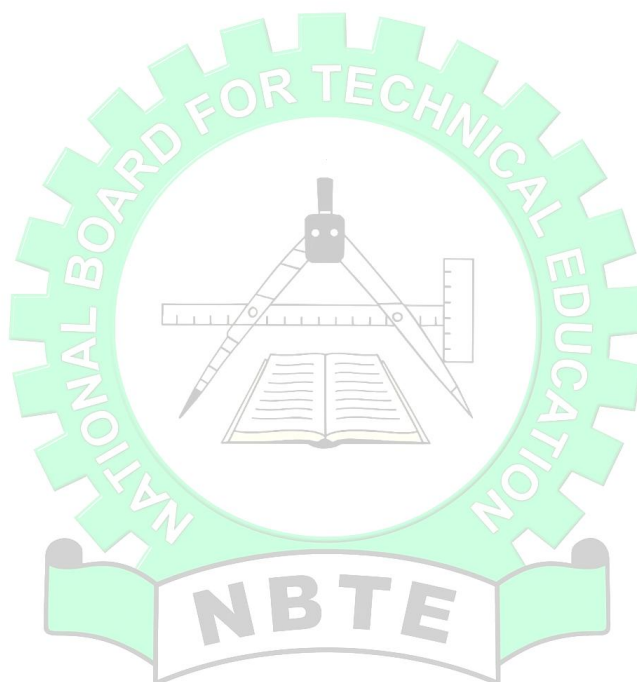
1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)



Unit 06: Product Types

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.				
The learner will:		The learner can:										
1.0 Recognize types of bread and confectionery products.	1.1	Identify standard ingredients for dough.										
	1.2	Identify standard ingredients for batter.										
	1.3	Classify bread types										
	1.4	Distinguish basic confectionery items										
2.0 Identify basic baking and confectionery product types	2.1	List common baking products such as bread, cakes, biscuits, and pastries.										
	2.2	Identify basic confectionery items such as sweets, chocolates, and simple desserts.										
	2.3	Recognize product types from pictures or real samples.										
	2.4	Group products correctly into baking or confectionery categories.										
3.0 Describe the basic production process for bread and confectionery products.	3.1	Describe the stages of dough mixing.										
	3.2	Describe common mixing methods used in bakery production.										
	3.3	Explain mixing ingredients according to standard procedures.										
	3.4	Explain dough cutting processes										
	3.5	Explain dough fermentation										
	3.6	Describe use of ovens at correct temperatures.										
	3.7	Describe product quality based on texture										
	3.8	Describe product quality based on appearance										

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 007: Measurements Awareness

Unit Reference Number: HTT/BKC/007/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

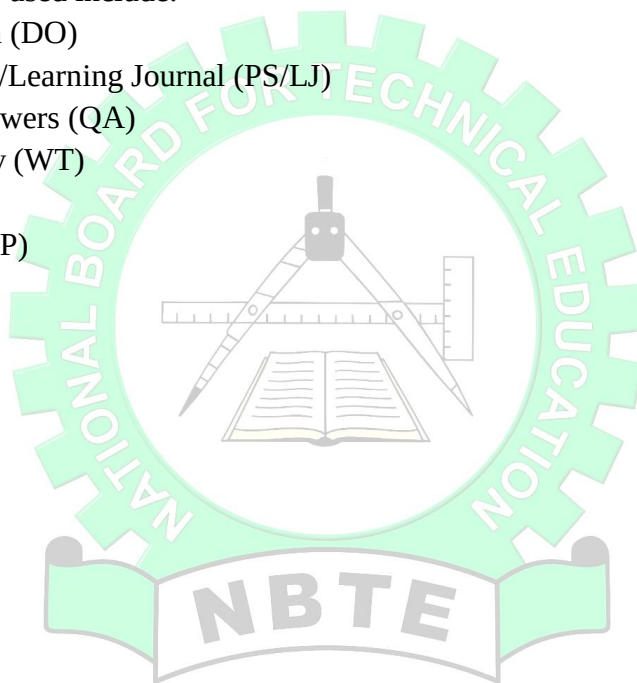
Unit Purpose: This unit emphasizes necessary skills in measuring ingredients accurately, utilizing equipment, and adhering to workplace health, safety, and hygiene standards.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)



Unit 07: Measurements Awareness

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
1.0 Understand the necessity of baking measurements and ingredient weights	1.1	Identify appropriate measuring tools for dry ingredients.								
	1.2	Identify appropriate measuring tools for liquid ingredients.								
	1.3	Differentiate between volume and weight measurements in a bakery.								
	1.4	State the importance of accurate measurements for product consistency.								
2.0 Understand proper techniques for measuring ingredients to ensure consistency, safety, and quality.	2.1	Demonstrate accurate weighing techniques for dry ingredients using scales.								
	2.2	Demonstrate accurate measurement of liquids using transparent measuring jugs.								
	2.3	Demonstrate correct levelling techniques for measuring spoon.								
3.0 Follow safety, sanitation, and waste reduction procedures regarding measurements.	3.1	Maintain clean measuring tools								
	3.2	Follow safe handling procedures for all ingredients during the measuring process.								
	3.3	Measure ingredients in a manner that minimizes waste.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 008: Time and Workflow Awareness

Unit Reference Number: HTT/BKC/008/L1

NSQ Level: 1

Credit Value: 3

Guided Learning Hours: 30

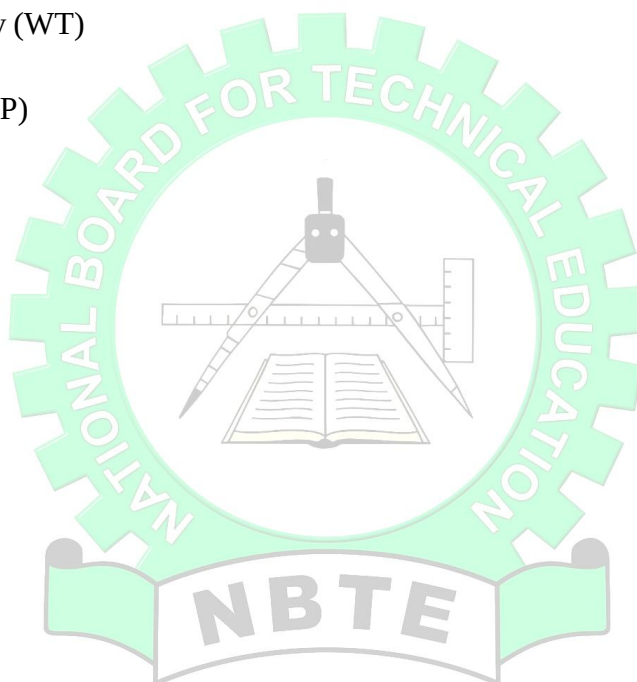
Unit Purpose: This unit is designed to enable the learner to develop a basic understanding of time management and simple workflow processes in baking and confectionery operations.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)



Unit 08: Time and Workflow Awareness

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
1.0 Understand the importance of time management and sequence of operations in a bakery.	1.1	Define <i>mise en place</i>		
	1.2	Arrange ingredients <i>mise en place</i> according to the daily production schedule.		
	1.3	Organize tools <i>mise en place</i> according to the daily production schedule.		
	1.4	Identify the correct sequence of baking stages for common bakery products.		
2.0 Understand individual and team workflow efficiently	2.1	Work independently while following instructions		
	2.2	Participate effectively in team tasks when required.		
	2.3	Communicate simply with others		
	2.4	Follow directions from supervisors		
	2.5	Demonstrate cooperation and respect when working with others.		
3.0 Carrying out tasks within a given time frame following steps-by-steps instruction.	3.1	Follows step-by-step instruction to perform tasks.		
	3.2	Completes tasks within the given time		
	3.3	Demonstrates basic awareness of time		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 009: Introduction to Industry Regulations, Bodies, and Stakeholders

Unit Reference Number: HTT/BKC/009/L1

NSQ Level: 1

Credit Value: 2

Guided Learning Hours: 20

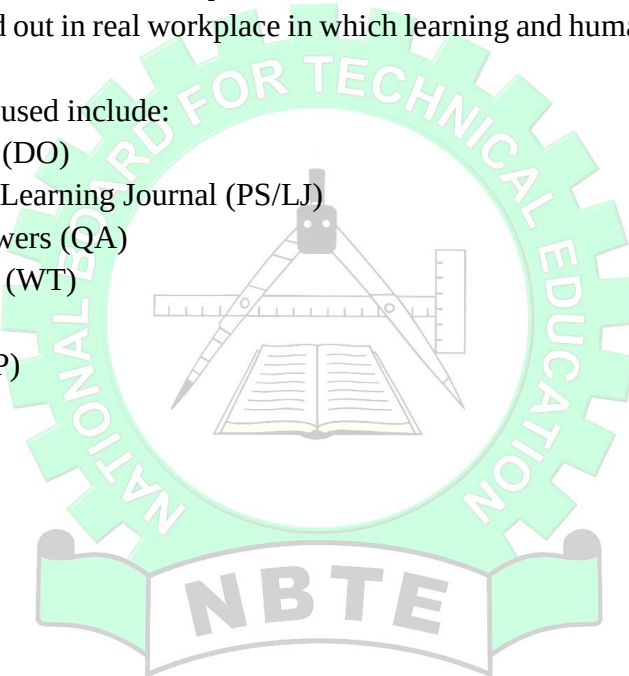
Unit Purpose: This unit is designed to equip learners with basic awareness of regulatory requirements, key regulatory bodies, industry associations and stakeholders in the baking and confectionery sector, enabling safe and compliant participation under supervision.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)



Unit 009: Introduction to Industry Regulations, Bodies, and Stakeholders

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Know Industry Associations	1.1	Identify common industry associations in baking and confectionery (PBAN, AMBCN, ICES)		
	1.2	State the roles of professional associations.		
	1.3	Explain the benefits of belonging to an association (training, standards, networking).		
	1.4	Explain how associations support industry development		
	1.5	Identify opportunities for skill development through associations		
2.0 Identify Industry Stakeholders	2.1	Identify key stakeholders (producers, suppliers, customers, regulators)		
	2.2	Describe basic roles of each stakeholder in the industry		
	2.3	Explain the relationship between stakeholders in the value chain		
	2.4	Discuss awareness of customer expectations		
	2.5	Identify the importance of teamwork in meeting stakeholder needs		
3.0 Identify Key Regulatory Bodies in the Industry	3.1	Identify key regulatory bodies such as NAFDAC and Standards Organisation of Nigeria (SON)		
	3.2	State the basic roles of these regulatory bodies		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
	3.3	Explain the importance of inspections and certifications								
	3.4	Identify basic documentation required by regulatory authorities								
	3.5	Explain the implications of non-compliance with regulatory requirements in the workplace								
4.0 Career path in baking and confectionery setting	4.1	Explain career path								
	4.2	Identify the different career levels in baking and confectionery setting								
	4.3	Describe the duties and responsibilities associated with each career level								
	4.4	Outline opportunities for professional growth and specialization within the baking industry.								

