



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Log Book

Baker (423A)
Baker-Pâtissier (423C)

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✔ Notify Ministry of Advanced Education and Skills Development (MAESD) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✔ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✔ Keep an accurate record of the hours you work.
- ✔ Attend classroom training when it is offered.
- ✔ Apply for the financial incentives for which you are eligible.
- ✔ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.

Changing Sponsors

- ✔ Contact MAESD immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- ✔ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Advanced Education and Skills Development Registered Training Agreement #:

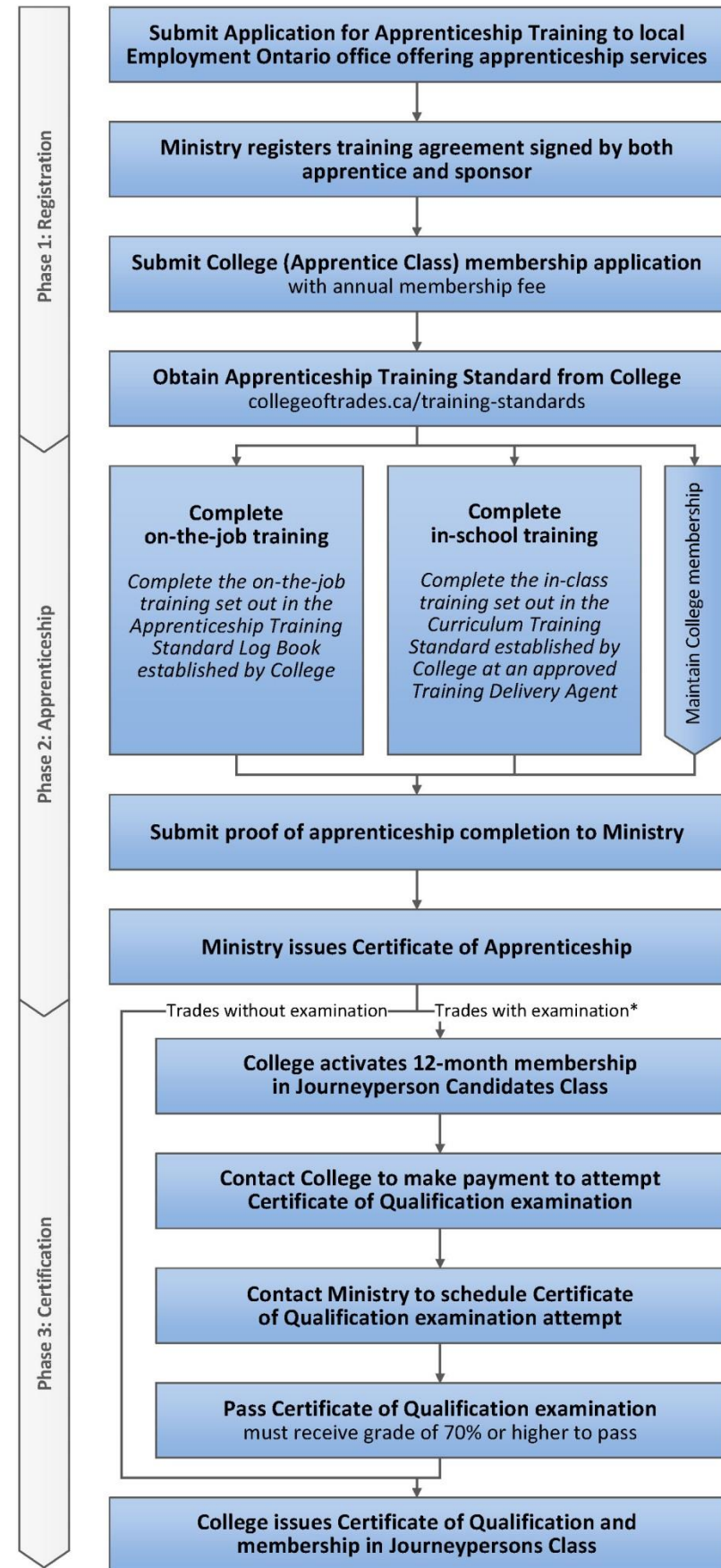
OCOT Membership #:

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

Apprenticeship Pathway to a Certificate of Qualification



LEGEND

Ontario College of Trades → **College**

Ministry of Advanced Education and Skills Development → **Ministry**

Apprentices eligible to apply for apprenticeship grants (Red Seal trades), incentives and loans

Sponsor eligible to apply for the Apprenticeship Training Tax Credit (in specific trades) and other incentives

For information on the proof of completion required for your trade, contact your local Employment Ontario office offering apprenticeship services <http://services.findhelp.ca/eo/tcu/apppof>

Download the College's Exam Preparation Guide to help prepare to attempt the Certificate of Qualification examination collegeoftrades.ca/resources/exam-process

If the exam is failed, another attempt may be scheduled 15 days after previous exam date. An exam fee is required for each attempt. The exam results letter shows areas of strength and weakness to help prepare for the next attempt

Apprentice eligible to apply for Apprenticeship Completion Bonus

Sponsor eligible to apply for Apprenticeship Completion Employer Bonus

* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

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Revised 2016 423A & 423C (V300)

TERMS AND CONDITIONS AS PER REGISTERED TRAINING AGREEMENT

The Apprentice agrees:

- to inform the Ministry of Advanced Education and Skills Development of any change to their contact information or change in sponsor within 7 days;
- to follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- to review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.

RESOURCE	LINK
Red Seal Program	red-seal.ca
Ministry of Advanced Education and Skills Development	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Essential Skills Ontario	essentialskillsontario.ca
Exam Preparation Guide	collegeoftrades.ca

INTRODUCTION TO THE LOG BOOK

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario. Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Advanced Education and Skills Development. It identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade. However, if a skill is shaded, it is **optional** and does not need to be signed off.

This Log Book is to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certification of Apprenticeship. The trainer and Apprentice are required to sign off and date each skill after the Apprentice has proven competence in these skills.

This Baker (423A), and Baker-Pâtissier (423C) log book was developed by a Working Committee that included representatives from industry and Members from the Baker-Baker-Pâtissier Trade Board. The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

This Standard includes new skill sets on Food Safety Practices, Baker Trade Practices and Producing Savoury Fillings. Molecular gastronomy is also introduced, although as an **optional skill**. In this context, molecular gastronomy is a mechanism of culinary transformation inspiring a new generation of Pastry Chefs. The Working Committee felt that molecular gastronomy it is a global technique that is moving from a trend to an integrated practice used in many areas of the culinary sector.

Essential Skills and the National Occupational Analysis (NOA)

The trade of Baker-Pâtissier in Ontario is part of the Interprovincial Red Seal Program which sets the national standard for the trade across Canada, under the title Baker. The NOA (National Occupational Analysis) is a key document for each Red Seal trade and is the document that the Red Seal examinations are based on. The most recent NOA for Baker was referenced as part of the preparation of this document.

The Government of Canada has identified and validated nine essential skills. Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For Baker include: Reading, Document Use, Writing, Numeracy, Oral Communication, Thinking Skills, Digital Technology, Working with Others and Continuous Learning. These skills are integrated into this apprenticeship training standard

A link to the complete essential skills profile for Red Seal trades and the most recent NOA can be found at www.redseal.ca.

