

Career and Personal Learning Plan (PLP) information for the



# South Australian Baking Industry

Are you fit, energetic, friendly and motivated?

Are you looking for a career option with plenty of rewards?

**Check out South Australia's Baking Industry!**



Emma Clark





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## Achieving South Australian Certificate of Education (SACE) – what does this mean?

Each subject or course successfully completed earns 'credits' towards the SACE. At least 200 credits are required for students to gain the certificate. Ten credits are equal to one semester, or two terms, of study in a subject, and 20 credits are equal to a full-year subject. To gain their SACE, students generally complete two years of full-time study. There are two stages to the SACE: **Stage 1** which most students do in Year 11 (apart from the Personal Learning Plan which most students are likely to do in Year 10) and **Stage 2** which most students do in Year 12.

The compulsory SACE requirements are:

- Personal Learning Plan (10 credits at Stage 1)
- Literacy – at least 20 credits from a range of English subjects or courses (Stage 1 or Stage 2)
- Numeracy – at least 10 credits from a range of mathematics subjects or courses (Stage 1 or Stage 2)
- Research Project – an in-depth major project (10 credits at Stage 2)
- Other Stage 2 subjects totalling at least 60 credits

The remaining 90 credits can be gained through additional Stage 1 or Stage 2 subjects or Vocational Education and Training (VET) or SACE Board-recognised courses of a student's choice.

### Personal Learning Plan (PLP) – 10 points

This compulsory subject is the first step in the SACE and is usually undertaken in Year 10 (although each school decides when to offer this subject). In the Personal Learning Plan, students explore subject choices for Years 11 and 12 and look at career options. To prepare for these goals, students also look at their strengths and areas in which they need to improve. To help you with your PLP, FTH Skills Council has created a range of career documents that are available to download free from our website [www.fthskillscouncil.com.au](http://www.fthskillscouncil.com.au). Information is available for the following sectors:

**Year 11** is usually the first full year of SACE study. Students are able to choose from the range of SACE Stage 1 or Stage 2 subjects offered by their school. In addition to the Personal Learning Plan, students usually complete two other compulsory requirements in Year 11 - a full year of English subjects and a semester of maths, both at Stage 1.

**Year 12** is usually the second full year of SACE study. Students are able to choose from the range of SACE Stage 1 or 2 subjects offered by their school. The only compulsory subject in Stage 2 is the Research Project. This is a one semester (or 10 credit) subject which everyone has to complete. The Research Project will allow students to explore something in which they are deeply interested – it could be an art project, a scientific study, a community-based project, or any number of other options.

In Year 12, most students will do four, full-year Stage 2 subjects in addition to the Research Project. Students interested in applying for university or TAFE entry will need to meet certain requirements or prerequisites. Make sure you consider these requirements in Year 10 when choosing your SACE Stage 1 and SACE Stage 2 subjects. *Please note: Vocational Education and Training may not count towards your ATAR.*





## Vocational Education and Training (VET) and the SACE VET Recognition Register

VET is not about learning to look after animals. Vocational Education and Training is about learning the skills required for a job. VET Qualifications are a combination of units of competency and the training is provided by Registered Training Organisations (RTOs). Each unit of competency has nominal hours allocated to it and SACE credits are available for each unit of competency towards a qualification that you successfully complete.

A student will earn 10 SACE credits for the successful completion of 70 nominal hours of VET up to the maximum number of credits allocated to each qualification. Students can gain recognition for up to 180 SACE credits at Stage 1 and/or Stage 2 for successfully completed VET units or qualifications.

Code	Qualification	Job Title	Nominal hours - how long training should take	SACE credits for completed qualification
FDF30503 or FDF30510	Cert III Retail Baking – Cake & Pastry	Pastry Cook	730-790	100-110 Stage 2
FDF30603 or FDF30610	Cert III Retail Baking - Bread	Bread Baker	630-720	90-100 Stage 2
FDF30703 or FDF30710	Cert III Retail Baking - Combined	Bread Baker & Pastry Cook	940-1086	130-155 Stage 2

Refer to the VET Recognition Register on the SACE website [www.sace.sa.edu.au](http://www.sace.sa.edu.au) for details of how specific VET qualifications can earn SACE credits at Stage 1 and/or Stage 2.