Learner's Signature:

Date:

Assessor's Signature:

Date:

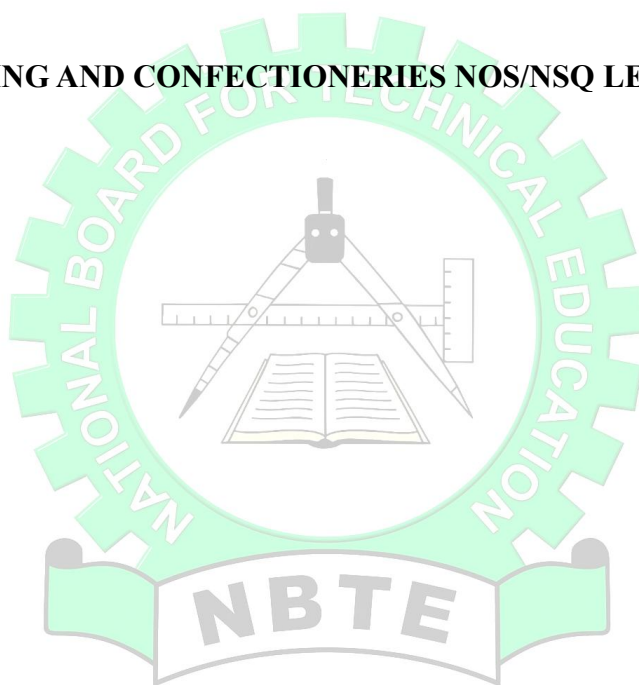
IQA Signature (if sampled):

Date:

EQA Signature (if sampled):

Date:

BAKING AND CONFECTIONERIES NOS/NSQ LEVEL 2



NATIONAL SKILLS QUALIFICATION GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Baking and Confectionery for the award of National Skills Qualifications (NSQ)/National Occupational Standards (NOS). It is aimed at producing Baking and confectionery Craftsmen at NSQ Level 2 with the competencies necessary to support the Bakery Sector.

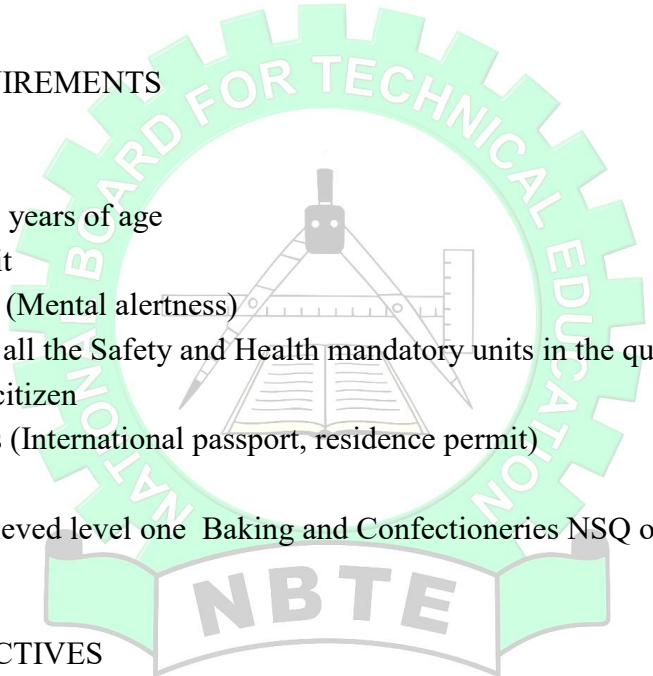
This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Baking and Confectionery. This is focused on knowledge, practical skills, communication skills, health and safety, team work and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must:

- 
- a. Be at least (16) years of age
 - b. Be medically fit
 - c. Be mentally fit (Mental alertness)
 - d. Have achieved all the Safety and Health mandatory units in the qualification
 - e. Be a Nigerian citizen
 - f. Other nationals (International passport, residence permit)
 - g. Be vetted
 - h. Must have achieved level one Baking and Confectioneries NSQ or RPL

QUALIFICATION OBJECTIVES

To achieve this qualification, the learner should have the following competencies:

1. Use of appropriate verbal, body language and symbols to communicate with team members for effective and efficient task delivery.
2. Fulfil roles within a team to enhance the team's effectiveness by understanding the objective of the Organization, team, motivating the team and performing as a team to deliver assigned tasks in a bakery.
3. Understand personal hygiene, environmental sanitation and individual contribution to a secure workplace.
4. Know recipe formulation using Bakers percentages.
5. Use baking and confectionery tools, equipment and machinery.
6. Understand processes and procedures involved in every stage of production.

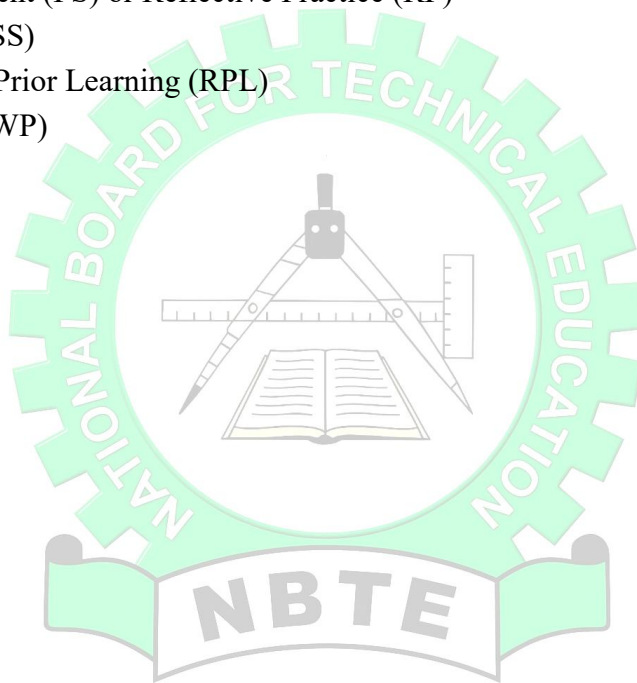
7. Possess crafting skills to enable innovation and creativity in baked products to achieve a higher level of customer and consumer satisfactions

UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment Methods to be Used Include:

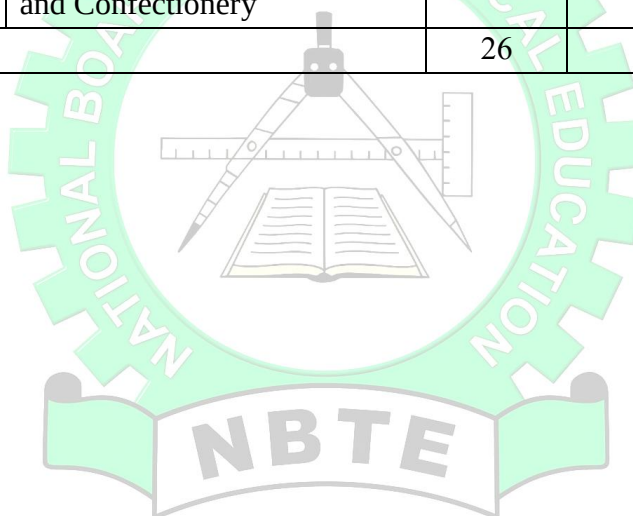
1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)
7. Work product (WP)



National Skills Qualification/National Occupation Standard (NSQ/NOS) Unit Table

LEVEL: 2 UNITS TABLE

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Hours
1	HTT/BKC/001/L2	Communication at work	2	30	80
2	HTT/BKC/002/L2	Team work	2	30	80
3	HTT/BKC/003/L2	Health and safety	3	30	80
4	HTT/BKC/004/L2	Recipe Formulation	3	30	90
5	HTT/BKC/005/L2	Tools and Equipment	4	40	90
6	HTT/BKC/006/L2	Processes and Procedures of Baking	4	40	100
7	HTT/BKC/007/L2	Art of Baking- Bread Making and Confectionery	6	60	150
TOTAL			26	260	670



GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Unit 001: Communication at Work

Unit reference number: HTT/BKC/001/L2

NSQ Level: 2

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit exposes learners to the use of appropriate verbal, body language and symbols to communicate with team members for effective and efficient task delivery.

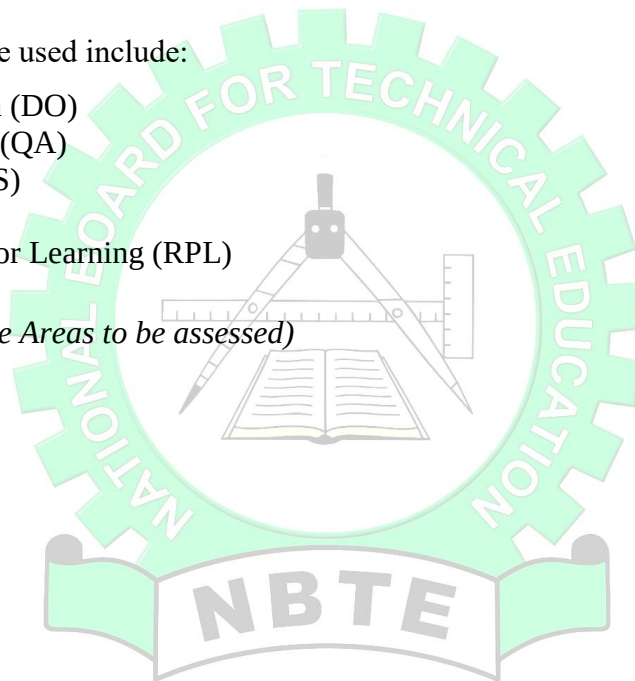
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 001: Communication at Work

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Understand communication	1.1	Explain communication		
	1.2	Describe how communication takes place		
	1.3	Explain the components of effective workplace communication.		
2.0 Describe the medium of communication	2.1	Communicate effectively through non-verbal means.		
	2.2	Communicate professionally using telephone and approved digital communication platforms.		
	2.3	Prepare simple workplace documents using appropriate written communication techniques.		
3.0 Communicate in Workplace	3.1	Communicate with a supervisor		
	3.2	Communicate with peers		
	3.3	Communicate with subordinates		
	3.4	Communicate with customers		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 002: Teamwork

Unit Reference Number: HTT/BKC/002/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

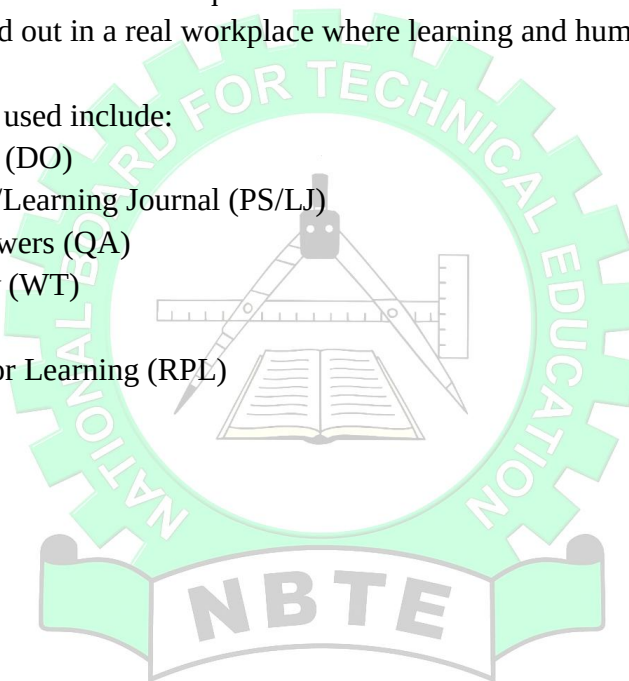
This unit is designed to enable learners to effectively perform their roles in a bakery by understanding organizational objectives, contributing to a positive work environment, collaborating with others, and carrying out assigned tasks efficiently to support overall operational performance.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)



Unit 002: Teamwork

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type		Evidence Ref. Page No.
1.0 Understand teamwork	1.1	Explain what a team is			
	1.2	Describe teamwork			
	1.3	Explain the purpose of a team			
2.0 Know the importance of teamwork	2.1	Explain the importance of Organizational goals			
	2.2	List the attributes of a good team member			
	2.3	List the benefits of a team			
3.0 Know how to achieve an effective team	3.1	Define job roles			
	3.2	Outline methods for promoting cooperation and mutual support among colleagues.			
	3.3	Report workplace conflicts through appropriate reporting channels.			
4.0 Understand the Motivation of a team	4.1	Explain what motivation is			
	4.2	Describe the importance of Motivation			
	4.3	State the effect of Incentives			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 003: Health and Safety

Unit Reference Number: HTT/BKC/003/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit teaches learners about personal hygiene, environmental sanitation and individual contribution to a secure workplace.