ROLES AND RESPONSIBILITIES

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyman-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Advanced Education and Skills Development

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Advanced Education and Skills Development.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Advanced Education and Skills Development office.
4. You are responsible for informing the staff at your local Ministry of Advanced Education and Skills Development office regarding changes to the following:
 - Your Sponsor's address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Advanced Education and Skills Development office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the skills following each successful acquisition.

The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

SAFETY

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy attitude towards prevention of accidents.

A tradesperson is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety and the personal safety rules applying to each task.

Legal and Administrative Aspects of Safety:

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities - The employer is responsible for:

- Providing and maintaining safety equipment and protective devices;
- Ensuring proper safe work clothing and personal protective equipment (PPE) is worn;
- Enforcing safe working procedures;
- Providing safeguards for machinery, equipment and tools;
- Observing all accident prevention regulations; and,
- Training employees in the safe use and operation of equipment.

Employee's Responsibilities - The employee is responsible for:

- Working in accordance with the safety regulations pertaining to the job environment;
- Working in such a way as not to endanger themselves or fellow employees and the public.

Workplace Health and Safety's Responsibilities:

- Workplace Health and Safety (Ontario's Ministry of Labour) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

APPRENTICESHIP PROGRAM SUMMARY

Scope of Practice

Baker

8. The scope of practice for the trade of Baker includes the following:

1. Producing breads, buns and rolls from straight and sponge dough and producing yeast-raised goods, puff paste goods, aerated products, choux paste, cookies, pies, tarts and squares.
2. Producing and finishing cakes and producing icings, base fillings and creams for baked goods.
3. Managing materials purchasing and storage and managing product costing and marketing. O. Reg. 278/11, s. 8.

Baker-Pâtissier

9. The scope of practice for the trade of Baker-Pâtissier includes the following:

1. Producing breads, buns and rolls from straight and sponge dough and producing yeast-raised goods, puff paste goods, aerated products, choux paste, cookies, pies, tarts and squares.
2. Producing and finishing cakes and producing icings, base fillings and creams for baked goods.
3. Managing materials purchasing and storage and managing product costing and marketing.
4. Producing displays and presenting fillings, batters, dough, dough products, confectionery items, ices and decorated specialty items. O. Reg. 278/11, s. 9.

Program Guidelines

On-the-Job Training Duration

Industry has identified 6,130 hours of on-the-job work experience as the benchmark for a Baker-Pâtissier apprentice to become competent in the skills required.

For the trade of Baker, the Industry has identified 5280 hours of on-the-job work experience as the benchmark for an apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

Classroom Training Duration

Baker-Pâtissier requires 870 hours of in-school training.
Baker requires 720 hours of in-school training.

Journeyperson to Apprentice Ratio

While some of the trades regulated under OCTAA are subject to Journeyperson to Apprentice ratios (ratios) set out in regulation, this trade is not one of them. Instead, industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson or individuals who are deemed equivalent to a journeyperson status to 1 Apprentices as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Ratio information is current at time of printing. Please check the Ontario College of Trades website for current information on ratios, please visit

<http://www.collegeoftrades.ca/public/journeyperson-to-apprentice-ratios>

Trade Classification: Compulsory and Voluntary

Baker and Baker-Pâtissier is a trade regulated by the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA). Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trades of Baker and Baker- Pâtissier are voluntary. Qualified individuals may obtain a Certificate of Qualification, which confirms its holder has the skills, knowledge and experience that meet industry standards of practice for the trade.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book
- Complete the in-school training as outlined in the approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign off when competencies in the trade are achieved.

Baker (423A) Apprenticeship Training Standard Log Book

Training units commencing with Demonstrate Safe Working Practices U9181 through to Produce and Finish Cakes to U9194 inclusive comprise the Baker portion of this training Standard. Apprentices who completed only this portion, together with the appropriate in-school will be issued a Certificate of Apprenticeship.

Baker-Pâtissier (423C) Apprenticeship Training Standard Log Book

Apprentices, who successfully complete the entire training standard and the appropriate in-school training, will be issued a Certificate of Apprenticeship for the trade of Baker-Pâtissier and are eligible to write the Red Seal Certification of Qualification Examination for the trade of Baker, the Red Seal title for the trade. *Note that # 9196.07: Apply molecular gastronomic techniques is an optional skill.*

ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of tools endorsed by the Canadian Council of Directors of Apprenticeship (CCDA) have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- Understand how essential skills are used in the trades;
- Learn about individual essential skills strengths and areas for improvement, and,
- Improve essential skills and increase success in an apprenticeship program.

A link to the complete essential skills profile for Red Seal trades can be found at red-seal.ca.

TRAINING THE APPRENTICE

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign off the individual skills. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

Sponsors are responsible for ensuring all terms are met as per the Registered Training Agreement. They are named on the Registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form, and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Encourage safe work habits;
- Provide time for the Trainer to demonstrate skills to the apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book as a monitoring tool and a part of regular performance evaluations;
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

Trainer

A Trainer is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be a member of the College of Trades Journeypersons Class.

In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Advanced Education and Skills Development; or,
- Holds a Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign off the skills contained within this Log Book.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Advanced Education and Skills Development. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Advanced Education and Skills Development in order to complete your program. The Ministry of Advanced Education and Skills Development will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Ministry of Advanced Education and Skills Development will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Advanced Education and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

COMPETENCY ANALYSIS PROFILE
Baker (423A) & Baker-Pâtissier (423C)
(All unshaded skill sets must be demonstrated/completed)

Skill Sets for Completion of Baker (423A)

DEMONSTRATE SAFE WORKING PRACTICES 9181.0	Select, maintain, and wear Personal Protective Equipment (PPE) 9181.01	Comply with accident prevention rules and regulations 9181.02	Store non-food products and hazardous materials 9181.03	Handle and use hazardous materials in accordance to manufacturers specifications 9181.04	Identify potential hazards 9181.05
	Report potential hazards to supervisor or Health and Safety committee 9181.06				
PRACTICE FOOD SAFETY PROCEDURES 9182.0	Demonstrate personal hygiene 9182.01	Perform workplace hygiene and sanitation 9182.02	Control temperature during processing and preparation 9182.03	Conduct cooling procedures 9182.04	Perform procedures for reheating 9182.05
		Adhere to holding temperatures 9182.06	Perform food receiving and storage procedures (FIFO) 9182.07	Take corrective measures to eliminate food borne illness 9182.08	Adapt recipes to accommodate food allergies, sensitivities or intolerances 9182.09
PERFORM BAKER TRADE PRACTICES 9183.0	Maintain tools and kitchen equipment 9183.01	Organize kitchen workplace 9183.02	Prepare consistent product 9183.03	Adjust recipes to scale 9183.04	Calculate measurement conversions 9183.05
	Demonstrate portion control 9183.06				

BAKER AND BAKER-PÂTISSIER

DEMONSTRATE BUSINESS PRACTICES 9184.0	Demonstrate customer service	Complete documentation	Participate in product planning	Participate in cost management	Merchandise finished product
	9184.01	9184.02	9184.03	9184.04	9184.05
	Conduct administrative functions	Adapt workflow procedures	Demonstrate initiative	Participate in continuous learning	
	9184.06	9184.07	9184.08	9184.09	

