

**Record of Work Experiences
Trade Qualifier or Pre Apprenticeship Credits**

BAKER

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

Applicant Information

Name: _____			
<i>Surname</i>	<i>First</i>	<i>Initial</i>	
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____		Cell: (____) _____	
Email address: _____			

Employer Information & Verification

<u>Note to Employer</u>	
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <u>Baker Occupation.</u>	
Verified By: _____	
<i>Company Name</i>	
Address: _____ / _____ / _____ / _____	
<i>P. O. Box/Street</i>	<i>City/Town</i>
<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____	* CRA Business #: _____
	<i>9 Digits</i>
_____ <i>Employer or Representative Signature</i>	_____ <i>Employer or Representative (Print)</i>
Date of applicant's employment from: _____ / _____ / _____ to: _____ / _____ / _____	
<i>Month</i>	<i>Day</i>
<i>Year</i>	<i>Month</i>
<i>Day</i>	<i>Year</i>
Total Hours of Employment the applicant worked in the <u>Baker Occupation:</u> _____	
Hours	
* CRA - Canadian Revenue Agency	

Please check the appropriate box:

<p>Trade Qualifiers</p> <p><input type="checkbox"/></p>	<p>The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this occupation.</p>
<p>Pre- Apprenticeship Credits</p> <p><input type="checkbox"/></p>	<p>The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this occupation.</p>

