MINISTRY OF EDUCATION, MALAYSIA

VOCATIONAL COLLEGE STANDARD CURRICULUM

COURSE INFORMATION

PROGRAMME	:	**BAKING & PASTRY**		
COURSE NAME	:	**PASTRY PRODUCTION STOCK CONTROL**		
COURSE CODE	:	**HBP 4033**		
YEAR / SEMESTER	:	**2 SEMESTER 4**		
CREDIT UNIT	:	**3.0**		
CONTACT HOUR	:	**FACE TO FACE**	:	**5.0 HOURS/WEEK**
		NON FACE TO FACE	:	
COURSE TYPE	:	**VOCATIONAL**		
PREREQUISITE	:	**-**		
CORE REQUISITE	:	**-**		

COURSE OUTCOMES

At the end of the course, students should be able to:-

1. Identify pastry production stock control requirements
2. Arrange pastry production stock control activities
3. Carry out pastry production stock control activities
4. Check pastry production stock control activities
5. Prepare stock control report

COURSE DESCRIPTION

Pastry production stock control is to manage and control stock in accordance with Standard Operating Procedure (SOP), production requirement, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in stock control shall be able to carry out stock control activities to meet required quality.

CONTENT AND LEARNING STANDARDS

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CONTACT HOURS (TRAINING DURATION)	CONTENT STANDARD (WORK ACTIVITIES)	LEARNING STANDARD (RELATED KNOWLEDGE / APPLIED SKILLS / ATTITUDE / SAFETY / ENVIRONMENTAL)	ASSESSMENT CRITERIA
10 HOURS **(2 WEEKS)** **THEORY** **(8 HOURS)** **PRACTICAL** **(2 HOURS)**	1. **IDENTIFY PASTRY PRODUCTION STOCK CONTROL REQUIREMENT**	**RELATED KNOWLEDGE** 1.1 Safety, health and hygiene practices guidelines such as; ● OSHA ● Environmental Quality Act 1974 (Act127) ● Halal product compliance ● HACCP ● GMP	1.1 Safety, health and hygiene practices guidelines identified.

		1.2 Standing order 1.3 Production quantity 1.4 Types of stock control such as; ● Materials − Perishable − Dry − Frozen ● Utensils ● Equipment 1.5 Types of storage area ● Dry store ● Chillers ● Freezer ● Chocolate room 1.6 Stock control workflow **<u>APPLIED SKILLS</u>** 1.1 Determine production quantity 1.2 Determine types of stock control 1.3 Determine storage area	1.2 Production quantity identify. 1.3 Types of stock control identify 1.4 Types of storage area identify 1.5 Types of raw material, space and humidity temperature identify. 1.6 Stock control Standard Operating Procedures (SOP) identify. 1.7 Stock control workflow identify. 1.8 Store management process / workflow identify. 1.9 Production quantity determine. 1.10 Types of stock control determine. 1.11 Types of storage area determine.

		1.4 Determine stock control Standard Operating Procedures (SOP) 1.5 Determine stock control workflow **<u>ATTITUDE / SAFETY / ENVIRONMENTAL</u>** *<u>Attitude:</u>* i. Resourceful in identifying stock control requirements *<u>Safety:</u>* -Not applicable-	1.12 Types of raw material, space and humidity temperature determined. 1.13 Stock control Standard Operating Procedures (SOP) determined 1.14 Stock control workflow determined 1.15 Store management process / workflow determined.

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15 HOURS **(3 WEEKS)** **THEORY** **(7 HOURS)** **PRACTICAL** **(8 HOURS)**	2 **ARRANGE PASTRY PRODUCTION STOCK CONTROL ACTIVITIES**	**<u>RELATED KNOWLEDGE</u>** 1.2 Organisation chart 1.3 Stock control documentation such as; ● Requisition form ● Inter kitchen transfer form ● Market list ● Spoilage form ● Forecast report 1.4 Schedule format for receiving and issuing stock	2.1 Organisation chart identify. 2.2 Stock control documentation identify. 2.3 Schedule format for receiving and issuing stock identify. 2.4 Procedures of receiving and issuing of stock identify.

		1.5 Procedures of receiving and issuing of stock **APPLIED SKILLS** 2.1 Determine personnel/department involved 2.2 Obtain stock control documentation 2.3 Organise schedule for receiving and issuing of stock . **ATTITUDE / SAFETY / ENVIRONMENTAL** *Attitude:* i. Organise in planning stock control activities *Safety:* - Not applicable	2.5 Personnal / department involved determined. 2.6 Stock control documentation obtained. 2.7 Schedule for receiving and issuing organised of stock organised.