BAKE BREAD, BUNS, ROLLS 9185.0	Select tools and equipment	Prepare ingredients	Weigh ingredients	Combine or mix ingredients	Weigh dough and incorporate inclusions
	9185.01	9185.02	9185.03	9185.04	9185.05
	Scale dough	Sheet, mould, form dough	Pan, deposit dough	Perform final proof	Prepare and bake product
	9185.06	9185.07	9185.08	9185.09	9185.10
	Unload, remove baked product from pan	Finish Bread or Rolls	Package finished products		
	9185.11	9185.12	9185.13		

PREPARE YEAST- RAISED PASTRY 9186.0	Select tools and equipment	Prepare ingredients	Weigh ingredients	Combine and mix ingredients	Divide dough
	9186.01	9186.02	9186.03	9186.04	9186.05
	Laminate dough (as required)	Sheet and cut dough	Pan, or deposit moulded dough pieces	Perform final proof	Prepare dough product
	9186.06	9186.07	9186.08	9186.09	9186.10
	Finish baked product	Package finished product			
	9186.11	9186.12			

BAKER AND BAKER-PÂTISSIER

PRODUCE SWEET DOUGH, PULLED STRUDEL, PUFF PASTRY AND PIE DOUGH 9187.0	Select tools and equipment 9187.01	Prepare ingredients 9187.02	Weigh ingredients 9187.03	Combine ingredients 9187.04	Weigh dough 9187.05
	Laminate dough 9187.06	Form dough 9187.07	Store finished dough 9187.08		

PRODUCE COOKIES, PIES, TARTS, SQUARES 9188.0	Select equipment and tools 9188.01	Prepare ingredients 9188.02	Weigh ingredients 9188.03	Combine or mix ingredients 9188.04	Portion dough 9188.05
	Fill cookies ,tarts, pies and squares 9188.06	Bake product 9188.07	Cool product 9188.08	Finish baked product 9188.09	Store cookies, tarts, pies and squares 9188.10

PREPARE BASIC FILLINGS 9189.0	Select tools and equipment 9189.01	Prepare ingredients 9189.02	Weigh ingredients 9189.03	Combine ingredients 9189.04	Cook basic filling 9189.05
	Store filling 9189.06				

PRODUCE QUICK BREADS, BATTERS and CHOUX PASTE 9190.0	Select tools and equipment 9190.01	Prepare pans and forms 9190.02	Prepare ingredients 9190.03	Weigh ingredients 9190.04	Combine ingredients 9190.05
	Portion batter 9190.06	Cook, bake, fry batter 9190.07	Remove product from pan 9190.08	Cool Products 9190.09	Store products 9190.10

BAKER AND BAKER-PÂTISSIER

PRODUCE AERATED PRODUCTS 9191.0	Select tools and equipment	Prepare ingredients	Weigh ingredients	Combine or mix ingredients	Portion dough, batter or Meringue
	9191.01	9191.02	9191.03	9191.04	9191.05
	Pan dough, batter or Meringue portions	Bake, fry, cook, or poach the dough batter or Meringue	Finish product	Package and store products	
	9191.06	9191.07	9191.08	9191.09	

PRODUCE PUFF PASTRY PRODUCTS 9192.0	Select tools and equipment	Roll, rest and chill puff pastry dough	Dock and bake	Select filling and portion	Make-up product
	9192.01	9192.02	9192.03	9192.04	9192.05
	Rest and chill	Finish product	Garnish product	Store finished product	
	9192.06	9192.07	9192.08	9192.09	

PRODUCE SAVOURY PASTRY PRODUCTS 9193.0	Select tools and equipment	Prepare savoury filling	Portion meat and savoury filling	Select and portion dough	Assemble meat or savoury product
	9193.01	9193.02	9193.03	9193.04	9193.05
	Perform resting and cooling procedures	Prepare product	Finish product	Store savoury product	
	9193.06	9193.07	9193.08	9193.09	

PRODUCE AND FINISH CAKES 9194.0	Select tools and equipment	Prepare ingredients	Weigh ingredients	Mix batter or cream	Prepare pans or forms
	9194.01	9194.02	9194.03	9194.04	9194.05
	Portion batter	Finish batter for baking	Bake batter	Remove cake from pan	Prepare cake for covering
	9194.06	9194.07	9194.08	9194.09	9194.10

BAKER AND BAKER-PÂTISSIER

Cover cake 9194.11	Set cake 9194.12	Prepare for final icing 9194.13	Finish cake 9194.14	Decorate cake 9194.15
Store finished cake 9194.16				

Additional Skill Sets for Completion of Baker-Pâtissier (423C)

PRODUCE ADVANCED FILLINGS, ICINGS, CREAMS 9195.0	Select tools and equipment 9195.01	Prepare ingredients 9195.02	Mix ingredients 9195.03	Cook ingredients 9195.04	Temper product 9195.05
	Store product 9195.06				

PRODUCE DECORATED AND SPECIALTY ITEMS 9196.0	Read and interpret work order 9196.01	Select Tools and Equipment 9196.02	Select materials and components 9196.03	Prepare décor elements 9196.04	Assemble 9196.05
	Finish and decorate specialty items 9196.06	Apply molecular gastronomic techniques 9196.07			

PRODUCE CONFECTIONARY ITEMS 9197.0	Select tools and equipment 9197.01	Prepare ingredients 9197.02	Weigh ingredients 9197.03	Cook, cool or temper ingredients 9197.04	Enrobe centres 9197.05
	Shape confectionery items 9197.06	Cook confectionery items 9197.07	Store confectionery items 9197.08		

BAKER AND BAKER-PÂTISSIER

PRODUCE FROZEN DESSERTS 9198.0	Select tools and equipment 9198.01	Prepare ingredients 9198.02	Weigh ingredients 9198.03	Combine ingredients 9198.04	Pasteurizes mixture as required 9198.05
	Portion and freeze mixture 9198.06	Store finished product 9198.07			
DISPLAY AND PRESENT PRODUCTS 9199.0	Design Display 9199.01	Decorate and Package Products 9199.02	Create and Finish Display 9199.03		

9181 DEMONSTRATE SAFE WORKING PRACTICES

Protect self and others by selecting, maintaining, and wearing Personal Protective Equipment (PPE); complying with accident prevention rules and regulations made under the *Occupational Health and Safety Act*; identifying, labelling, storing non-food materials and hazardous materials; handling and using hazardous materials with care; and observing product specifications and preventing fires.

SKILLS

9181.01 Select, maintain and wear personal protective equipment (PPE) to ensure optimum protection of self and others in compliance with the *Occupational Health and Safety Act* and the *Public Health Act*.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9181.02 Comply with accident prevention rules and regulations made under the *Occupational Health and Safety Act* and the *Public Health Act*.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9181.03 Store materials, non-food products and hazardous materials by identifying and labelling according to manufacturer's specifications and government regulations.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9181.04 Handle and use hazardous materials with according to manufacturer’s specifications and government regulations.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9181.05 Identify potential hazards in the workplace such as fire, chemical, biological, electrical and physical.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9181.06 Report potential hazards to supervisor, health and safety committee to ensure that potential hazards are identified, eliminated and the information as to what corrective action was taken is recorded.