## Vocational Education and Training (VET) in SACE for the Baking Industry

As we mentioned earlier VET is not about learning to look after animals. VET in SACE for the Baking Industry is the recognition of successful completion of Retail Baking units with the allocation of SACE credits. VET is the kind of education offered by TAFE colleges and other Registered Training Organisations. VET courses lead to industry-recognised qualifications, generally at Certificate II or III level.

Studying VET as part of your SACE is a good option for many students as it can give you a head-start on a qualification, which can be a great way to fast-track progress towards a rewarding career as a Bread Baker or Pastry Cook but there are things you need to be aware of and consider if you are planning on undertaking VET studies as part of your SACE.

If you are considering VET as part of your SACE you must talk to your Schools Career Advisor and ensure you choose enough subjects to still complete your SACE.

## Training options available and points you should consider...

### Australian School Based Apprenticeship (ASBA):

- Enter into a Contract of Training (COT) with an employer or group training provider while you are still at school
- Generally work a minimum of 1 day (8 hours) per week and attend a Registered Training Organisation (RTO) 1 day per week
- Attend school the remaining days and complete other SACE Stage 1 and Stage 2 subjects
- Workplace Practices – Consider choosing Workplace Practices as a subject (SACE Stage 1 and Stage 2). You will still need to complete assignments and provide evidence of your VET learning but this can be based on your workplace learning that you are doing everyday as part of your ASBA
- You get paid for the work that you are doing and may be able to work extra hours as well e.g. weekends and school holidays

**REMEMBER you will only get SACE credits for the VET units that you actually complete. As these are trade qualifications you will not complete a full Certificate III while at school so will not be able to get the full SACE credits detailed on the VET Recognition Register.**

- After successfully completing your Apprenticeship you will be a trade qualified Bread Baker, Pastry Cook or Bread Baker and Pastry Cook.

### Australian Apprenticeship:

- Enter into a Contract of Training (COT) with an employer or group training provider after you finish school
- Generally work full-time and attend a Registered Training Organisation (RTO) 1 day per week or for blocks of training
- After successfully completing your Apprenticeship you will be a trade qualified Bread Baker, Pastry Cook or Bread Baker and Pastry Cook.

### Direct enrolment with Registered Training Organisation (RTO):

- Enrol with a RTO and pay for your own training
- Receive SACE credits for the VET units you successfully complete
- If you only do a few VET units as a “taster” of the industry you may get an idea if you actually like this type of work or not
- If you don't have sufficient work placement you will not be able to practice the baking skills you are meant to be learning

**BE CAREFUL – this will not give you a trade qualification and may not help you get a job.**

## Industry Recommendation

As this is a Trade Qualification it is the Industry recommendation that Cert III training only be completed via an Australian School Based Apprenticeship (commenced whilst still at school) or Apprenticeship (commenced after secondary school is complete).

# SCHOOL TO WORK - How To Start Exploring Career Options

RIGHT NOW - You are in Year 10 and need to develop a Personal Learning Plan (PLP) as part of your SACE. What do you do?

## Step 1

Start thinking about career options and ask yourself some questions like:

- What are my interests and strengths?
- How do I like to learn?
- What do I enjoy learning?
- What do I enjoy doing?
- What current work experience and community work do I have? e.g. working in a retail shop or volunteering at the local sports club
- Can I commence my career path via VET in Schools, an Australian School Based Apprenticeship (ASBA) or Apprenticeship?

Follow up your discoveries of the Industry you are interested in:

- Talk to your School's VET Co-ordinator or Career Advisors
- Explore career websites
- Talk to someone who works in the Industry
- Find out as much as you can about the career path you are interested in

## Step 2

### Decision on career path

After exploring my options I have decided on a career path that suits me!