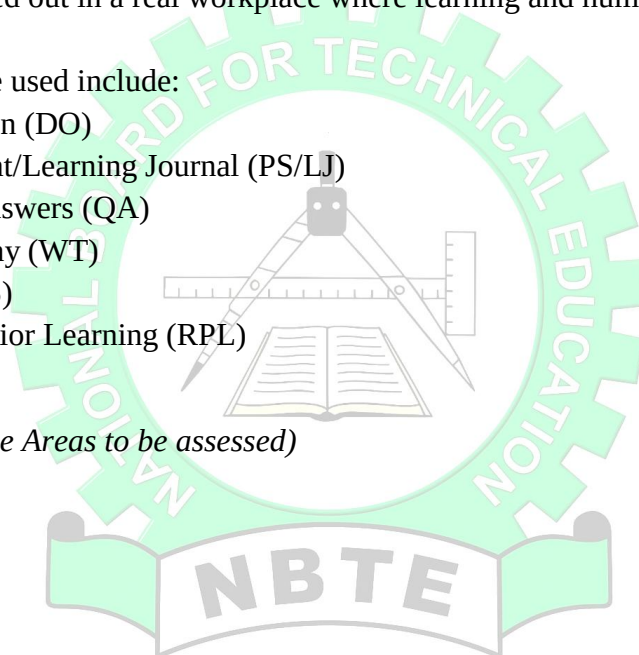
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)

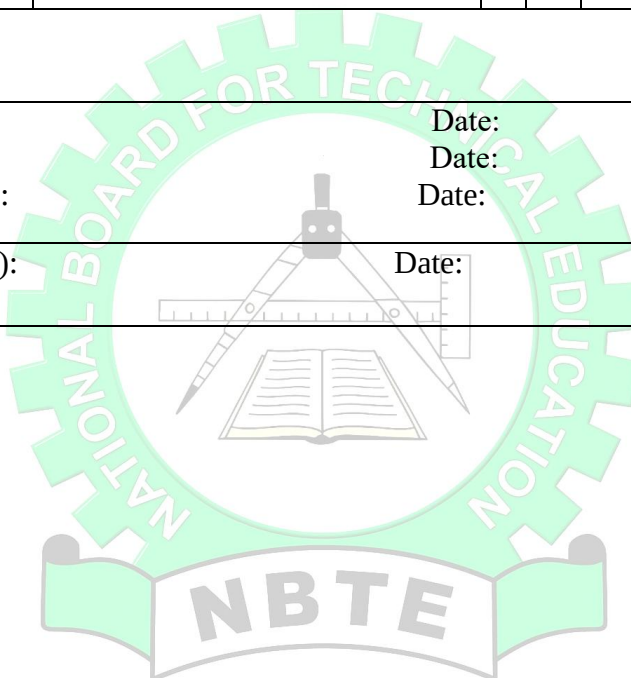


Unit 003: Occupational Health and Safety

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
1.0 Carry out Personal Hygiene and Cleanliness	1.1	Wear clean, hygienic clothes and uniforms suitable for the tasks to be carried out									
	1.2	Use Personal Protective Equipment									
	1.3	Report any accidents promptly to the appropriate personnel									
2.0 Engage in Food handlers' practices	2.1	Comply with the hygienic use of the cloak room									
	2.2	Wash hands before entering food preparation areas and whenever contamination may occur.									
	2.3	Demonstrate appropriate personal hygiene before and during bakery operations.									
	2.4	Explain allergy in relation to bakery									
3.0 Observe Work Environment Hygiene	3.1	Clean worktables and Equipment									
	3.2	Apply the 5s workplace organization principles within the bakery production area.									
	3.3	Explain Pest/insect control									
	3.4	Dispose waste promptly and safely									
4.0 Store Ingredients Safely	4.1	Explain the importance of temperature management in storing foods									
	4.2	Use the appropriate environment for storing different baked products at the right atmospheric conditions									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
	4.3	Store ingredients to prevent cross contamination.									
5.0 Understand visual factory	5.1	Identify different signages in workplace									
	5.2	Interpret signages in workplace									
	5.3	Explain the importance of signages									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 004: Recipe Formulation

Unit Reference Number: HTT/BKC/004/L2

NSQ Level: 2

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit is designed to equip the learner with required recipe formulation using Bakers percentages. It exposes learners to various ingredients and their attributes that make them appropriate for certain baked products and confectioneries.

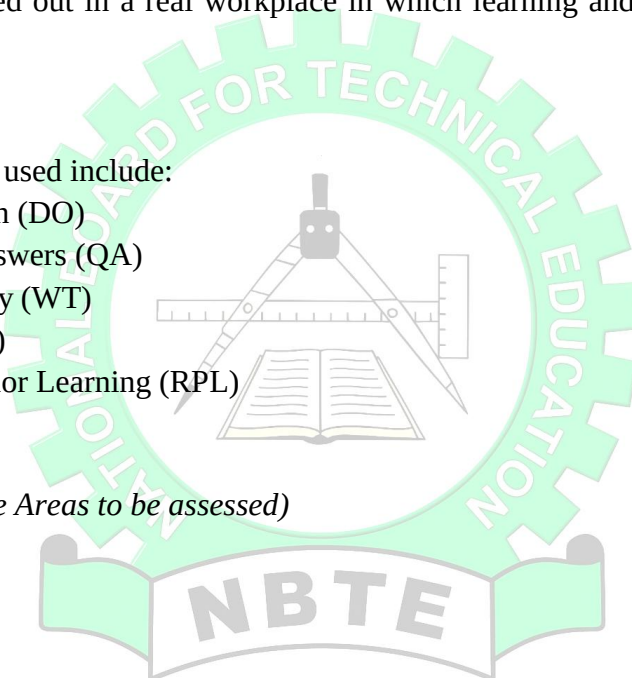
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a real workplace in which learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Questions and Answers (QA)
3. Witness Testimony (WT)
4. Assignment (ASS)
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)

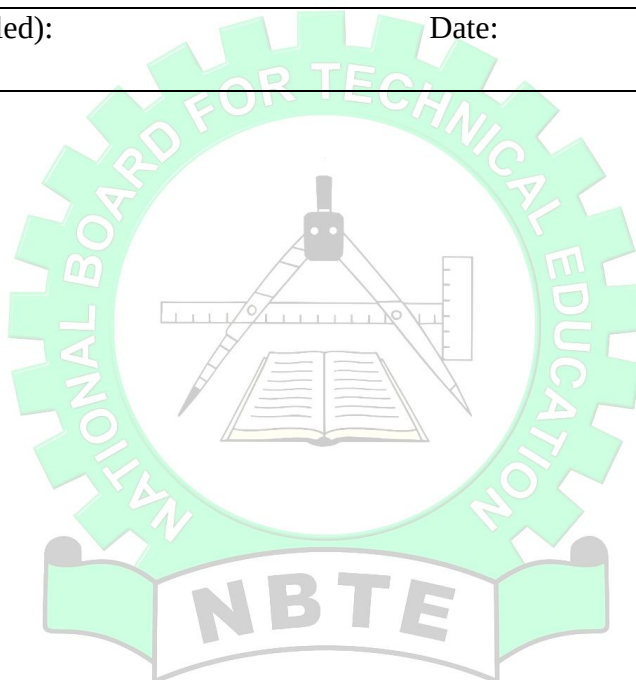


Unit 004: Recipe Formulation

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
1.0 Understand ingredients used in Baking	1.1	Identify the types of Flours									
	1.2	Identify the types of fats									
	1.3	Identify the types of leavening agents									
	1.4	Identify the types of Emulsifiers									
	1.5	Explain the function of Salt in relation to baking									
	1.6	Explain the function of Sugar in relation to baking									
	1.7	Explain the function of Enzymes in relation to baking									
	1.8	Identify Baking additives									
2.0 Understand Baker's percentage	2.1	Define baker's percentage									
	2.2	Calculate ingredient percentages using the Baker's Percentage method.									
	2.3	Convert recipe formulations into standard metric (SI) units.									
3.0 Recipe formulation	3.1	Prepare standard recipes for bread.									
	3.2	Prepare standard recipes for Milk/Butter Bread.									
	3.3	Prepare standard recipes for oat bread									
	3.4	Prepare standard recipes for biskvite									
	3.5	Prepare standard recipes for pound cake									
	3.6	Prepare standard recipes for vanilla cake									
	3.7	Prepare standard recipes for basic scones									
	3.8	Prepare standard recipes for meat pie									
	3.9	Prepare standard recipes for basic puff puff									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
The learner will:										
	3.1 0	Prepare standard recipes for Donut								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 005: Tools and Equipment

Unit Reference Number: HTT/BKC/005/L2

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40

Unit Purpose:

This unit allows the learners to identify and familiarise themselves with tools, equipment and machines that are used in the baking industry.