(mm/dd/yy)		
(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)		
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR 9181: DEMONSTRATE SAFE WORKING PRACTICES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9182 PRACTICE FOOD SAFETY PROCEDURES

GENERAL PERFORMANCE OBJECTIVE

Perform food safety procedures to prevent foodborne illness, cross contamination and allergic reactions by demonstrating proficiency in personal and workplace hygiene and sanitation, controlling temperature during food processing, preparation and reheating, and holding, performing food receiving and storage procedures and adapt recipes to accommodate food allergies, sensitivities or intolerances.

SKILLS

9182.01 Demonstrate personal hygiene by observing physical and oral cleanliness standards throughout the duration of work, continual hand washing and maintaining a clean uniform to ensure food handling safety requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9182.02 Perform workplace hygiene and sanitation by cleaning and sanitizing surface areas (including counters, tables, work surfaces, tools, utensils, cooking and cooling equipment, dish and pot washing areas), discarding compromised food product, food waste and garbage to prevent growth of micro-organisms, food poisoning, or contamination, cross-contamination of products in compliance with the government food safety regulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.03 Control temperature during processing and preparation (CCP's- Critical Control Points) to maintain food at required temperatures for preparing, cooking, holding and reheating by using a food thermometer in accordance with government regulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.04 Conduct cooling procedures by using quantity cooling methods such as blast chill, ice bath, refrigeration, within required time in accordance with government regulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.05 Perform procedures for reheating based on product type and volume by using methods such as conduction, radiation, convection and re-thermalization according to government regulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.06 Adhere to procedures for holding temperatures by using time and temperature to maintain food integrity in accordance with government regulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.07 Perform food receiving and storage procedures by evaluating product quality and performing first in, first out (FIFO) rotation requirements and safe food storage in accordance with government regulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.08 **Take preventative measures to eliminate foodborne illness** by following best before dates, monitoring safety notices, food recall bulletins and other food safety information.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9182.09 **Adapt recipes to accommodate food allergies, sensitivities or intolerances** by determining allergens, food sensitivity and intolerance, reading ingredient list on product packaging, modifying standard recipes and preparing product using industry best practices to avoid cross contamination.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9182: PRACTICE FOOD SAFETY PROCEDURES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9183 PERFORM BAKER TRADE PRACTICES

GENERAL PERFORMANCE OBJECTIVE

Perform baker trade practices by demonstrating proficiency in maintaining tools and kitchen equipment, organizing the kitchen workplace, preparing consistent products, adjusting recipes to scale, calculation measurement conversions and demonstrating portion control.

SKILLS

9183.01 Maintain tools and kitchen equipment in accordance to industry best practices.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9183.02 Organize kitchen workplace by arranging tools, equipment and ingredients in accordance with formulation and production requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9183.03 Prepare consistent product by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9183.04 Adjust recipes to scale by calculating and adjusting recipe yields according to serving requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9183.05 Calculate measurement conversions such as weight and volume of ingredients between imperial and metric systems, calculating ingredient quantities when modifying recipes.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9183.06 Demonstrate portion control by determining portion sizes using methods such as piece count, weight and volume in accordance to formulation and requirements

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION 9183: PERFORM BAKER TRADE PRACTICES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9184 DEMONSTRATE BUSINESS PRACTICES

GENERAL PERFORMANCE OBJECTIVE

Demonstrate business practices by consistently performing proficiency in the skill sets outlined below.

SKILLS

9184.01 Demonstrate customer service by communicating with clients, vendors and co-workers to assess needs and take orders to ensure customer satisfaction.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9184.02 Complete documentation such as customer orders, production sheets, inventory, preparation and waste sheets, daily logs, recording temperature tracking and sanitation and delivery sign-offs.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.03 Participate in product planning by providing recommendations based on customer demands, adapting recipes based on nutritional value and suggesting promotional or seasonal items.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.04 Participate in cost management by calculating the cost of item, yield factor and pricing strategy.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.05 Merchandise finished product and promote brand by selecting, packaging, labelling, decorating, displaying and ensuring consistency of presentation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.06 Conduct administrative functions such as operating point of sale, performing financial transactions, receiving orders and inventory control.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.07 Adapt workflow procedures by coordinating work with co-workers, planning, reviewing and modifying tasks on a regular basis to contend with changing priorities and deadlines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.08 Demonstrate initiative by coordinating work with co-workers, participating in departmental meetings, making recommendations for improvement in product development and mentoring and coaching others.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9184.09 Participate in continuous learning to stay current with trade trends by accessing various sources such as trade journals, e-learning, cookbooks, manuals and recipes, professional associations, seminars and culinary competitions.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9184: DEMONSTRATE BUSINESS PRACTICES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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U9185 BAKE BREAD, BUNS, ROLLS

GENERAL PERFORMANCE OBJECTIVE

Bake bread, buns, rolls using straight, sponge and sourdough methods according to product type by reading and interpreting formulation and demonstrating proficiency in the skills outline below.

Product Examples

<ul style="list-style-type: none"> ▪ French Stick or Baguette ▪ Ciabatta ▪ Challah ▪ Sourdough 	<ul style="list-style-type: none"> ▪ Focaccia ▪ Hot Cross Buns ▪ Whole Wheat Buns 	<ul style="list-style-type: none"> ▪ Rye Sourdough ▪ Bagels ▪ Naan
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SKILLS

9185.01 Select tools and equipment such as mixers, attachments, dividers, moulders, rounders, sheeters, retarders, proofers, kettles, plastic or cloth covers, pans, trays, knives, and scales, based on production method for required product by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

◊ A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor

9185.02 Prepare ingredients by selecting, washing, roasting, cooking, defrosting and conditioning according to required formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9185.03 Weigh ingredients using required equipment or measuring container, metering devices and scales according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.04 Combine or mix ingredients manually or mechanically to ensure optimum dough development and consistency.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.05 Weigh dough and incorporate inclusions to produce specialty bread and buns according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.06 Scale dough by manual or mechanical methods to achieve desired yield according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.07 Sheet, mould and form dough, manually or mechanically to produce desired structure and shape.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.08 Pan or deposit dough in prepared pans or containers, manually or mechanically, to allow for final proofing.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.09 Perform final proof by proofing or boiling and maintaining humidity and temperature to facilitate final fermentation process and allowing dough piece to rise to desired volume according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.10 Prepare and bake product by cutting, washing, decorating, dusting, docking and baking to achieve desired results.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.11 Unload or remove baked product from pan by using manual or mechanical methods.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.12 Finish bread or rolls by glazing, washing, dusting, garnishing, cooling and slicing according to formulation and desired finish.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9185.13 Package finished product to maintain product integrity according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9185: BAKE BREAD, BUNS, ROLLS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9186 PREPARE YEAST-RAISED PASTRY

GENERAL PERFORMANCE OBJECTIVE

Prepare yeast-raised pastry by demonstrating proficiency in the skills outlined below.

