

Observation Report

FBP30521 Certificate III in Baking

Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide a completed Observation Report. A completed Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace.

Who can complete the Observation Report?

The person who completes the Observation Report must:

- hold a supervisor position at your current or past workplace (e.g. your supervisor, manager or owner of a business where you work)
- be available to be contacted by VETASSESS to discuss their report if required.

NOTE:

- If you do not have a supervisor in the current/past workplace or are unable to ask them to complete the report, you can approach other people who you work closely with (e.g. a senior colleague, regular/long-term client).
- If the person who completes the Observation Report is not contactable by VETASSESS, the evidence in the report cannot be accepted.
- An Observation Report does not replace a statement from your employer. You must provide a separate employer statement in your evidence for Stage 1.

Observer information

The information you provide in this report will be submitted to VETASSESS as part of the Applicant's Trade Skills Assessment process.

The report allows you to state skills and knowledge the Applicant regularly demonstrates in the workplace.

What must I do to complete the report?

- hold a supervisor position at your workplace or work closely with the Applicant
- regularly observe work performed by the Applicant
- answer the questions based on skills you have observed in the workplace
- answer all questions honestly
- be available to discuss this report with VETASSESS if required.

If you have any questions about completing this report, please contact us at tradeassess@vetassess.com.au

Return the report to the Applicant when you have completed and signed it.

Applicant and Observer details

Applicant Name:		
Observer Name:		
Observer Role in the Workplace:		
Observer Contact Details:	Telephone:	
	Email:	
Workplace Name:		
Workplace Address:		
When did Observer supervise or work with the Applicant?	Start date:	
	End date:	

Report on the Applicant's workplace skills

This section is to be completed by the Observer.

Note: Identify the skills you have observed the Applicant performing correctly on multiple occasions.

Workplace skills	Yes/No	Observer comments:
Section 1: Cleaning and hygiene		
1. Washes hands at appropriate times and handles food safely		
2. Cleans equipment and work areas		
3. Disposes of waste safely		
4. Wears personal protective equipment		
5. Stores food and ingredients safely to prevent spoilage and contamination		
6. Identifies and reports health and hygiene hazards		
7. Completes workplace records and documents		
Section 2: Following recipes		
8. Accesses workplace recipes to identify requirements		
9. Schedules production based on recipe requirements		
10. Selects ingredients and calculates quantities based on recipes		
11. Selects and checks equipment appropriate to each recipe		

12. Adjusts recipes in response to dietary requirements or other customer requests

Section 3: Baking bread, cakes and pastry

13. Identify the types of products you have observed the Applicant preparing:

- Biscuits/cookies
- Non-sponge cakes (e.g. fruit cake)
- Laminated pastry products
- Meringue products
- Artisan products (e.g. laminated croissants/danishes, fried products)
- Basic breads (e.g. white and brown bread products)
- Specialty flour products (e.g. rye, wholegrain, gluten-free)
- Savoury breads (e.g. using dairy, meat, vegetables and/or herbs)
- Sweet breads (e.g. using sugar, cream, fruit, icing, etc.)
- Frozen dough products
- Other products (please list in the comments)
- Sponge cakes
- Puddings
- Non-laminated pastry products
- Gateaux, tortes, entremets

14. Weighs and prepares ingredients, fillings and decorations

15. Mixes doughs and batters

16. Divides dough/batter into required portions and moulds/shapes

17. Adds fillings to product if required

18. Loads product into appropriate tins/trays

19. Bakes products using appropriate times and temperatures

20. Unloads and de-pans baked products to cool

21. Identifies quality issues and makes adjustments if required

22. Finishes/decorates products according to recipe		
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Section 4: Working with others

23. Communicates effectively with other workers		
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24. Coaches other workers in job skills		
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25. Communicates and sells products to retail customers		
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26. Reports product faults and issues to supervisor		
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Applicant and Observer Declaration

Declaration

By signing the below section, both the Applicant and Observer confirm the following:

- the Observer holds/held a supervisor position, regularly supervises/supervised and/or has worked closely with the Applicant
- all information provided by the Observer is true and correct
- VETASSESS can contact the Observer to gather further information about this report or the Applicant’s work.

NOTE: Providing incorrect or untrue information in this report may result in an **UNSUCCESSFUL** skills assessment outcome for the Applicant.

Applicant Signature:		Date:	
Observer Signature:		Date:	