BAKING INDUSTRY - BREAD BAKER or PASTRY COOK or BREAD BAKER AND PASTRY COOK

These are the three trade qualifications in the SA Baking Industry.

## Step 3

### How do I start a career in the Baking Industry?

Here are some options for you to consider:

#### Years 10, 11, 12 VET in Schools

This option gives you an opportunity to explore the industry if you are still undecided.

#### Years 10, 11, 12 Australian School Based Apprenticeship (ASBA)

Certificate III – You can start your ASBA while completing your SACE. Talk to your VET Co-ordinator or Career Advisor.

#### Completed Yr 12!

You can commence an Apprenticeship or a Pre-vocational Course after completion of your school studies.

## Check out what your new boss will be looking for!

What are prospective employers in the Baking Industry looking for in their employees? Here is a guide on what you need to have! Note: This is not a checklist but an example so you can get an idea of what employers are seeking.

### Personal characteristics

- Good hygiene
- Neat and tidy appearance
- Hard working and passionate
- Friendly, helpful and approachable
- Responsible and reliable
- Attention to detail

### Abilities

- Effective communication skills (verbal & written)
- Provide good customer service
- Work in a team
- Effectively manage your time
- Punctuality
- Constructively accept feedback

### Skills

- Follow written instructions
- Able to multi-task
- Good eye and hand co-ordination
- Uses initiative

### What sort of activities you would do

- Preparing and making baking products
- Working with your hands
- Operating machinery
- Updating skills and product knowledge
- Continuous learning

## Baking industry career pathways

### Apprenticeship options

Apprenticeship & Australian School Based Apprenticeship (ASBA)



Certificate III Retail Baking (Bread) - **Bread Baker**



Certificate III Retail Baking (Cake & Pastry) - **Pastry Cook**



Certificate III Retail Baking (Combined) - **Bread Baker & Pastry Cook**



## Alternative training options

Students will be provided with good foundation skills and knowledge in:

- Food safety
- Communication in the workplace
- Customer Service
- Ingredient Theory
- Processing and Workplace Theory
- Using Maths in the kitchen

Practical Skills In:

- Bread & pastry making
- Cake & sponge production
- Finishing & decorating
- Diagnosing & responding to product faults
- Biscuits, cookies and meringues production
- Artisan baking
- Chocolate
- Production of sweet yeast goods & speciality breads

Training Options:

- ASBA - part time
- Apprenticeship - full time

Successful completion of an Apprenticeship is the recognised Trade qualification for the Baking Industry in South Australia.

You may prefer to go direct to TAFE or another RTO and complete your Certificate III Retail Baking. If you work full time in industry for at least 2 years following completion of your Certificate III, you would then be eligible to apply to FTH Skills Council for Bakers Trade Recognition. Successful completion of the Trade Recognition process will also make you Trade qualified as a Baker or Pastry Cook. Further information available from [www.fthskillscouncil.com.au](http://www.fthskillscouncil.com.au)



## Future training options

Certificate IV - Hospitality (Patisserie)

Take your baking and supervisory skills to the next level

Diploma of Hospitality (Specialising in Patisserie)

Management, Supervision & preparing foods at a commercial level

## SCHOOL TO WORK - Career Options

### What a Baking Industry Career Offers You

- Competitive pay rates
- Employment Security and Travel - jobs available locally, regionally, interstate and overseas
- Running your own business - option to be your own boss
- Creativity - making specialised products
- Variety - Retail, Wholesale, Artisan, Patisserie, café, Resort and Institutional baking (hospital or factory), Export, Research and new product development, Equipment Sales Rep, Ingredients Technical Rep, Leadership, Technical Consultant and Management
- Advanced Technology - as the times move on so does the equipment and ingredients used
- Flexibility - skills that are transferable into other food manufacturing and hospitality industry sectors
- Opportunity - many new positions being created

The three trade qualifications we'll explore are:

Certificate III Retail Baking (Bread) -

**Bread Baker**

Certificate III Retail Baking (Cake & Pastry) -

**Pastry Cook**

Certificate III Retail Baking (Combined) -

**Bread Baker & Pastry Cook**

Once I am qualified as a Baker or Pastry Cook in one of the three categories what are the employment opportunities in the Industry?