Product Examples:

<ul style="list-style-type: none"> • Croissant • Danish • Hot Cross Buns • Stollen 	<ul style="list-style-type: none"> ▪ Pashka ▪ Doughnuts/Beignets ▪ Kugelhopf 	<ul style="list-style-type: none"> ▪ Baba/ Savarin ▪ Coffee Cakes ▪ Panettone
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SKILLS

9186.01 Select tools and equipment such as mixers, attachments, dividers, moulders, rounders, sheeters, retarders, proofers, plastic or cloth covers, pans, trays, knives or scale based on product method for yeast-raised pastry product by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9186.02 Prepare ingredients by selecting, washing, roasting, cooking, defrosting, stirring, soaking and conditioning according to required formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.03 Weigh ingredients by using required tools and equipment such as measuring containers, metering devices and scales according to required formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.04 Combine and mix ingredients manually or mechanically to ensure optimum dough development and consistency.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.05 Divide dough manually or mechanically, into required units and sizes for final shaping according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.06 Laminate dough manually or mechanically at specified temperature according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.07 Sheet and cut dough manually or mechanically, form, shape, fill and rest dough according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.08 Pan or deposit moulded dough pieces by manual or mechanical methods onto prepared pans or containers according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.09 Perform final proof by creating conditions for final fermentation and allow dough pieces to rise to desired volume.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.10 Prepare dough product by cutting, washing, decorating, dusting, docking and baking or frying according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.11 **Finish baked product** by filling, dipping, dusting, garnishing, cooling and slicing according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.12 **Package finished product** according to formulation to maintain product integrity.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9186: PREPARE YEAST-RAISED PASTRY		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9187 PRODUCE SWEET DOUGH, PULLED STRUDEL, PUFF PASTRY AND PIE DOUGH

GENERAL PERFORMANCE OBJECTIVE

Produce sweet dough, pulled strudel, pie dough and puff pastry using various methods, according to formulation by demonstrating proficiency in the skills outlined below.

Product Examples

<ul style="list-style-type: none"> • Pate sucrée • Short Dough • Mealy Pie dough 	<ul style="list-style-type: none"> • Pâte Brisée • Mille Feuille Napoleon • Linzer 	<ul style="list-style-type: none"> • Pulled Strudel • Sausage Roll • Almond Sweet Paste
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SKILLS

9187.01 Select tools and equipment such as knives, scrapers, mixing machines and attachments, sheeters or rolling pins based on production method for dough required by reading and interpreting the formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◊ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9187.02 Prepare ingredients by selecting requirements and bringing fats and liquids to temperature such as chilled or room temperature according to formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9187.03 Weigh ingredients, manually or mechanically, using scale and measuring devices according to formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9187.04 Combine ingredients, manually or mechanically, by mixing and kneading, according to production method to ensure optimum dough development.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9186.05 Weigh dough using tools and equipment including scales, scrapers, knives or dough dividers to produce required size according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9187.06 Laminate dough, manually or mechanically using various methods (English, French or Blitz), according to formula specifications by rolling and folding using equipment and tools in order to produce required layers.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9187.07 Form dough, manually or mechanically by cutting, rolling, folding, moulding and depositing into forms or trays to achieve required size and shape of product.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9187.08 Store finished dough according to the formulation and industry best practices to maintain product integrity.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9187: PRODUCE SWEET DOUGH, PUFF PASTRY AND PIE DOUGH

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9188 PRODUCE COOKIES, PIES, TARTS, SQUARES

GENERAL PERFORMANCE OBJECTIVE

Produce cookies, pies, tarts and squares by demonstrating proficiency in the skills outlined below.

Product Examples

<ul style="list-style-type: none"> • Spritz Cookies • Biscotti • Oatmeal Raisin Cookies • Lemon Meringue Pies 	<ul style="list-style-type: none"> • Double Crust Fruit Pies • Pumpkin Pie • Frangipane Tart 	<ul style="list-style-type: none"> • Traditional rolled and cut-out cookie • Nanaimo Bars • Brownies
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SKILLS

9188.01 Select equipment and tools such as mixers, attachments, dividers, moulders, sheeters, pans, trays, knives, and scale based on production method by reading and interpreting formulation for required product.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9188.02 Prepare ingredients by selecting, washing, roasting, cooking, poaching, defrosting according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.03 Weigh ingredients manually or mechanically using required equipment such as scales or other measuring devices according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.04 Combine or mix ingredients to achieve desired mixture consistency, store or chill dough according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.05 Portion dough either manually or mechanically by weighing, measuring, sheeting, rolling, cutting, piping or depositing according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.06 **Fill cookies, pies, tarts and squares** manually or mechanically with required fillings using tools such as piping bags, portioners, depositors and finish according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.07 **Bake product** to achieve desired shape, size, colour and texture according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.08 **Cool product** according to industry best practices.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.09 **Finish baked product** by filling, icing, glazing, piping, dipping, dusting or garnishing according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9188.10 Store cookies, pies, tarts and squares according to the formulation and industry best practices to maintain product integrity.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9188: COOKIES, PIES, TARTS, SQUARES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9189 PREPARE BASIC FILLINGS

GENERAL PERFORMANCE OBJECTIVE

Prepare basic fillings by demonstrating proficiency in the skills sets outlined below.

Product Examples

<ul style="list-style-type: none"> • Frangipane • Crème Pâtissière • Chocolate Ganache 	<ul style="list-style-type: none"> • Cold Set Cherry Pie Filling • Cooked Rhubarb • Lemon Curd 	<ul style="list-style-type: none"> • Dutch Apple • Clafoutis 	<ul style="list-style-type: none"> • Pistachio Baklava • Crème Chantilly
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SKILLS

9189.01 Select tools and equipment including knives, scrapers, spatulas, whisks, machine or attachments by reading and interpreting formulation for filling required.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◊ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9189.02 Prepare ingredients by selecting based on product type and washing, cutting, peeling, slicing, roasting, blanching or tempering using required tools to achieve desired product according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9189.03 Weigh ingredients, manually or mechanically, using scale and measuring devices according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9189.04 Combine ingredients by mixing or blending using required equipment and tools to achieve desired product consistency.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9189.05 Cook basic filling by sautéing, steaming, boiling or baking and bringing ingredients to required consistency according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9189.06 Store filling by placing in containers, wrapping, freezing or chilling according to formulation and government food safety regulations.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9189: PREPARE BASIC FILLINGS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9190 PRODUCE QUICK BREADS, BATTERS AND CHOUX PASTE

GENERAL PERFORMANCE OBJECTIVE

Produce quick breads, batters and choux paste by demonstrating proficiency skills outlined below.

Product Examples

<ul style="list-style-type: none"> • carrot bran muffins • banana bread • crêpes • eclairs 	<ul style="list-style-type: none"> • pancakes • waffles • Yorkshire Pudding • fritters 	<ul style="list-style-type: none"> • cheddar cornbread • blinis • scones • crullers
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SKILLS

9190.01 Select tools and equipment such as mixing bowls, whisks, forms or machine based on production method for required batter or mix by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

♦ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9190.02 Prepare pans and forms by cleaning, greasing, paper lining or dusting for easy release of product.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.03 Prepare ingredients by selecting, washing, cutting, peeling, slicing, roasting, blanching or tempering using required tools to achieve desired product according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.04 Weigh ingredients, manually or mechanically, using scale and measuring devices according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.05 Combine ingredients, manually or mechanically, by mixing, blending, folding or whipping in order to achieve desired product consistency.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.06 Portion batter, manually or mechanically by weighing, measuring, piping, spreading or depositing into moulds or trays according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.07 Cook, bake or fry batter by using equipment such as oven or deep fryer according to formulation to achieve desired results.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.08 Remove product from pan manually or mechanically, according to formula specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.09 Cool products according to industry best practices.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9190.10 Store product using method according to product type by bagging, boxing, wrapping or shelving at required temperature to maintain shelf life.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9190: PRODUCE QUICK BREADS, BATTERS AND CHOUX PASTE

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9191 PRODUCE AERATED PRODUCTS

GENERAL PERFORMANCE OBJECTIVE

Produce aerated products by demonstrating proficiency in the skills outlined below.