- The Occupational Advisory Committee in the Baker Occupation has identified the work experiences or skills listed below as those required for the occupation.
- Journeypersons must be certified in the occupation stated by this document. A Journeyperson in another occupation may sign certain sections if the skills are common to both occupations.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Safety		
Adhere to <i>Public Health Act</i> and other related legislations		
Promote hygienic conditions		
Practice personal hygiene		
Prevent food poisoning		
Store food according to applicable regulations		
Handle food according to safe practices		
Sanitize equipment		
Sanitize work areas		
Control food contamination and infections		
Seek appropriate professional assistance for the extermination of rodents and pests		
Practice safe work habits		
Promote workplace health and safety		
Participate in safety committees and meetings		
Adhere to WHMIS		
Adhere to all workers' health and safety regulations		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Use proper lifting techniques		
Use safe work habits to prevent burns		
Use electricity and electrical equipment safely		
Use gas and gas-operating equipment safely		
Practice effective fire prevention		
Practice effective fire fighting with hand-held devices		
Use tools and equipment safely		
Wear protective clothing		
Monitor workplace health and safety		
Inspect work environment		
Report hazardous and potentially hazardous conditions		
Remove hazardous conditions as per WCB regulations		
Maintain good housekeeping		
Handle hazardous materials according to occupational health and safety standards		
Report accidents and injuries		
Respond to emergency situations		
Provide first aid as qualified/mandated		
Basic Job Skills		
Maintain positive work attitudes		
Promote positive work attitudes		
Demonstrate good interpersonal skills		
Apply professional ethics		
Adhere to work schedules and time guidelines		
Adhere to quality and production standards		
Demonstrate good manual dexterity		
Display artistic abilities		
Demonstrate good basic academic skills		
Solve problems efficiently		
Demonstrate sound decision-making skills		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Apply knowledge of ingredients		
Use proper trade terminology		
Select appropriate tools and equipment		
Develop new bakery foods		
Display familiarity with computers for various functions		
Formulate for manual and automated production		
Keep abreast of new development		
Use measuring devices		
Use common hand tools		
Use small ware		
Operate hand dividers		
Operate slicing equipment		
Operate packing equipment		
Maintain tools		
Maintain non-mechanized equipment		
Select mechanized and/or computerized equipment		
Operate mixers		
Operate fermentation equipment		
Operate dividers		
Operate sheeters		
Operate molders		
Operate rounders		
Operate depositors		
Operate warming devices		
Use storage equipment and freezers		
Use refrigeration equipment and freezers for producing frozen foods		
Operate milling equipment		
Operate aerating machines		
Operate degassers and dough pumps		
Operate deep fryers.		
Operate mechanized slicers		
Operate mechanized packaging		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
equipment		
Operate shaving equipment		
Operate mechanized presses		
Operate stoves and ovens		
Operate pressurized equipment		
Operate pressurized cleaning equipment		
Identify maintenance requirements of mechanized and computerized equipment		
Preparation of Bakery Foods		
Reads and interprets formulations		
Select ingredients		
Scale ingredients		
Mix dough according to formula		
Ferment dough		
Punch dough		
Scale dough		
Bench dough		
Round up dough		
Mould dough		
Shape dough		
Fold dough		
Laminate dough		
Formulate dough		
Prepare pan for baking		
Deposit dough		
Braid dough		
Prepare dough for docking and scoring		
Prepare bakery foods by chopping, crushing, and shaving.		
Prepare bakery foods by using stir, spoon, ladle and whip techniques		
Mask bakery foods		
Coat bakery foods		
Prepare bakery foods by grating, grinding and zesting		
Separate eggs		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Color bakery foods		
Flavor bakery foods		
Scrape ingredients		
Dust bakery bowl		
Prepare bakery foods by cutting and rolling		
Prepare bakery foods by molding and panning		
Sift ingredients		
Assemble bakery foods		
Skirt bakery foods		
Perform crimping and lattice work of bakery foods		
Fill bakery foods		
Prepare fruits		
Reconstitute ingredients		
Ensure readiness of products for baking		
Monitor baking process		
Steam bakery foods		
Temper bakery foods		
Deep fry bakery foods		
Remove products from pans and moulds		
Make cornets		
Garnish bakery foods		
Brush bakery foods		
Decorate bakery foods		
Prepare bakery foods by glazing and dipping		
Prepare bakery foods by combing, spreading and icing		
Prepare ingredients by slicing and cutting		
Prepare ingredients by chopping, crushing and shaving		
Model bakery foods		
Airbrush bakery foods		
Hand paint bakery foods		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Preparation of Dough's and Breakfast Batters		
Produce hard and soft rolls		
Produce variety and specialty hearth breads		
Produce variety and specialty pan breads		
Produce sweet yeast dough and doughnuts		
Produce Danish pastry and croissants		
Produce bagels and pretzels		
Produce special dietary breads		
Produce brioches		
Prepare beignets		
Prepare gaufrettes and waffles		
Preparation of Cookies, Quick Breads, Crisp Breads, Crackers, Biscuits, Cake Doughnuts, Pies and Various Other Ethnic Bakery Foods		
Prepare dropped cookies		
Prepare piped cookies		
Prepare rolled cookies		
Prepare molded cookies		
Prepare icebox cookies		
Prepare bar cookies		
Prepare sheet cookies		
Prepare muffins		
Prepare loaf cakes		
Prepare crisp breads		
Prepare biscuits		
Prepare crackers		
Prepare cake doughnuts		
Prepare Asian steam breads		
Prepare flat breads		
Prepare other ethnic bakery foods		
Prepare fruit pies		
Prepare cream and custard pies		
Prepare savory pies		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Prepares choux pastries		
Preparation of Cakes and Icings		
Prepare batter-type cakes		
Prepare foam-type cakes		
Prepare chiffon cakes		
Prepare cheesecakes		
Prepare flans and tarts		
Prepare specialty and ethnic cakes		
Prepare hot and cold icings		
Prepare royal icing		
Prepare sugar paste		
Prepare fondant		
Prepare butter creams		
Prepare foam-type icing		
Prepare glazes		
Prepare whipped toppings		
Prepare ganaches		
Prepare almond paste		
Apply icings and toppings		
Preparation of Creams, Fillings, Desserts and Confections		
Prepare creams and custards		
Prepare puddings		
Prepare hot and cold fillings		
Prepare savory fillings		
Prepare hot and cold meringues		
Prepare Bavarian creams		
Prepare hot and cold sauces		
Prepare whipped dairy creams		
Prepare boiled sugar		
Prepare caramel and fudge products		
Prepare syrups and syrup-based sauces		
Prepare dipped, filled and molded chocolate products		
Prepare hot and cold soufflés		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Prepare specialty and ethnic desserts		
Preparation of Fruit, Ice Cream and Specialty Desserts		
Prepare fresh fruit desserts		
Prepare baked fruit desserts		
Prepare stewed fruit desserts		
Prepare ice cream and sherbets		
Prepare parfaits and frozen desserts		
Prepare cold and frozen sabayons		
Business Functions for Bakeries		
Participate in reviewing business plans		
Monitor the accomplishment of organizational goals		
Apply cost and price analysis techniques		
Communicate with customers		
Apply negotiating skills		
Respond to market needs		
Maintain distribution systems		
Prepare budget projections		
Participate in developing business reports		
Design layout for production flow		
Plan daily work schedules		
Plan production schedules		
Assist in developing product line		
Implement preventive maintenance schedules		
Evaluate needs for equipment		
Make suggestions for ordering new equipment		
Respond to government labeling regulations		
Monitor nutritional and dietary value of bakery foods		
Support company policies and regulations		
Support sanitation standards		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Participate in the delivery of training programs		
Promote personnel incentive programs		
Promote team spirit		
Determine human resources requirements		
Participate in performance evaluation		
Participate in hiring		
Participate in dismissing employees		
Compute prices		
Process orders		
Operate cash register		
Verify invoices		
Maintain accounts receivable		
Maintain sales inventory		
Process orders		
Verify invoices		
Maintain accounts payable		
Receive bakery products		
Store non-perishable supplies		
Store perishable supplies		
Display products		
Rotate stocks		
Maintain inventory		
Package bakery food		
Ship bakery food		

Note to Journeypersons

- **Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.**
- **The Institutional and Industrial Education Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.**

For Office Use Only

Credit: _____

Approved by: _____ Date: _____

month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible please contact the nearest Institutional and Industrial Education Office to discuss available options.

Contact Information

email: app@gov.nl.ca

Toll-Free Telephone: 1-877-771-3737