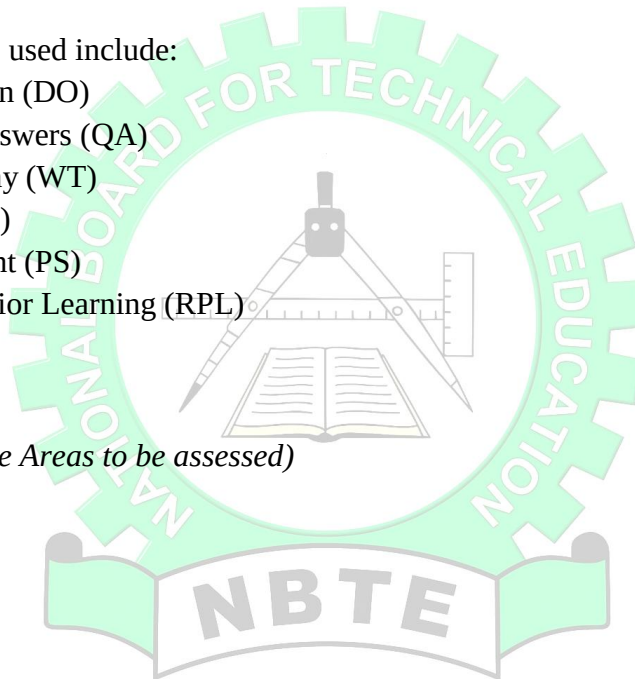
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Questions and Answers (QA)
3. Witness Testimony (WT)
4. Assignment (ASS)
5. Personal Statement (PS)
6. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 005: Tools and Equipment

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
1.0 Identify the classes of tools and Equipment	1.1	Identify cake-making tools and bakeware									
	1.2	Identify fried and Baked pastry tools and bakeware									
	1.3	Identify bread-making tools and bakeware									
	1.4	Identify different mixing machines									
	1.5	Identify types of ovens									
2.0 Use basic baking equipment	2.1	Identify different power supply parts									
	2.2	Operate bakery equipment safely by following start-up and shut-down procedures.									
	2.3	Identify change-over switches									
	2.4	Identify machines with moving parts with safety rules									
	2.5	Identify heat-generating equipment and its safety rules									
	2.6	Explain Safety rules for using blades/knives									
3.0 Understand Equipment and Tool Hygiene	3.1	Clean Blades/Knives									
	3.2	Explain the importance cleaning/sanitizing of movable parts of machines									
	3.3	Explain the importance of cleaning/sanitizing of worktables and bowls									
	3.4	Explain the importance of cleaning heat-generating equipment									

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
The learner will:		The learner can:									
4.0 Store equipment and Tools	4.1	Explain safe storage of blades/knives									
	4.2	Explain safe storage of bakeware									
	4.3	Store equipment and tools in designated locations to prevent damage and loss.									
	4.4	Maintain storage areas in a clean, orderly, and safe condition.									
5.0 Maintain Equipment and Tools	5.1	Identify types of Maintenance practices in the Bakery									
	5.2	Explain how to schedule equipment maintenance									
	5.3	Explain the cleaning of Equipment surfaces									
	5.4	Identify error modes in equipment									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 006: Processes and Procedures of Baking

Unit Reference Number: HTT/BKC/006/L2

NSQ Level: 2

Credit Value: 4

Guided Learning Hours: 40

Unit Purpose:

This unit is designed to allow learners to familiarise themselves with the processes and procedures involved in every stage of production.

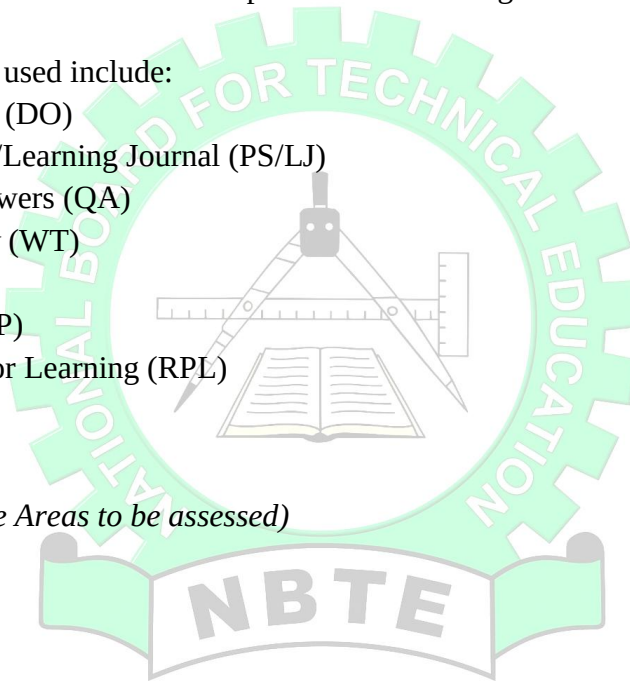
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)
7. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 006: Processes and Procedures of Baking

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
1.0 Understand Mis en place	1.1	Explain mis en place									
	1.2	State benefits of Mis en place									
	1.3	Arrange ingredients in the order of use									
	1.4	Scale and measure basic raw materials									
2.0 Know Mixing methods	2.1	Explain mixing methods									
	2.2	Demonstrate kneading techniques									
	2.3	Carry out manual Batter mixing									
	2.4	Use Mixing Equipment									
	2.5	Explain mixing time and temperature									
	2.6	Demonstrate mixing Tests									
3.0 Cut and Mould dough	3.1	Demonstrate scaling and measuring units									
	3.2	Demonstrate cutting and moulding techniques									
	3.3	Operate cutting and moulding machines under supervision									
4.0 Understand Fermentation Process/Proofing	4.1	Demonstrate Yeast experimentation in relation to proofing time and humidity									
	4.2	Test the viability of yeast									
	4.3	Explain variation in atmospheric proofing condition									
	4.4	Use a proofer									

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
	4.5	Use the manual 2-stage proofing technique								
	4.6	Demonstrate the use of Chemical leavening agent								
	4.7	Explain how to rest batter								
5.0 Understand the Baking Process	5.1	Explain the relationship between product weight, oven temperature and baking time								
	5.2	Load baking trays/pans into the oven								
	5.4	Explain the de-panning methods								
	5.5	Safely handle freshly baked bread, cake, and pastries								
6.0 Cool and Package	6.1	Carry out different cooling methods: • Natural • Artificial								
	6.2	Use cooling equipment • Heat Extractor, • ACs • Chillers/Refrigerators								
	6.3	Package products using appropriate packaging materials								
	6.4	Explain proper packaging techniques.								
Learner's Signature:		Date:								
Assessor's Signature:		Date:								
IQA Signature (if sampled):		Date:								
EQA Signature (if sampled):		Date:								

Unit 007: Art of Baking- Bread Making and Confectionery

Unit Reference Number: HTT/BKC/007/L2

NSQ Level: 2

Credit Value: 6

Guided Learning Hours: 60

Unit Purpose This unit exposes learners to crafting skills to enable innovation and creativity in baked products to achieve a higher level of customer and consumer satisfactions

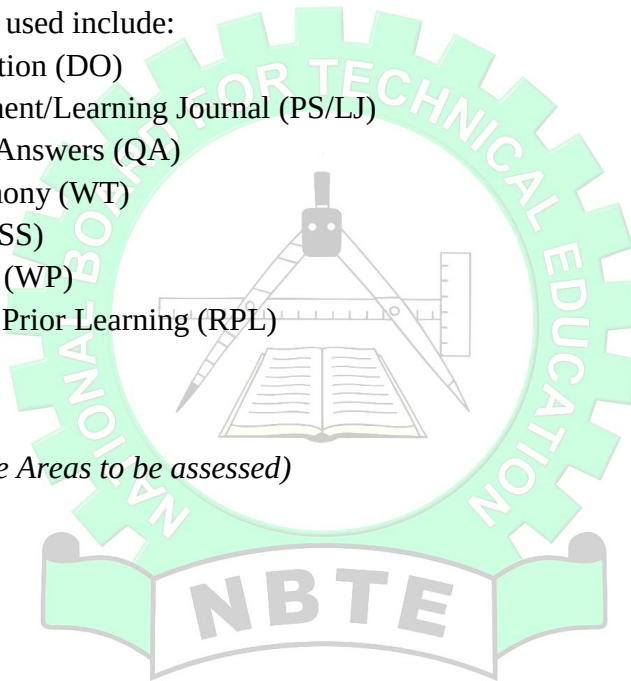
Unit assessment requirements/ evidence requirements:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)
7. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



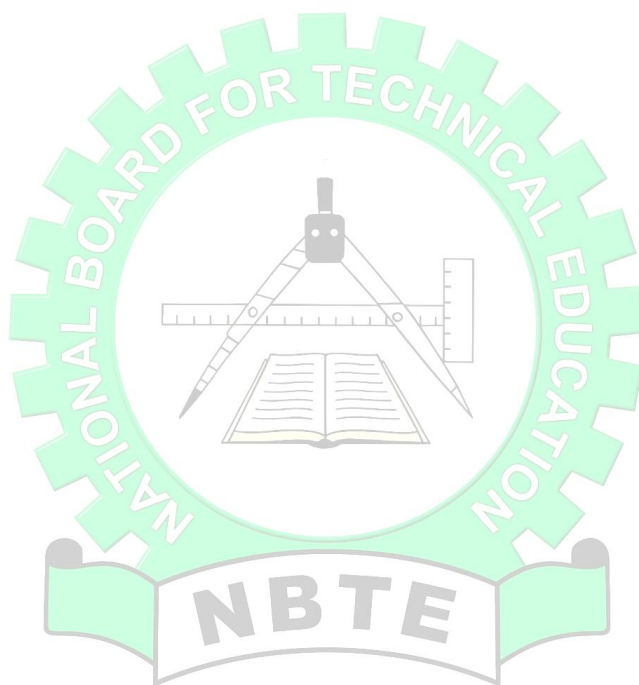
Unit 007: Art of Baking- Bread Making and Confectionery

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can	Evidence Type	Evidence Ref. Page No.
1.0 Understand the art of Baking	1.1	Describe baking as an art of crafting		
	1.2	Explain the benefits of crafting baked products.		
	1.3	Explain the tool requirements for Crafting		
2.0 Demonstrate the Art of Baking –Bread	2.1	Outline Bread with optional ingredients		
	2.2	Make Milk Bread in Burger Buns and Hot Dog Buns		
	2.3	Make Butter and Chocolate bread in a weaving twist		]
	2.4	Make Sardine and Fruit bread in loaves with scores		
3.0 Demonstrate the art of Baking -Bread-based premium products	3.1	Make Wheat bread / Oat bread in an open-cover pan		
	3.2	Make Cinnamon/custard cream rolls in a pan		
	3.3	Make a single-layered burger		
	3.4	Make Hot dog bread		
4.0 Demonstrate the art of Baking -Fried Pastries	4.1	Make a small chop in the full package		
	4.2	Make Designers puff-puff consisting of Plain, peppered, chocolate, and red velvet innovation.		
	4.3	Make a doughnut with sprinkles		
	4.4	Make Con-rolls and Scotch egg		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
5.0 Demonstrate the art of Baking- Pastry/Dessert	5.1	Make Quiches		
	5.2	Make Canapés		
	5.3	Make Scones		
6.0 Demonstrate the art of Baking – Cakes	6.1	Make Muffins		
	6.2	Make Banana Bread		
	6.3	Make Fruit cakes		
	6.4	Pound cake		
7.0 Demonstrate the art of Baking – Cake Covering/decoration	7.1	Make Whipped Cream Decoration for a celebration cake		
	7.2	Make an ice cream Decoration for a celebration cake		
	7.3	Make cupcakes covering		
	7.4	Make Ganache and Mousse		
	7.5	Make a fondant decoration.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

BAKING AND CONFECTIONERIES LEVEL 3



NATIONAL SKILLS QUALIFICATION GENERAL INFORMATION

OVERVIEW

This qualification is designed for individuals who are interested in pursuing a career in Baking and Confectionery for the award of National Skills Qualifications (NSQ)/National Occupational Standards (NOS). It is aimed at producing Baking and confectionery foreman at NSQ Level 3 with the competencies necessary to support the Bakery Sector.

This qualification is subject to review as and when the need arises.

QUALIFICATION PURPOSE

This qualification is targeted at developing competence in Baking and Confectionery. This is focused on knowledge, practical skills, communication skills, health and safety, teamwork and workplace experience.