There are a number of pathways that can be considered once you are qualified. Qualified people in the Baking Industry are employed or involved in:

- owning their own business
- working in small to large retail businesses or supermarkets
- travel around Australia or overseas working in various bakeries, hotels and restaurants
- Brand Managers for local and international ingredient suppliers
- manufacturer of specialised ingredients such as enzymes, fat replacement starches and dairy products
- other areas of the hospitality and food industry, such as manufacturer of ingredients, new product development and/or research and development for multi-nationals in baking, cereal and horticulture related products

Employment prospects for Bakers are improving because of the trend towards healthier eating, Artisan (specialised hand crafted bakery products) becoming more popular, an ageing workforce, lower numbers in training and entry level recruitment. Openings for Apprentices are generally good and entry requirements may vary, but employers generally require completion of Year 10 as a minimum.

### Where can a Baking qualification lead me during my career journey?

There are a number of other career pathways that can be considered once you are qualified, including:

- Management e.g. production, technical and sales
- Retail
- Cook or Chef
- Food processing technician
- Researcher
- Artisan baker
- Specialist confectioner
- Food Technologist
- Travelling around the world - an international passport to travel in the food related industry, highly skilled Bakers are sought all over the world.

### What is the compulsory Education Age?

The State Government has made it law that you are required to be in education or training until you turn 17. The only exemption to this is if you have obtained a formal written job offer for at least 25 hours per week with an employer. For further information visit this website:

[www.educationage.sa.gov.au](http://www.educationage.sa.gov.au)

### Find out more about how to get started!

Speak to your VET Co-ordinator or Career Advisor at your school. They can provide you with information and assistance on how you can get started on your career in the Baking industry by participating in:

- VET in Schools
- An Australian School Based Apprenticeship (ASBA)
- An Australian Apprenticeship
- A Pre-vocational course

### What is Vocational Education and Training (VET) in schools?

VET in Schools programs commence at the Year 10 level across a number of industries. To date most VET that is provided by schools is at Certificate I or II level and can provide you with basic training in your chosen field.

## SCHOOL TO WORK - Career Options

### Australian Apprenticeships or Australian School Based Apprenticeship (ASBA)

Baking industry Apprenticeships are about gaining a nationally recognised trade qualification at the Certificate III level as a Bread Baker, Pastry Cook or Bread Baker and Pastry Cook. Apprenticeships offer many opportunities and combine practical work with structured training. Your ASBA will continue to completion and past the day you leave school. If you have already completed your schooling you can commence a full time Apprenticeship. You will need to find an employer or group training provider who is happy to employ you and sign you up under a Contract of Training (COT) for an ASBA/ Apprenticeship. They will work with you to develop a Training Plan. To find out more talk to your School's VET Co-ordinator, Career Advisor or local Apprenticeship Broker about how to undertake a ASBA/Apprenticeship in the Baking Industry.

### What are the benefits of an Apprenticeship?

- gaining your trade qualification
- getting paid real money (Apprentice wage) for time spent doing a real job with your employer
- being a step ahead of the competition for jobs in the Baking Industry because you've already gained real hands on job experience, knowledge and skills
- getting a head start on your Apprenticeship at school while gaining a nationally recognised qualification and gaining credit towards your SACE
- moving gradually from school into the workplace (ASBA).

### How can I get started while at school?

You can commence an Australian School Based Apprenticeship (ASBA) while you are at school. It will be on a part-time basis combining paid work, and structured training working towards your trade while completing your SACE, **WOW!**

### How does this work?

Whilst studying at school you will:

- Enter into a Contract of Training (COT) with an employer or group training provider
- Work a minimum of 1 day (8 hours) a week (this may include periods outside of school hours including Thursday nights and Saturdays)
- Attend a Registered Training Organisation (RTO) for formal training - e.g. 1 day a week.