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55 **HOURS** **(11 WEEKS)** **THEORY (15 HOURS)** **PRACTICAL (40 HOURS)**	**3 CARRY OUT PASTRY PRODUCTION STOCK CONTROL ACTIVITIES**	**RELATED KNOWLEDGE** 3.1 Inventory stock record format 3.2 Stock arrangement procedures **APPLIED SKILLS** 3.1 Determine consumption usage of pastry material 3.2 Update inventory stock record 3.3 Fill up stock requisition form 3.4 Verify stock arrangement	3.1 Inventory stock record format identify. 3.2 Stock arrangement procedures identify. 3.3 Consumption usage of pastry material determined. 3.4 Inventory stock record updated. 3.5 Stock requisition form filled up. 3.6 Stock arrangement verified.

		ATTITUDE / SAFETY / ENVIRONMENTAL *Attitude:* i. Meticulous in updating inventory record *Safety:* i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety and health procedure	

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10 **HOURS** **(2 WEEKS)** **THEORY** **(5 HOURS)** **PRACTICAL** **(5 HOURS)**	**4 CHECK PASTRY PRODUCTION STOCK CONTROL ACTIVITIES**	**RELATED KNOWLEDGE** 4.1 Stock keeping record and filing 4.2 Procedures of issuing and ordering of stock **APPLIED SKILLS** 4.1 Check stock inventory accurately	4.1 Procedures of issuing and ordering of stock identify. 4.2 Stock keeping record and filling identify. 4.3 Stock inventory accurately confirmed.

		4.2 Check stock keeping record and filing accessibility 4.3 Check issuing and ordering of stock comply with procedures **<u>ATTITUDE / SAFETY / ENVIRONMENTAL</u>** *<u>Attitude:</u>* i. Meticulous in checking stock control *<u>Safety:</u>* -Not applicable	4.4 Stock keeping record and filing accessibility checked 4.5 Stock keeping record and filing updated. 4.6 Issuing and ordering of stock complied with procedures

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10 HOURS **(2 WEEKS)** **THEORY** **(5 HOURS)** **PRACTICAL** **(5 HOURS)**	5. **PREPARE STOCK CONTROL REPORT**	**RELATED KNOWLEDGE** 5.1 Flow of reporting line 5.2 Stock control reporting format 5.3 Method of reporting stock control activities such as; ● Verbal ● Checklist ● Written 5.4 Procedure of reporting stock control activities **APPLIED SKILL**	5.1 Stock control reporting format identify. 5.2 Method of reporting stock control activities identify. 5.3 Procedure of reporting stock control activities determined.

		5.1 Determine personnel involved 5.2 Determine stock control activities reporting format 5.3 Apply method of reporting stock control activities 5.4 Generate stock control activities report 5.5 Follow procedure of reporting stock control activities **<u>ATTITUDE / SAFETY / ENVIRONMENTAL</u>** *<u>Attitude:</u>* i. Meticulous in writing report ii. Clarity and responsible in reporting stock control activities iii. Adhere to report submission dateline *<u>Safety:</u>* -Not applicable-	5.4 Method of reporting stock control activities applied 5.5 Stock control activities report generated 5.6 Procedure of reporting stock control activities followed 5.7 Stock control report prepared and submitted to superior.

<u>CORE ABILITY</u>

CORE ABILITY
SILA RUJUK LAMPIRAN A : JADUAL PEMETAAN NOSS DAN KSKV **SILA RUJUK LAMPIRAN B : JADUAL PEMETAAN NOSS DAN CORE ABILITY**

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils	As required
3. Kitchen equipment	As required
4. Pastry product material	1:1
5. Packaging material	1:1
6. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

REFERENCES

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3. Futura Training (2007), Pastry, Cakes and Yeast Goods 2nd Edition.
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7. Lian M., Times Book International Singapore (1981), Guide to Hotel & Catering Services, ISBN 9-971-65093-2
8. Roux M.&A., Mcdonald & Co. Ltd., London & Sydney, The Roux Brothers on Patisserie, ISBN 0-356-12379-0
9. Wyne Gisslen, John Wailey and Sons (2009), Professional Baking 5th Edition.
10. Y.H.Hui, Harold Corke, Wiley Blacwell (2006), Bakery Products, Science and Technology, ISBN: 9780813801872
11. Andrew H.Feinstein & John M.Stetanelli, John Wiley & Sons (2008), Purchasing: Selection & Procurement for the Hospitality Industry