QUALIFICATION REQUIREMENTS

All Candidates must:

- 
- a. Be at least (20) years of age
 - b. Be medically fit
 - c. Be mentally fit (Mental alertness)
 - d. Have achieved all the Safety and Health mandatory units in the qualification
 - e. Be a Nigerian citizen
 - f. Other nationals (International passport, residence permit)
 - g. Be vetted
 - h. Must have level 2 baking and confectioneries NSQ or RPL

QUALIFICATION OBJECTIVES

To achieve this qualification, the learner should have the following competencies:

1. Monitor a safe, hygienic, and secure environment within a commercial baking or confectionery operation.
2. Maintain a safe, hygienic, and secure environment within a commercial baking or confectionery operation.
3. Carry out routine team-based bakery tasks, and maintaining a safe, productive, and respectful workplace
4. Carry out instructions and passing instructions to downline in the workplace.
5. Identify constraints in operation processes.
6. Manage equipment and production schedules to meet customer demand.
7. Use baking ingredients effectively by understanding their functional, chemical, and physical properties.
8. Understand bakery processes and procedures required by professional bakers and pastry chefs

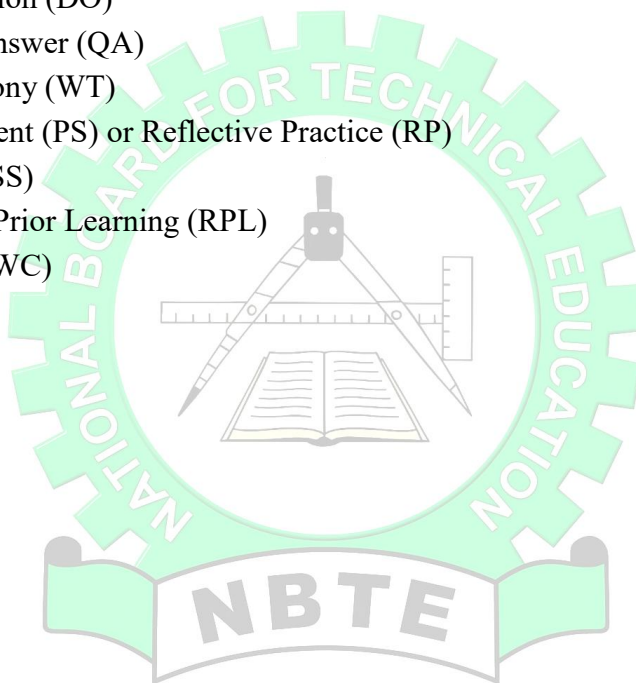
9. Package and label baked products safely, hygienically, and in accordance with regulatory and organizational standards.
10. Apply safe handling, presentation and merchandising techniques for baked products.
11. Manage, monitor, and control bakery inventory.
12. Accurately document, maintain, and manage bakery production records.

UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)
6. Recognition of Prior Learning (RPL)
7. Work Product (WC)



National Skills Qualification/National Occupation Standard (NSQ/NOS) Unit Table

UNIT TABLE LEVEL: 3

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours	Practice Time
1	HTT/BKC/001/L3	Safe, Hygienic and Secure Baking Environment	3	30	90
2	HTT/BKC/002/L3	Teamwork in a Bakery	3	30	90
3	HTT/BKC/003/L3	Communication System in a Work Environment	3	30	90
4	HTT/BKC/004/L3	Bakery Capacity Utilization	4	40	200
5	HTT/BKC/005/L3	Baking Ingredients for Bakery Products	4	40	200
6	HTT/BKC/006/L3	Bakery Processes and Procedures	3	30	90
7	HTT/BKC/007/L3	Handling, Packaging and Labelling of Baked Products	4	40	200
8	HTT/BKC/008/L3	Display and Sales of Bakery Products	3	30	170
9	HTT/BKC/009/L3	Inventory management	4	40	200
1	HTT/BKC/010/L3	Documentation of bakery operation	3	30	100
Total			34	340	1430

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit.
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Unit 001: Safe, Hygienic and Secure Baking Environment

Unit reference number: HTT/BKC/001/L3

NSQ Level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit is designed to develop the skills and knowledge required to establish, monitor, and maintain a safe, hygienic, and secure environment within a commercial baking or confectionery operation. It emphasizes compliance, hazard identification, and quality assurance

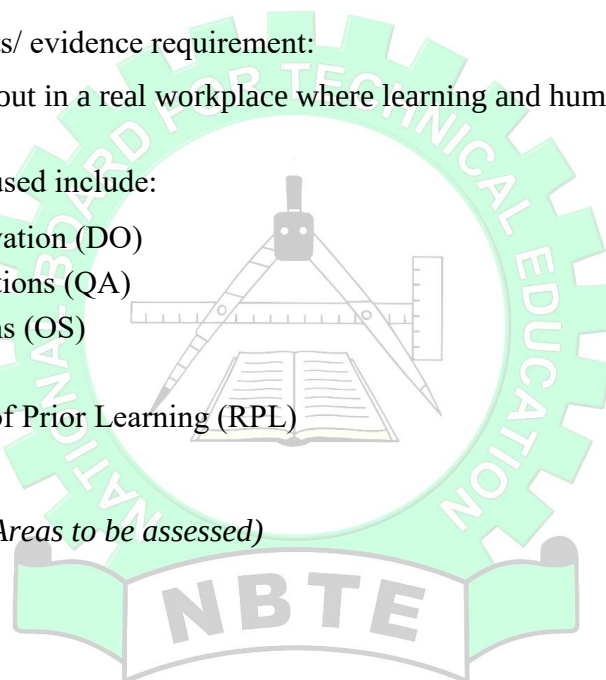
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)

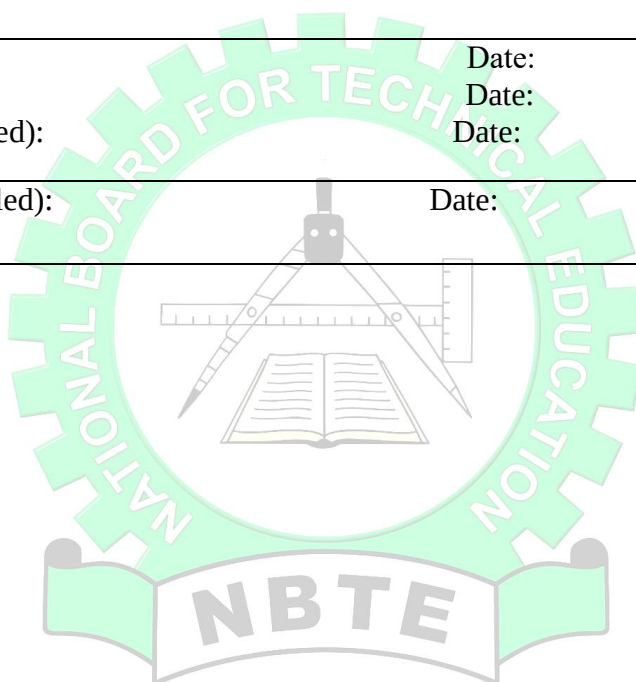


Unit 001: Safe Hygiene and Secure Baking Environment

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Implement food safety and hygiene regulations in a baking environment	1.1	Interpret food safety guidelines		
	1.2	Interpret organizational hygiene policies in relation to regulatory standards		
	1.3	Demonstrate personal hygiene protocols, including wound management		
	1.4	Apply appropriate protective equipment (PPE) selection		
	1.5	Identify potential physical, chemical, and biological hazards		
	1.6	Adopt organisational strategies for prevention of the hazards		
2.0 Monitor sanitation of the baking area and equipment	2.1	Formulate cleaning schedules for different areas, surfaces and baking equipment		
	2.2	Utilize appropriate cleaning agents and disinfectants.		
	2.3	Monitor the cleaning and sanitation procedures.		
	2.4	Manage safe disposal of bakery waste		
	2.5	Implement preventive pest-control measures		
3.0 Manage workplace security and hazard control	3.1	Implement standard operating procedures (SOPs) for operating equipment (e.g., large mixers, industrial ovens)		
	3.2	Secure proper storage for bakery equipment, raw and packaging materials and finished products		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
	3.3	Implement organisation's emergency action plans, including fire safety, accident reporting, and first-aid protocols		
	3.4	Adopt Government regulations on health and safety in Industry (OHS Act 2012)		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 002: Teamwork in a Bakery

Unit reference number: HTT/BKC/002/L3

NSQ Level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose:

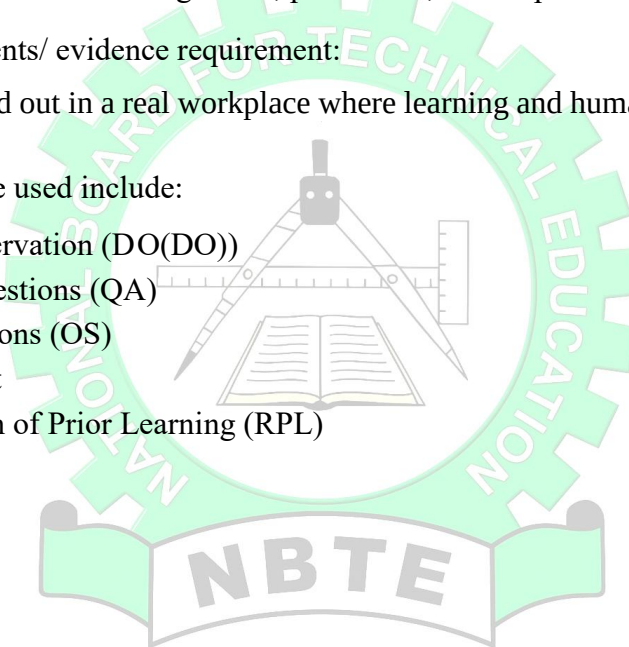
This unit is designed to equip the learner with knowledge and skills required to work effectively and collaboratively within a bakery environment. It involves following instructions, carrying out routine team-based bakery tasks, and maintaining a safe, productive, and respectful workplace

Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO(DO))
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)



Unit 002: Teamwork in a Bakery

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Coordinate Team Activities in the Bakery	1.1	Allocate tasks to team members based on skill level and production requirements		
	1.2	Develop daily production schedules for team members		
	1.3	Monitor workflow to ensure timely completion of tasks.		
	1.4	Adjust task allocation to address changes in production demand or staff availability		
	1.5	Ensure compliance with standard operating procedures (SOPs) during team operations.		
2.0 Communicate Effectively within the Team	2.1	Use clear and professional communication when giving instructions.		
	2.2	Facilitate team briefings and debriefings before and after production.		
	2.3	Provide constructive feedback to team members to improve performance.		
	2.4	Actively listen and respond appropriately to team members' concerns		
	2.5	Maintain proper documentation and communication records where necessary.		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
3.0 Demonstrate leadership and supervision skills	3.1	Lead by example in maintaining hygiene, safety, and quality standards.		
	3.2	Motivate team members to achieve production targets.		
	3.3	Supervise team members to ensure adherence to processes and procedures		
	3.4	Identify training needs and support skill development within the team.		
	3.5	Evaluate team performance and recommend improvements		
4.0 Resolve conflict and promote team cohesion	4.1	Identify sources of conflict within the team promptly.		
	4.2	Apply appropriate conflict resolution techniques to address issues.		
	4.3	Encourage mutual respect and positive working relationships among team members.		
	4.4	Resolve disputes fairly and professionally.		
	4.5	Foster an inclusive and supportive team environment.		
	4.6	Escalate unresolved issues to management promptly		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 003: Communication System in a Work in Environment

Unit reference number: HTT/BKC/003/L3

NSQ Level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is designed to equip the learner with knowledge and skills required to communicate effectively within a bakery environment.