**Remember you will only get SACE credits for the units that you actually complete. You will not complete a full Certificate III while at school so will not get the full SACE credits detailed on the VET Recognition Register.**

### How can I start after I've completed school?

If you are a student who has completed your schooling you have two options for commencing your career pathway:

- 1 Commence an Apprenticeship which will be on a full-time basis working with an employer and combining structured training with a Registered Training Organisation (RTO).



**2** Enrol in a Pre-vocational course for the Baking Industry with a RTO. This course is a taster of the industry and is normally fulltime, 5 days per week for 8 weeks. You will have the opportunity of completing core and technical units of competency from Certificate I and II in a simulated work environment and be exposed to a real work environment via two weeks of industry placement. If you commence an Apprenticeship after the completion of your pre-voc course the units you have successfully completed will count towards your trade certificate in the Baking Industry.

### What is a Contract of Training?

The contract is a legally binding agreement that is signed between the apprentice and employer and in the case of the apprentice being under 18 years, their parent/guardian. It outlines the obligations of all parties including the formal work place based training arrangements and is approved by Traineeship and Apprenticeship Services in the Department of Further Education, Employment, Science and Technology (DFEEST).

### What is a Training Plan?

Part of the Contract of Training is the "Training Plan" which is developed by the Apprentice, Employer & RTO and provides a written agreement from all parties that the required training will take place. A Contract of Training will only be approved if the Training Plan has already been lodged and has the approval of your school Principal (for ASBA) or Employer (for an Apprenticeship).

Refer to [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for more information.

### Years 10,11,12 Training Guarantee for SACE Students Scheme (TGSS)

If you are determined to work in the industry and commence working towards a Certificate III but have not been able to arrange an ASBA, the TGSS scheme might provide you with an opportunity to commence *pre-vocational* training as a part of your SACE.

Conditions include:

- Minimum of 210 nominal hours of VET (30 SACE credits)
- At least 140 hours of relevant work placement
- VET delivered by an approved *Skills for All* provider (RTO)
- Full or partial funding subsidy available
- Any gap between funding subsidy and fee charged by RTO is the personal liability of the student
- After completing SACE and leaving school you continue with the RTO to complete your Cert III

Talk to your VET Co-ordinator or Career Advisor to see whether you qualify for the scheme.

## SCHOOL TO WORK - Career Options

### What is available while you are at school

Whats available	Yr 10	Yr 11	Yr 12	Costs to you/parents	Financial assistance available	Paid work	Credits towards SACE
<b>Vocational Education and Training (VET) in Schools</b> Where available	Yes	Yes	Yes	Yes	No	No	Yes
<b>Pre-vocational Preparatory Courses</b> Where available	Yes	Yes	Yes	Yes	Possibly <sup>1</sup>	No	Yes
<b>Aust. School Based Apprenticeship (ASBA) - Certificate III Retail Baking (Bread) - Bread Baker</b>	Yes	Yes	Yes	Possibly*	Yes	Yes	Yes
<b>Aust. School Based Apprenticeship (ASBA) - Certificate III Retail Baking (Cake &amp; Pastry) - Pastry Cook</b>	Yes	Yes	Yes	Possibly*	Yes	Yes	Yes
<b>Aust. School Based Apprenticeship (ASBA) - Certificate III Retail Baking (Combined) - Bread Baker &amp; Pastry Cook</b>	Yes	Yes	Yes	Possibly*	Yes	Yes	Yes

If you are an Australian Apprentice or Australian School Based Apprentice you may be eligible for the Tools For Your Trade payment initiative. Refer to [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) for more information.