Product Examples

<ul style="list-style-type: none"> • Meringues • Macarons 	<ul style="list-style-type: none"> • Soufflés • Dacquoise 	<ul style="list-style-type: none"> • Japonaise • Île flottante • Pavlova
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SKILLS

9191.01 Select tools and equipment such as mixers, attachments, moulders, sheeters, hot plates, depositors, trays or cutters based on production method for aerated product required by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9191.02 Prepare ingredients by selecting, washing, cutting, peeling, slicing, roasting, blanching and tempering using appropriate tools to produce desired product according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.03 Weigh ingredients manually or mechanically using required equipment such as measuring devices or scales according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.04 Combine or mix ingredients to produce an aerated and consistent dough, batter or meringue according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.05 Portion dough, batter or Meringue manually or mechanically by weighing, measuring, sheeting, cutting, depositing, shaping or piping into moulds or trays according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.06 Pan dough, batter or Meringue portions, manually or mechanically to prepare for baking, frying, cooking or poaching according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.07 Bake, fry, cook or poach the dough, batter or Meringue according to formulation to achieve desired shape, size, colour and texture.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.08 Finish product by filling, dipping, dusting, garnishing and cooling according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9191.09 Package and store products bagging, boxing, wrapping according to formulation and government food safety regulations

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9191: PRODUCE AERATED PRODUCTS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9192 PRODUCE PUFF PASTRY PRODUCTS

GENERAL PERFORMANCE OBJECTIVE

Produce puff pastry products by reading and interpreting formulation and demonstrating proficiency in the skills outlined below.

Product Examples

<ul style="list-style-type: none"> • Apple Turnovers • Strudels • Palmiers 	<ul style="list-style-type: none"> • Napoleon • Gâteau St Honoré • Tarte Tatin 	<ul style="list-style-type: none"> • Cheese Straws • Pithiviers
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SKILLS

9192.01 Select tools and equipment such as dockers, sheeters or rolling pin and pastry brush based on production method for required puff pastry product by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◊ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9192.02 Roll, rest and chill puff pastry dough to required thickness according to formulation.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.03 Dock and bake puff pastry when required according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.04 Select filling and portion manually or mechanically using portioners, piping bags, depositors and spatulas on to dough according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.05 Make-up product by various methods such as applying an egg wash, crimping, scoring and cutting according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.06 Rest and chill assembled products by relaxing, refrigerating or freezing according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.07 Finish product by egg washing, decorating, dusting and docking and bake according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.08 Garnish product by glazing and decorating using required equipment and tools and methods according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9192.09 Store finished product at room temperature or under refrigeration according to the formulation to maintain product integrity.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9192: PRODUCE PUFF PASTRY PRODUCTS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9193 PRODUCE SAVOURY PASTRY PRODUCTS

GENERAL PERFORMANCE OBJECTIVE

Produce savoury pastry products by reading and interpreting formulation and demonstrating proficiency skills below.

Product Examples

<ul style="list-style-type: none"> • Meat pies and patties • Pasties • Sausage Rolls 	<ul style="list-style-type: none"> • Spanakopitas • Empanadas • Samosas
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SKILLS

9193.01 Select tools and equipment such as knives, scrapers, mixing machines and attachments, sheeters or rolling pins based on production method for puff pastry products by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

♦ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9193.02 Prepare savoury filling by selecting and processing ingredients including washing, cutting, peeling, slicing, roasting or cooking and mixing the filling to desired consistency according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.03 Portion meat and savoury filling using manual or mechanical portioning equipment to ensure consistency of product according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.04 Select and portion dough by rolling or sheeting the dough to the required thickness using manual or mechanical portioning equipment to ensure consistency of product, according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.05 Assemble meat or savoury product to by filling the dough pieces, pastry shells or foils using equipment and tools including scales, scrapers, knives or dough dividers to produce product according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.06 Perform resting and cooling procedures according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.07 Prepare product by cutting, washing, decorating, dusting, docking and baking, cooking, steaming or frying to achieve desired results according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.08 Finish product by cooling or maintaining at holding temperature according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9193.09 Store savoury product by wrapping, refrigeration or freezing to maintain integrity according to industry best practices and government food safety regulations.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9193: PRODUCE SAVOURY PASTRY PRODUCTS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9194 PRODUCE AND FINISH CAKES

GENERAL PERFORMANCE OBJECTIVE

Produce and finish cakes using various preparation methods such sponge and high ratio by demonstrating proficiency in the skills sets below.

Product Examples:

<ul style="list-style-type: none"> • Black Forest Cake • Buttercream Layer Cake • Cheesecake • Chestnut Yule Log • Charlotte Russe 	<ul style="list-style-type: none"> • Sacher Torte • Gâteau Opéra • Chocolate Mousse Cake • Carrot Cake • Gâteau Diplomate
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SKILLS

9194.01 Select tools and equipment such as mixers, attachments, depositors, trays or cake pans based on production method for various types of cake by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

♦ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9194.02 Prepare ingredients by washing, roasting, cooking, defrosting and conditioning according to required formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.03 Weigh ingredients using required equipment or measuring container, metering devices and scales to required formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.04 Mix batter or cream manually or mechanically by using paddle attachment or whip, to achieve required specific results.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.05 Prepare pan or form by cleaning, greasing, flouring or lining as required to prevent sticking and ensure efficient de-panning.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.06 Portion batter, manually or mechanically, weighing, measuring and depositing into pans or forms as required to achieve desired yield.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.07 Finish batter for baking by adding toppings or fillings as required.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.08 Bake batter by placing in oven according to formulation to achieve desired shape, size, colour and texture.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.09 Remove cake from pan by manual or mechanical methods to ensure and preserve required product standard according to recipe specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.10 Prepare cake for covering by cooling, cutting and slicing into equal layers using serrated edge knife, according to recipe specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.11 Cover cake according to formulation by lining moulds and rings, piping, depositing and spreading icing such as buttercream, whipped cream, crèmeux, mousse, jam or ganache; using palette knives, scrapers, piping bags or off-set spatula and transferring cake to appropriately sized board.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.12 Set cake by refrigerating or freezing according to recipe formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.13 Prepare for final icing by applying a crumb coat of buttercream, whipped ganache or whipped cream to enhance the integrity of the product according to recipe formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.14 Finish cake by manual or mechanical methods and apply various icings such as noted below, using palette knives, cake combs, rolling pin, scrapers, pastry brush or pastry bags as specified in formulation to enhance appearance, taste and presentation.