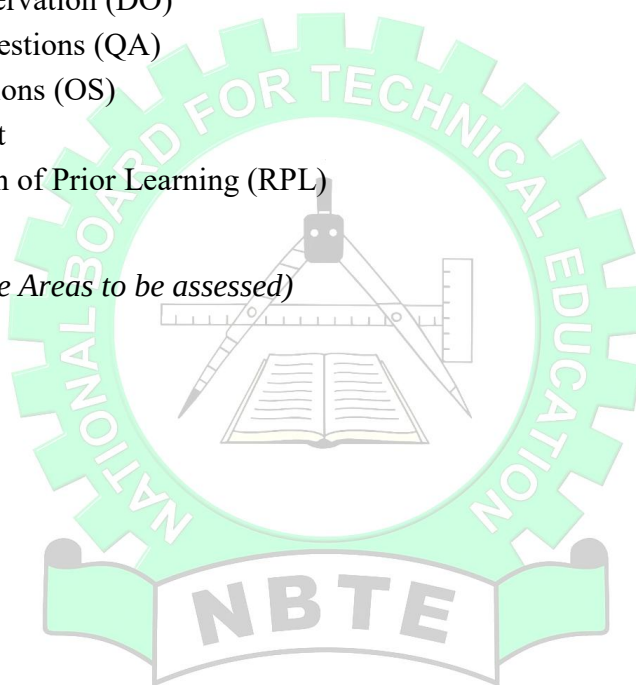
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

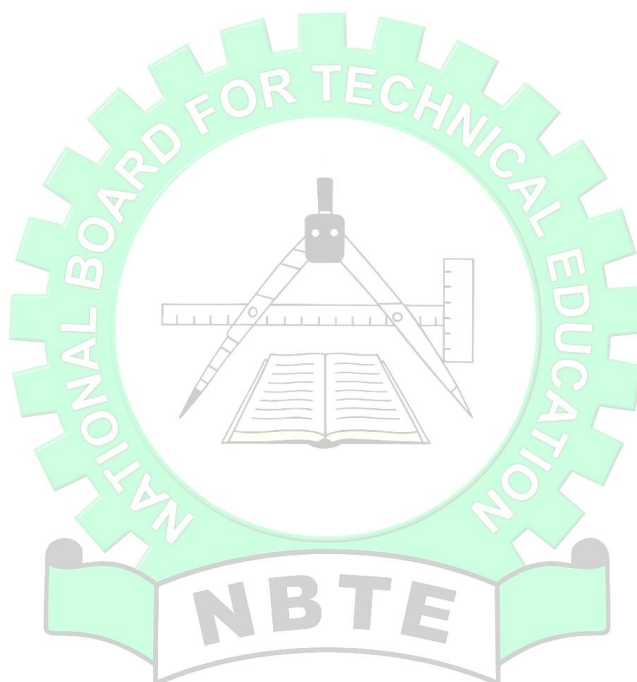
(This depends on the Trade Areas to be assessed)



Unit 003 Communication System in a Work Environment

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
1.0 Use a Non-complex Communication System in a Work environment.	1.1	Use simple verbal means to pass on necessary information								
	1.2	Use non-verbal means to pass on necessary information								
	1.3	Interpret symbols and signs appropriately								
2.0 Identify the source of information in a Work Environment	2.1	Locate the Source of information in an organization or Work Environment								
	2.2	Relate appropriately with the source of information								
	2.3	Use the various information flow systems in a work environment								
	2.4	Use information to avoid challenges in a work situation								
	2.5	Report findings in accordance to procedures in a work environment								
3.0 Demonstrate the means of communication in a work environment	3.1	Locate the various communication equipment in the work environment								
	3.2	Use the various communication equipment effectively in a work environment								
	3.3	Pass information effectively to the right personnel								
	3.4	Pass information effectively using symbols, signs and codes								
	3.5	Follow instructions in line with ethics of the work environment.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 004: Bakery Capacity Utilization

Unit reference number: HTT/BKC/004/L3

NSQ Level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose: This Unit is designed to equip learners with knowledge and skill to identify constraints, equipment management, ingredients preparation time and fluctuating customer demand.

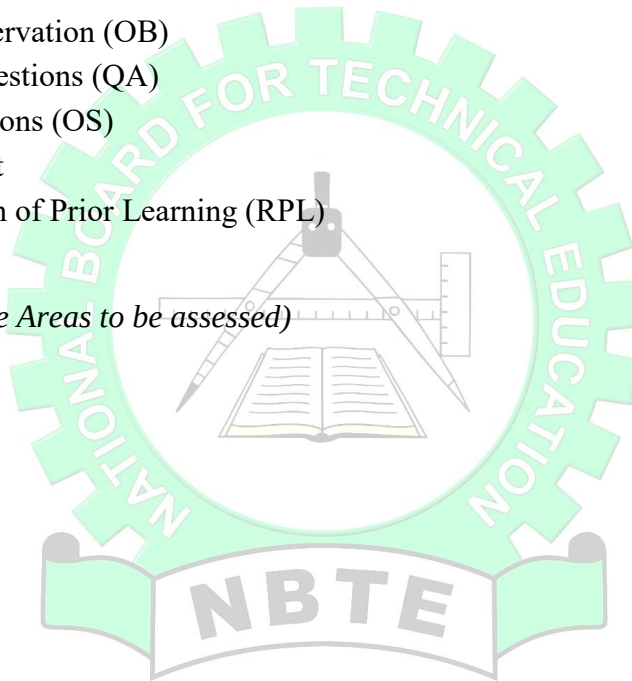
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (OB)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL).

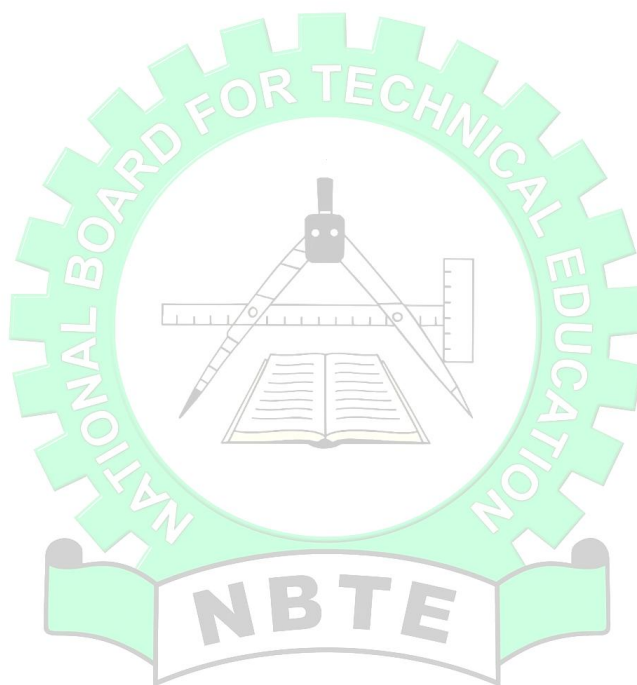
(This depends on the Trade Areas to be assessed)



Unit 004: Bakery Capacity Planning

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
1.0 Understand capacity planning concepts and techniques in baking	1.1	Identify the capacity of equipment (e.g., oven, mixer, generator, packaging lines)		
	1.2	Explain capacity planning strategies (e.g., increasing batch sizes, overtime, outsourcing)		
	1.3	Apply capacity planning strategies that eliminate wastage		
2.0 Determine capacity requirements for bakery products	2.1	Analyze demand forecast for bread, cakes and pastries.		
	2.2	Identify capacity constraints (e.g., oven availability, skilled labor)		
	2.3	Identify measures to overcome constraints in 2.2		
3.0 Develop capacity plan	3.1	Formulate a production schedule that aligns dough/batter preparation and baking times with fluctuating order volumes		
	3.2	Evaluate the operational impact of alternative plans such as night shifts versus early morning scaling		
	3.3	Allocate staff efficiently throughout the production shift		
4.0 Monitor and review capacity performance	4.1	Adopt Key Performance Indicators (KPIs) such as yield of usable product per batch and energy consumption per loaf		
	4.2	Implement logging mechanisms to track actual production output against the planned schedule		
	4.3	Recommend corrective actions or adjustments, such as mixing sequences when ingredients variations occur		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 005: Baking Ingredients for Bakery Products

Unit reference number: HTT/BKC/005/L3

NSQ Level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose:

This unit is designed to equip learners with knowledge and skills of applying baking ingredients, and their functional, chemical, and physical properties.

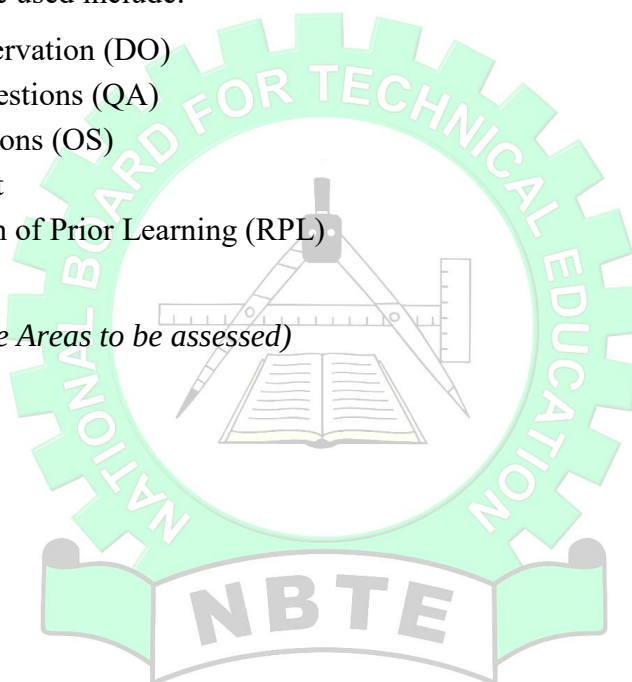
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)

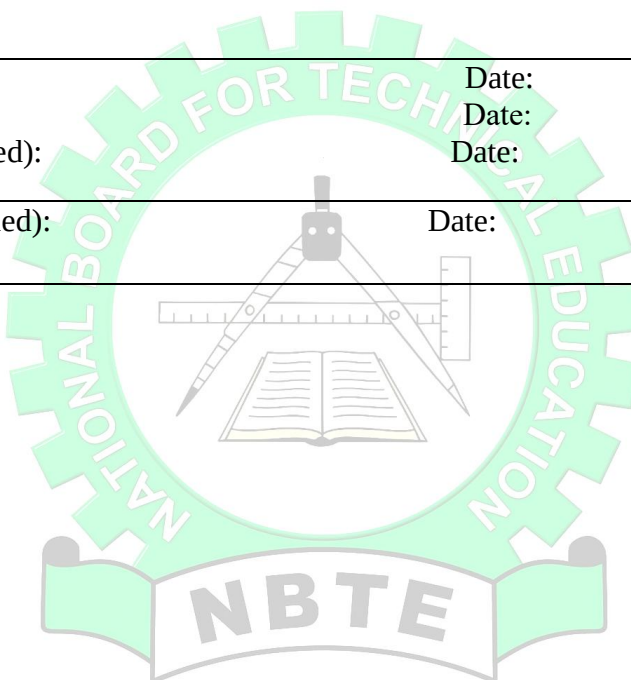


Unit 005 Baking Ingredients for Bakery Products

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Understand the functional properties of basic ingredients	1.1	Identify the chemical composition, such as protein, moisture and starch in different flour		
	1.2	Explain specific applications of 1.1 in dough and batter production		
	1.3	Explain how nutritive and non-nutritive sweeteners influence moisture retention, structure and crust color in baked goods		
	1.4	Differentiate the functions of the various fats and emulsifiers (e.g. butter, shortening, oil) regarding fat crystallization, aeration and shortening power		
2.0 Evaluate role of leavening agents/ liquid in baking formulation.	2.1	Apply the appropriate use and activation requirements of leavening agents for different products		
	2.2	State the effect of liquid temperature, pH and hydration levels on enzyme activity and gluten development		
	2.3	Calculate baker's percentages to adjust recipes for scaling and formulation balance.		
3.0 Apply knowledge of basic and optional ingredients to modify baked products.	3.1	State the function of binders, thickeners and preservatives in maintaining product quality and shelf life.		
	3.2	Formulate Various bread varieties using optional ingredients such as		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
		butter bread, chocolate bread, sardine bread.		
	3.3	Formulate bread varieties for dietary restrictions – such as low sugar, wheat bread, baguette.		
	3.4	Formulate Various pastry varieties using optional ingredients.		