### What is available after completing school

Whats available	Costs to you/parents	Financial assistance available	Paid work
<b>Pre-vocational Preparatory Courses</b> Where available	Yes	No	No
<b>Aust. Apprenticeship -</b> Certificate III Retail Baking (Bread) - <b>Bread Baker</b>	Possibly*	Yes	Yes
<b>Aust. Apprenticeship -</b> Certificate III Retail Baking (Cake & Pastry) - <b>Pastry Cook</b>	Possibly*	Yes	Yes
<b>Aust. Apprenticeship -</b> Certificate III Retail Baking (Combined) - <b>Bread Baker &amp; Pastry cook</b>	Possibly*	Yes	Yes

\* training fee per curriculum hour to be paid by employer or student

<sup>1</sup> Full or partial funding may be available under the Training Guarantee for SACE Students Scheme (TGSS)

## Testimonials

### Emma Clark



After several years of working part time at a local bakery, I decided to broaden the skills I had learnt and apply for an Australian School Based Apprenticeship (ASBA). Whilst completing my

Apprenticeship an opportunity arose to be involved with the South Australian Training Awards. I was awarded School Based Apprentice of the year which then led to the National Training awards, where I became the Stella Axarlis Australian School Based Apprentice of the Year 2006. I was also lucky enough to receive funding support from Food and Beverage Development Fund to further my training in the baking industry.

Completing Year 12 and an Australian Apprenticeship offered various different paths for my baking career. I am now a qualified Bread Baker and Pastry Cook. With these skills and the experience from receiving my awards I hope to establish my own business, and be of influence to up and coming Apprentices.

### Logan Steens



I commenced my Apprenticeship at the age of 15 and I am currently Managing a bakery. I've been in competitions such as the "Lauke Professional Baking Competition", the "Gillespie Awards",

"National Bakeskills" and am currently training for the "LA judge". These competitions have won me trips interstate and overseas to both compete and study more about our trade. This industry is a great pathway to many opportunities. If you have a passion for food or hospitality, why not better yourself by starting an Apprenticeship. "Theres no better way to make some dough, than becoming a Baker."

## Further information

Where can you find more information to plan your career pathway in the baking industry?

### Career Websites To Search:

[www.myfuture.edu.au](http://www.myfuture.edu.au)

[www.jobsearch.gov.au/joboutlook](http://www.jobsearch.gov.au/joboutlook)

[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)

[www.aajobpathways.com.au](http://www.aajobpathways.com.au)

### Food Tourism & Hospitality Industry Skills Advisory Council SA Inc (FTH Skills Council)

represents the interests of the food and beverage processing and manufacturing, and tourism and hospitality industries in SA.

[www.fthskillsCouncil.com.au](http://www.fthskillsCouncil.com.au)

### Australian Apprenticeship Centres (AAC)

assists Apprentices/Trainees & their employers in the setting up of Contracts of Training and administers financial government support services and allowances.

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)

### Baking Association of Australia, South Australia

[www.baasa.com.au](http://www.baasa.com.au)

### Food and Beverage Development Fund

provides funding to individuals in the food and beverage processing industries for training and education expenses.

[www.foodandbeveragefundsa.com.au](http://www.foodandbeveragefundsa.com.au)

### TAFE SA

[www.tafesa.edu.au](http://www.tafesa.edu.au)

### Trade Schools for the Future

provides information relating to Trade Schools for the Future and Apprenticeship Brokers.

[www.tradeschoolsforthefuture.sa.edu.au](http://www.tradeschoolsforthefuture.sa.edu.au)

### Training and Apprenticeship Services (TAS)

is the State Government authority who administers matters for Apprenticeships and Traineeships.

[www.employment.sa.gov.au](http://www.employment.sa.gov.au)

### United Voice (Formerly LHMU)

[www.unitedvoice.org.au](http://www.unitedvoice.org.au)



## Notes

# SOUTH AUSTRALIAN BAKING INDUSTRY

## Notes

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for writing or drawing. The margins are consistent on all sides.





Career, PLP, SACE and VET information available online at

**[www.ftskillscouncil.com.au/resources](http://www.ftskillscouncil.com.au/resources)**

Additional sector documents will be uploaded when available.

For further information please contact:

**Food, Tourism & Hospitality Industry Skills Advisory Council SA Inc**

Phone 08 8362 6012

Fax 08 8362 1455

Email [info@ftskillscouncil.com.au](mailto:info@ftskillscouncil.com.au)

Web [www.ftskillscouncil.com.au](http://www.ftskillscouncil.com.au)