<ul style="list-style-type: none"> • buttercream, • whipped cream, • whipped ganache 	<ul style="list-style-type: none"> • poured ganache • marzipan 	<ul style="list-style-type: none"> • rolled fondant • apricot glaze
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(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9194.15 Decorate cake by piping, dusting, writing, scoring, or applying prepared decorations using piping bags, sifters or serrated knife, with garnishes such as roasted nuts, whipped cream rosettes, marzipan roses, cherries, chocolate curls according to recipe specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9194.16 Store finished cake by following industry best practices to ensure product quality according to recipe specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR 9194: PRODUCE AND FINISH CAKES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

ADDITIONAL SKILLS FOR COMPLETION OF BAKER-PÂTISSIER (423C)

9195 PRODUCE ADVANCED FILLINGS, ICINGS AND CREAMS

GENERAL PERFORMANCE OBJECTIVE

Produce fillings, icings and creams by reading and interpreting formulation and demonstrating proficiency in skills outlined below

Product Examples:

<ul style="list-style-type: none"> • Italian Buttercream • Praliné Crèmeux • Raspberry Bavaois • Pistachio Mousseline 	<ul style="list-style-type: none"> • Chocolate Mousse • Cheesecake Filling • Frangipane • French Buttercream
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SKILLS

9195.01 Select tools and equipment such as mixers, attachments, steam kettle, copper pots, whips and spatulas to produce advanced filling, icings and creams by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9195.02 Prepare ingredients by washing, roasting, cooking, defrosting and conditioning according to required formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9195.03 Mix ingredients, manually or mechanically, by using mixers, attachments, beaters or whips, under strict temperature control consistency according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9195.04 Cook ingredients, by steaming, boiling or tempering using steam kettle, bain marie or pots, at appropriate temperature and time, to achieve required formulation consistency.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9195.05 Temper by chilling at pre-determined temperature, according to industry best practices and government food safety regulations.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9195.06 Store product to preserve quality according to industry best practices and government food safety regulations.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9195: PRODUCE FILLINGS, ICINGS AND CREAMS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9196 PRODUCE DECORATED AND SPECIALTY ITEMS

GENERAL PERFORMANCE OBJECTIVE

Produce decorated and specialty items by reading and interpreting work orders and demonstrating proficiency in the skills below to achieve the required artistic appearance.

Product Examples:

<ul style="list-style-type: none"> • Wedding cake • Macarons Tower 	<ul style="list-style-type: none"> • Croquembouche • Show Piece
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SKILLS

9196.01 Read and interpret work order to determine materials, components, design, lay-out and assembling method to produce customized specialty item.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

◊ A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor

9196.02 Select tools and equipment such as moulds, tempering tools, copper pots, sterilized pastry brushes, turntables, piping bags and tips, pallet knife, drum boards, blowers, pumps and heat lamps according to recipe formulation and specifications.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9196.03 **Select materials and components** such as cake, fillings, icings, royal icing, rolled fondant, chocolate, marzipan, nougatine, caramel, chocolate, pastillage, gum paste, sugar or nuts to produce specialty items.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9196.04 **Prepare décor elements** by rolling, cutting, imprinting, moulding, drying, pouring, pulling, blowing, cutting, tempering, embossing, enrobing using required equipment according to work order specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9196.05 **Assemble products** by dividing, layering, filling, masking, enrobing, piping, rolling, dipping and glazing according to work order specifications.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9196.06 **Finish and decorate specialty item** by modelling, carving, piping, sprinkling, flaming, caramelizing, dusting, stenciling or colouring to achieve required artistic appearance.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9196.07 Apply molecular gastronomic techniques to prepare products such as ice creams, beverages, fruits and sauces by using tools and materials that may include sous vide, liquid nitrogen, Co2 injection, flavour injection, maltodextrin and xanthan gum according to formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9196: PRODUCE DECORATED AND SPECIALTY ITEMS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9197 PRODUCE CONFECTIONERY ITEMS

GENERAL PERFORMANCE OBJECTIVE

Produce confectionery items by reading and interpreting formulation and demonstrating proficiency in the skills outlined below.

Product Examples:

<ul style="list-style-type: none"> Chocolate Truffles Fudge Nougat 	<ul style="list-style-type: none"> Dragée Caramels Rochers 	<ul style="list-style-type: none"> Marzipan Fruit Jellies
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SKILLS

9197.01 Select tools and equipment including moulds, tempering tools, pots, saccharometer, frames and pumps and determine production method to ensure safe and efficient operation by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9197.02 Prepare ingredients including sugar and chocolate, by heating, melting, boiling or tempering according to formulation to achieve required consistency.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9197.03 Weigh ingredients, manually or mechanically by using scales (sterilized as required) and measuring containers according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9197.04 Cook, cool or temper ingredients according to formulation and achieve desired results.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9197.05 Enrobe centres by dipping, coating, pouring, panning, moulding or rolling using chocolate, sugar, fondant, caramel, marzipan, or cocoa powder to ensure quality, appearance, optimum texture and taste.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9197.06 Shape confectionery items to predetermined medium by shaving, curling, covering, moulding, spinning, blowing, spreading, piping, painting, pulling or cutting to achieve required appearance.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9197.07 Cook confectionery items according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

9197.08 Store confectionery items to preserve product integrity by cooling, placing in air tight containers, in humidity controlled environment at room temperature or chilling according to formulation and government food safety guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR 9197: PRODUCE CONFECTIONERY ITEMS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

9198 PRODUCE FROZEN DESSERTS

GENERAL PERFORMANCE OBJECTIVE

Produce frozen desserts by reading and interpreting formulation and demonstrating proficiency in the skills outlined below.

Product Examples:

<ul style="list-style-type: none"> • Bombe • Granita • Sorbet 	<ul style="list-style-type: none"> • Parfait • Soufflé Glacé • Ice cream 	<ul style="list-style-type: none"> • Gelato • Yogourt
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SKILLS

9198.01 Select tools and equipment such as a sterilized ice cream machine and saccharometer to control pathogenic bacterial growth method and determine production method by reading and interpreting formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9198.02 Prepare ingredients by washing, cutting, peeling, slicing, roasting or blanching using required tools to achieve desired product, according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9198.03 Weigh ingredients, manually or mechanically, using scales and measuring devices according to formulation to achieve desired outcome.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9198.04 Combine ingredients, manually or mechanically, by mixing, whipping, folding, blending to produce required mixture consistency.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9198.05 Pasteurise mixture as required by heating to required temperature and time to destroy harmful bacteria.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9198.06 Portion and freeze mixture; portion manually or mechanically, by weighing, measuring, piping, spreading, or depositing into moulds or containers as required to achieve desired frozen shape or form and freeze mixture according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9198.07 **Store finished product** to retain integrity by packaging as required according to formulation.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9198: PRODUCE FROZEN DESSERTS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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9199 DISPLAY AND PRESENT PRODUCTS

GENERAL PERFORMANCE OBJECTIVE

Display and present products by demonstrating proficiency in designing displays, decorating and packaging products, creating and finishing displays.

SKILLS

9199.01 **Design display** by determining theme, selecting and coordinating products considering colours, shapes, sizes, texture and variety to create artistic expression and ensure eye appeal.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

◇ A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor

9199.02 Decorate and package products according to design theme by piping, pouring, moulding, shaping, colouring, dusting and wrapping or boxing.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

9199.03 Create and finish display by arranging according to variety, type, size and temperature to retain quality, design and eye appeal and using embellishments to enhance aesthetic appearance.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR 9199: DISPLAY AND PRESENT PRODUCTS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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DEFINITIONS

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Advanced Education and Skills Development in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Minister of Training, Colleges and Universities to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journey person. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journey persons Class.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

Sponsor

Means a person that has entered into a Registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Advanced Education and Skills Development prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journey person Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journey person Candidates Class.

Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.
- can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journey person Candidates (they are neither Apprentices nor Journey persons).
- can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journey persons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Trades persons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journey person Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed off for the Apprentice to complete their program.

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign off is not required for the Apprentice to complete the program.

Ratios

For up to date information regarding Journey person to Apprentice ratios, please visit: collegeoftrades.ca

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination. The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Log Book (may also be called Training Unit or General Performance Objective).

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign off by Sponsor of record.

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyman Candidates Class or are not eligible for Journeyman Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeymen).

Note: Individuals in the Tradespersons Class are considered Journeymen for the purpose of determining ratios for that trade.

Trainer

A qualified Trainer in a compulsory trade is a Journeyman with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyman with a Certificate of Qualification.

In this voluntary trade a trainer must be competent in the skill.

Trade Specific Definitions

Molecular gastronomy

Molecular gastronomy is defined as a method of food preparation that relies on various cooking and baking processes and techniques to alter food at a molecular level. This innovation relies on techniques and technologies to enhance foods. The techniques include combinations of equipment and/or ingredients such as fuming flasks of liquid nitrogen, LED-blinking water baths, syringes, tabletop distilleries, PH meters and a variety of food chemicals.

READY TO WRITE YOUR EXAM?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to join the Journeypersons class of members at the Ontario College of Trades and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

You will write an Ontario-only examination when your trade is not designated as Red Seal trade in Ontario.

Ontario's Exam Preparation Guide

collegeoftrades.ca/resources/exam-process

Basic Examination Details for You to Know

You will have **up to four hours to write your examination**. If you need more time, you must ask for it when you schedule the examination, not on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.

You need a mark of 70% to pass.

Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the College of Trades website: collegeoftrades.ca

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the College of Trades.
2. Contact Client Services at the College of Trades to pay your examination fee.
3. Contact the local Ministry apprenticeship office to schedule your examination in their examination centre: <http://services.findhelp.ca/eo/tcu/appoff>

INSTRUCTIONS FOR RECORDING A CHANGE IN SPONSOR

1. Record your first sponsor's information in Sponsor Record #1 - this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you change sponsors prior to completing this apprenticeship, please contact your local Ministry of Advanced Education and Skills Development Apprenticeship Office immediately to update your sponsor record.
3. Please make sure you do record all of the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a CHANGE OF SPONSOR RECORD each time you change your sponsor.

SPONSOR RECORD #1

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

**If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.*

CHANGE OF SPONSOR RECORD #2

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

**If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.*

INSTRUCTIONS FOR APPRENTICESHIP PROGRAM COMPLETION (Appendix A)

Once an Apprentice has completed all the classroom training and “on-the-job” hours as specified for the trade, and has acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Advanced Education and Skills Development apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the Employment Ontario toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is signing off the log book for the Apprentice before the industry recommended training hours are complete, Ministry staff may request further information regarding the Apprentice’s on-the-job training. An example of what may be requested is a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Ministry of Advanced Education and Skills Development apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion and will complete the individual’s membership in the Apprentices class for the trade.

If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyman Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination.

If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeymen Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeymen Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

APPRENTICE COMPLETION FORM (Appendix B)

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Ministry of Advanced Education and Skills Development apprenticeship office (find contact information at <http://services.findhelp.ca/eo/tcu/appoff> or by calling Employment Ontario at (1-800-387-5656).

APPRENTICE INFORMATION	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

SPONSOR INFORMATION	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority (<i>print name</i>)	
E-mail Address	

PROGRAM INFORMATION			
Trade Name			
Number of hours required as per Training Agreement (<i>for hours-based trades only</i>)			
Hours completed? (<i>documentation attached</i>)	Yes ()	No ()	Not applicable ()
Classroom training completed or exempt?	Yes ()	No ()	Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

SKILL SET COMPLETION FOR SPONSORS (Appendix C)

You will find the skill set numbers and titles in the Log Book's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

SKILL SET #	SKILL SET TITLE	SIGNING AUTHORITY SIGNATURE
9181	DEMONSTRATE SAFE WORKING PRACTICES	
9182	PRACTICE FOOD SAFETY PROCEDURES	
9183	PERFORM BAKER TRADE PRACTICES	
9184	DEMONSTRATE BUSINESS PRACTICES	
9185	BAKE BREAD, BUNS AND ROLLS	
9186	PREPARE YEAST-RAISED PASTRY	
9187	PRODUCE SWEET DOUGH, PULLED STRUDEL, PUFF PASTRY AND PIE DOUGH	
9188	PRODUCE COOKIES, PIES, TARTS AND SQUARES	
9189	PREPARE BASIC FILLINGS	
9190	PRODUCE QUICK BREADS, BATTERS AND CHOUX PASTE	
9191	PRODUCE AERATED PRODUCTS	
9192	PRODUCE PUFF PASTRY PRODUCTS	
9193	PRODUCE SAVOURY PASTRY PRODUCTS	
9194	PRODUCE AND FINISH CAKES	
Additional Skill Sets for Completion of Baker-Pâtissier (423C)		
9195	PRODUCE ADVANCED FILLING, ICINGS AND CREAMS	
9196	PRODUCE DECORATED AND SPECIALTY ITEMS	
9197	PRODUCE CONFECTIONARY ITEMS	
9198	PRODUCE FROZEN DESSERTS	
9199	DISPLAY AND PRESENT PRODUCTS	

MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT USE ONLY:

Sponsor verified as most recent sponsor of record: Yes () No ()
 Documentation to support completion of hours attached: Yes () No ()
 Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____ Date _____

**MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT
APPRENTICESHIP OFFICES IN ONTARIO (Appendix D)**

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Mississauga (City of) 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Cir Ste 404, Mississauga, ON L5R 3K6
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Ottawa 613-731-7100	Preston Square, 347 Preston St 3rd Flr, Ottawa, ON K1S 3H8
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Owen Sound 519-376-5790	1450 1st Ave West Suite 100, Owen Sound, ON N4K 6W2
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peterborough 705-745-1918	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Durham 905-433-0595	78 Richmond Street West, Unit 100, Oshawa, ON L1G 1E1	Sarnia 519-542-7705	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St 10th Flr, St Catharines, ON L2R 7R4
Hamilton Central 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Central 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
Kitchener 519- 653-5758	4275 King St East Ste 200, Kitchener, ON N2P 2E9	Windsor Central 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Ste 200, Windsor, ON N8X 4Y8
London 519-675-7788	1200 Commissioners Rd E Unit 72, London, ON N5Z 4R3		

For current office listings, please visit: <http://services.findhelp.ca/eo/tcu/appoff>

Completing Your Apprenticeship Program

Once your sponsor agrees that your hours are complete and you are competent in the required skills, and you have completed all the levels of classroom training required for your trade:

- ✔ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MAESD staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MAESD will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyman Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyman Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyman Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeymen class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

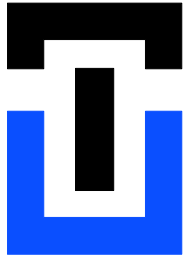
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MAESD, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MAESD Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

collegeoftrades.ca

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PROGRAM  PROGRAMME
EXCELLENCE
RED SEAL · SCEAU ROUGE

BAKER AND BAKER-PÂTISSIER



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