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 006: Bakery Processes and Procedures

Unit reference number: HTT/BKC/006/L3

NSQ Level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit is designed to develop a higher knowledge and understanding of bakery processes and procedures required by professional bakers and pastry chefs.

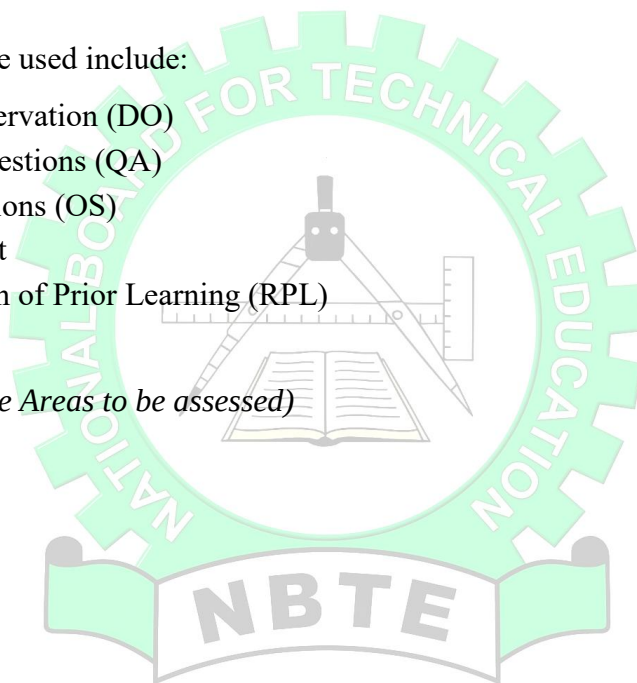
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 006: Bakery Processes and Procedures

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
1.0 Maintain bakery equipment and work environment	1.1	Implement good manufacturing practices (GMPs)								
	1.2	Carry out pre and post productions checks on weighing, measuring, and temperature-monitoring devices								
	1.3	Explain Hazard Analysis Critical Control Point (HACCP) protocols for the cleaning and sanitizing of the workspace								
2.0 Select, weigh, and mix a variety of bakery ingredients to precise specifications	2.1	Adjust ingredient quantities to accommodate different batch sizes and scaling factors.								
	2.2	Evaluate the quality and freshness of raw materials and ingredients, reporting any non-conformities before use.								
	2.3	Use mixing techniques to create diverse doughs, laminated doughs, and batters.								
3.0 Manage fermentation, Proofing, and baking environments.	3.1	Regulate humidity and temperature in the proofing cabinet to control fermentation rates precisely.								
	3.2	Adjust baking parameters (temperature profiles, steam injection, and airflow) for various product types								
	3.3	Identify common defects during the baking process.								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
	3.4	Troubleshoot common defects during the baking process, implementing corrective actions in real time.								
4.0 Implement Quality Control and Post-Baking Procedures	4.1	Evaluate finished products against sensory, texture, and visual quality standards.								
	4.2	Manage the cooling, slicing, and finishing (glazing, icing, or dusting) processes to maintain structural integrity								
	4.3	manage post-baking processes including cooling, wrapping, and storage								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

Unit 007: Handling, Packaging and Labelling Baked Products

Unit reference number: HTT/BKC/007/L3

NSQ Level 3

Credit Value: 4

Guided Learning Hours: 40

Unit Purpose:

This unit is designed to equip the learner with knowledge and skills required to package and label baked products safely, hygienically, and in accordance with regulatory and organizational standards.

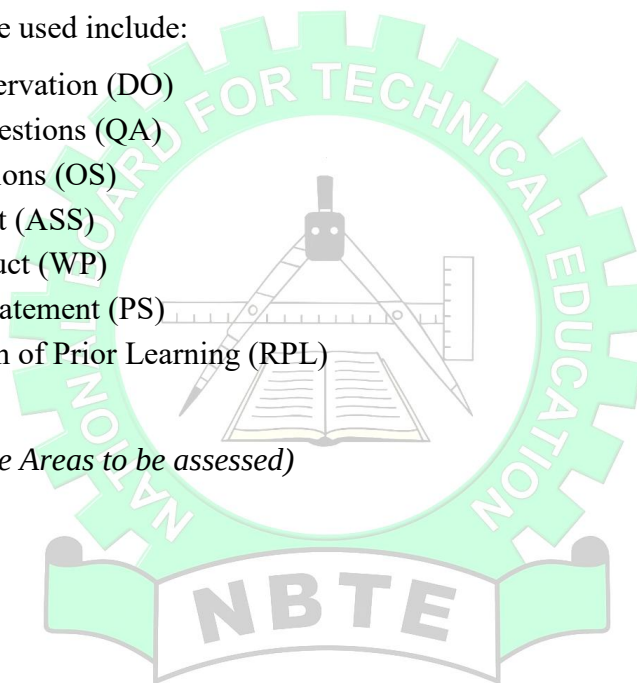
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment (ASS)
5. Work product (WP)
6. Personal Statement (PS)
7. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)

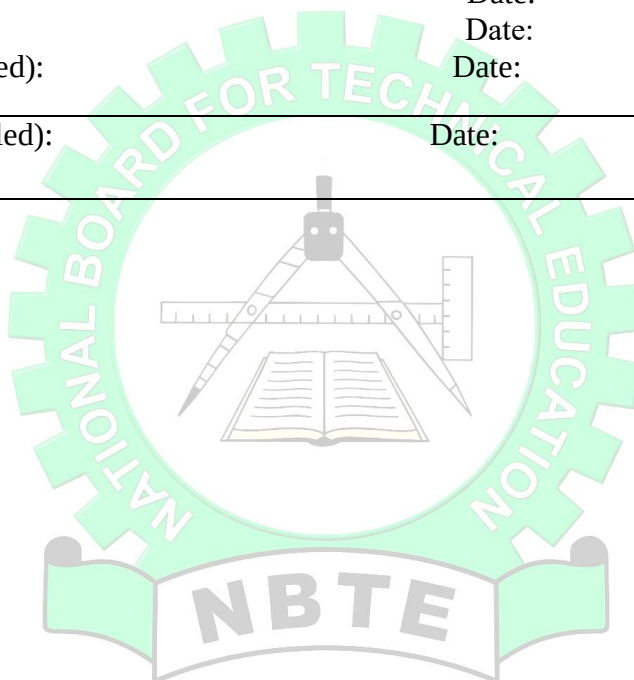


Unit 007 Handling, Packaging and Labelling Baked Products

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can	Evidence Type	Evidence Ref. Page No.
1.0 Prepare packaging and labelling materials	1.1	Select appropriate packaging materials based on the size and type of the product.		
	1.2	Inspect all packaging materials for cleanliness, integrity, and damage prior to use.		
	1.3	Prepare labelling machinery or formulate clear, legible, and accurate labels containing mandatory product information		
	1.4	Calculate the necessary quantity of packaging materials required to meet production targets without excessive waste		
2.0 Package baked products safely and hygienically	2.1	Check that baked products have cooled to the appropriate temperature before packaging		
	2.2	Handle products using sanitary techniques (e.g., using tongs, gloves, or clean workspace surfaces)		
	2.3	Seal packaged product securely using suitable techniques (e.g., heat-sealing, twisting, or vacuum-sealing)		]
	2.4	Pack items uniformly into primary and secondary containers, verifying product count and quality standards		
3.0 Label packages with	3.1	Use packaging Label that conform with regulatory standard		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA The learner can	Evidence Type				Evidence Ref. Page No.			
The learner will: accurate product and regulatory information	3.2	Fix labels accurately and securely to the packaging in accordance with organizational guidelines								
	3.3	Maintain uniformity of labelling across all packaged products.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:



Unit 008: Display and Sale of Bakery Products

Unit reference number: HTT/BKC/008/L3

Unit Level: Level 3

Credit Value: 3

Credit Hour: 30

Unit Purpose:

This unit is designed to equip the learner with knowledge and skills required to safely handle, display, and merchandise bakery products.

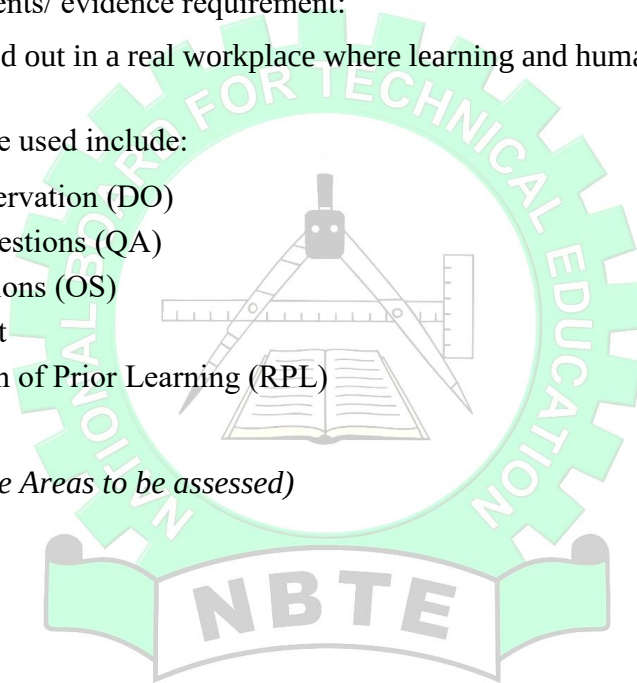
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 008: Sale and Presentation of Bakery Products

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type					Evidence Ref. Page No.			
			The learner can:								
1.0 Display Bakery Products	1.1	Inspect bakery products for quality, freshness, and structural integrity prior to display.									
	1.2	Transfer finished products using appropriate tools and techniques to prevent damage or contamination									
	1.3	Display products to optimize visual appeal and product accessibility while maintaining appropriate temperature controls (where applicable).									
	1.4	Attach accurate and compliant pricing to all products or display units.									
2.0 Advise Customers and Process Sales	2.1	Greet customers in a courteous and professional manner									
	2.2	Provide accurate information to customers regarding product ingredients, flavour profiles, and dietary suitability (e.g., gluten-free, vegan, or nut-free options).									
	2.3	Process sales transactions correctly using standard point-of-sale (POS) equipment, Cash or digital systems									
3.0 Maintain Hygienic, Safety, and Stock Control	3.1	Monitor stock levels and apply the First-In, First-Out (FIFO) method to ensure the freshness and rotation of baked goods.									

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
	3.2	Monitor stock levels and apply the First-Expire-First-Out (FEFO) method to ensure the freshness and rotation of baked goods.									
	3.3	Maintain the cleanliness and sanitation of the display counters, shelving, and surrounding retail environment throughout the shift									
	3.4	Dispose of unsellable or expired bakery items safely in accordance with waste management and environmental policies									
	3.5	Address customer feedback or complaints promptly and professionally.									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

UNIT 009: INVENTORY MANAGEMENT

Unit reference number: HTT/BKC/009/L3

NSQ Level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose:

This unit is designed to equip learner with the skills and knowledge required to manage, monitor, and control bakery inventory.

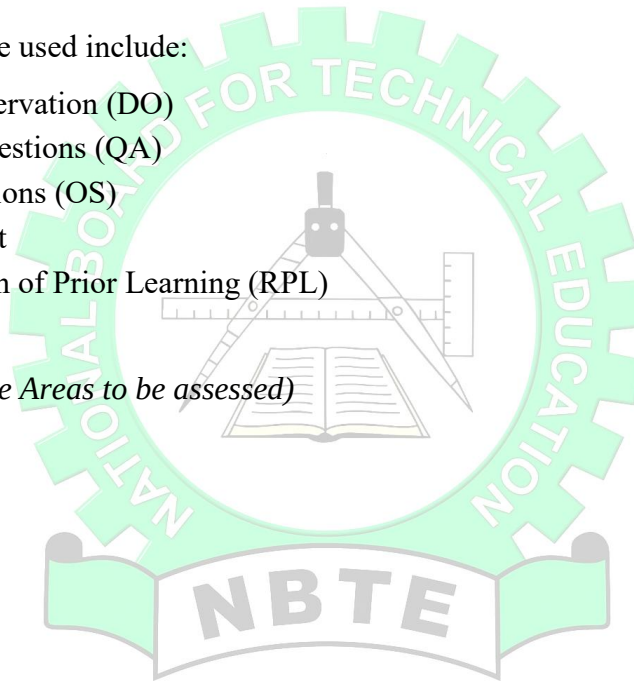
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development takes place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 009 Inventory management

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
1.0 Understand the principles of inventory management in a commercial bakery	1.1	Explain the importance of stock rotation (e.g., FEFO, FIFO) for perishable and temperature-sensitive bakery ingredients		
	1.2	Describe different types of inventory (raw materials, semi-finished, finished products)		
	1.3	Analyse inventory control systems (FIFO, LIFO, FEFO)		
	1.4	Identify key documentation used in inventory management (stock cards, bin cards, requisition forms)		
2.0 Implement procedures for receiving and storing bakery stocks	2.1	Inspect incoming deliveries against purchase orders, verifying quantity, quality, temperature, and expiration dates		
	2.2	Store ingredients and packaging materials according to organizational food safety standards and manufacturer guidelines		
	2.3	Maintain complete and accurate records of received, transferred, and discarded stock		
3.0 Monitor and control daily inventory levels and usage.	3.1	Conduct physical stock counts and reconcile discrepancies between actual stock and recorded balances		
	3.2	Calculate ingredient usage and yield against production schedules		

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type		Evidence Ref. Page No.
		to identify variances and prevent shortages			
	3.3	Report damaged, expired, or spoiled stock following workplace and environmental regulations			
4.0 Monitor inventory usage and control cost	4.1	Track stock movement and usage rates in production			
	4.2	Calculate stock levels and reorder levels			
	4.3	Use inventory data to identify trends and variances			
	4.4	Implement cost control measures to reduce waste and losses			

Learner's Signature: Assessor's Signature: IQA Signature (if sampled):	Date: Date: Date:
EQA Signature (if sampled):	Date:

Unit 010: Documentation in bakery operation

Unit reference number: HTT/BKC/010/L3

NSQ Level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit equips learners with the skills and knowledge to accurately document, maintain, and manage bakery production records.

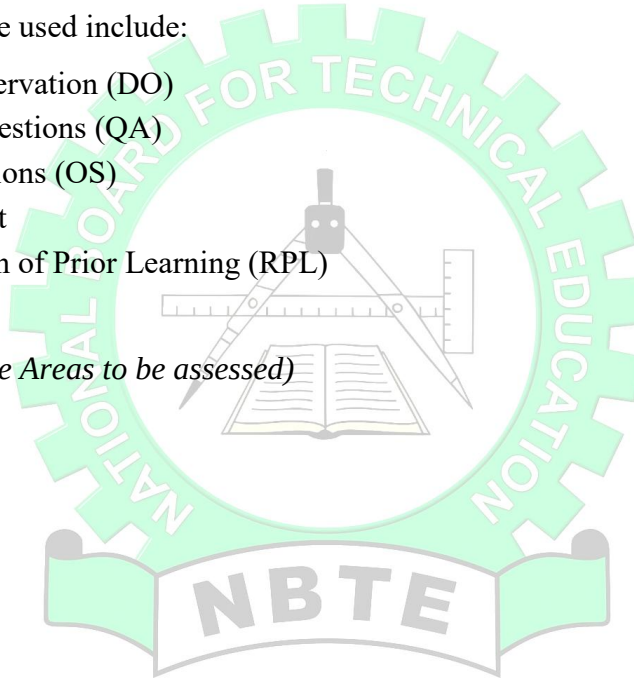
Unit assessment requirements/ evidence requirement:

Assessment must be carried out in a real workplace where learning and human development take place.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Written Questions (QA)
3. Oral Questions (OS)
4. Assignment
5. Recognition of Prior Learning (RPL)

(This depends on the Trade Areas to be assessed)



Unit 010 Documentation in bakery operation

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
1.0 Prepare accurate bakery production records	1.1	Record production data accurately (quantities, time, process stages)		
	1.2	Document ingredient usage and stock levels correctly		
	1.3	Maintain batch records for different bakery products		
	1.4	Ensure records are clear, legible, and completed in real-time		
	1.5	Use appropriate formats (manual or digital systems) for documentation		
2.0 Apply documentation to support food safety and quality assurance	2.1	Record critical control points (CCPs) in line with Hazard Analysis Critical Control Point (HACCP) principles		
	2.2	Document temperature controls for storage, baking, and cooling processes		
	2.3	Maintain cleaning and sanitation logs according to hygiene standards		
	2.4	Report deviations and corrective actions accurately		
	2.5	Ensure documentation supports compliance with food safety regulations		

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA	Evidence Type		Evidence Ref. Page No.
The learner will:		The learner can:			
3.0 Organize bakery documentation systems	3.1	Organize records for easy retrieval and audit purposes			
	3.2	Store documentation securely (physical and digital formats)			
	3.3	Update records regularly to reflect current operations			
	3.4	Ensure confidentiality and integrity of bakery record			
	3.5	Implement basic filing and archiving systems			

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled):	Date:
EQA Signature (if sampled):	Date:

List for Baking and Confectioneries Equipment

1. Bakery Production Room

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Spiral mixer	
2.	Planetary mixer	
3.	Dough divider	5
4.	Dough rounder,	1
5.	Dough sheeter	2
6.	Dough moulder,	1
7.	Proofing cabinet	1
8.	Work benches	1
9.	Baking trays	5
10.	Bread pans	
11.	Cake tins	12
12.	Pastry cutters	
13.	Cooling racks	3
14.	Ingredient bins	

Ingredient Preparation Room (Mise en Place Area)

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Stainless steel preparation tables	1
2.	Digital weighing scales	2
3.	Mechanical scales	1
4.	Measuring cups	5
5.	Measuring spoons	5
6.	Measuring jugs	5
7.	Bowls, sieves	5
8.	Flour sifters	2
9.	Ingredient containers	5
10.	Storage shelves	2

3. Baking/Oven Room

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	convection oven	1
2.	oven thermometer	2
3.	Deck Oven,	2
4.	baking peels	2
5.	oven gloves	5 pairs
6.	baking trays	3
7.	racks	3
8.	fire extinguisher	2
9.	knives	

4. Proofing/Fermentation Room

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Proofing cabinet	1
2.	Fermentation racks	2
3.	Dough trays	4
4.	Thermometer	4
5.	Slicing machine	1
6.	Slicing table	1

5. Cake Decorating and Finishing Room

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Decorating turntables	3
2.	piping bags,	5
3.	nozzles,	4 sets
4.	spatulas,	2 sets
5.	palette knives,	4
6.	scrapers,	4
7.	fondant smoothers	12
8.	rolling pins,	5
9.	airbrush	2
10.	cake stands	5

6. Packaging and Labelling Room

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Heat sealer	1
2.	Vacuum sealer	1
3.	Weighing scale	2
4.	Labelling machine	2
5.	Label printer	2
6.	Packaging table	1
7.	Packaging materials	Assorted
8.	Cartons, bags	5
9.	Trays	2

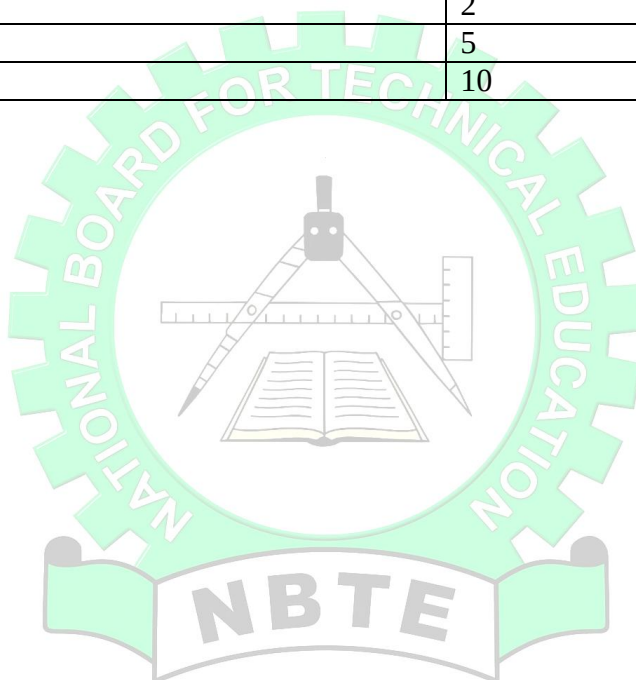
7. Finished Products Store

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Storage racks,	3
2.	Bread racks,	5
3.	Shelving units	4
4.	Pallets	2

5.	Temperature	4
6.	Receiving table	2
7.	Pallet jack	2
8.	Inspection table	1

8. Washing and Sanitation Room

S/N	DESCRIPTION OF ITEMS	QUANTITY
1.	Hand washing sink	1
2.	Detergent dispenser	1
3.	Sanitizing chemicals	1
4.	Brushes	1
5.	Drying racks	1
6.	Mops	2
7.	Buckets	2
8.	Waste bins	5
9.	Cleaning tools	10



List of Workshop Participants (Zero Draft Development)

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