

Accreditation : This Module is a Nationally Accredited Course
Title : **SIRRMER004A – PREPARE & DISPLAY BAKERY PRODUCTS**
Field Of Study : **MERCHANDISING**

What is this course all about?

This unit involves the skills and knowledge required to prepare, arrange and present bakery products within the store. It includes the setting up and maintenance of displays and labeling or pricing stock. It also includes the maintenance, handling and storage of bakery products.

When you have finished this course you should be able to demonstrate your ability to:

Prepare bakery products – SIRRMER004A/01

- ❑ Preparation and handling requirements for individual bakery products identified according to legislative requirements and store procedures.
- ❑ Volume of product requiring preparation identified according to store procedures.
- ❑ Products identified and prepared according to product and legislative requirements.
- ❑ All equipment used safely, switched off after use, and cleaned and stored according to legislative requirements.
- ❑ Items prepared to comply with weight statements on label according to legislative requirements.
- ❑ Packaging selected and items placed into/on packaging according to product requirements, legislative requirements and store procedures.

Place and arrange bakery products – SIRRMER004A/02

- ❑ Bakery products unpacked in accordance with legislative requirements and store procedures.
- ❑ Bakery products checked for quality and freshness prior to placement on display.
- ❑ Damaged, deteriorated, spoiled or out of date stock identified and corrective action taken as required according to legislative requirements and store procedures.
- ❑ Packaging requirements for bakery products identified and products packaged and labelled, where required, according to legislative requirements and store procedures.
- ❑ Bakery products placed in/on display units in determined locations and individual products placed in separate areas/containers/dividers where required, to avoid spoilage

and/or to enhance presentation.

- ❑ Bakery products displayed to achieve a balanced appearance and promote sales.
- ❑ Bakery product range placed to conform to fixtures, ticketing, prices or bar codes.
- ❑ Bakery products rotated according to shelf life, use-by dates, legislative requirements and store procedures;
- ❑ Presentation of bakery products conforms to product handling requirements and techniques and legislative requirements;

Prepare display labels/ tickets – SIRRMER004A/03

- ❑ Labels/tickets for window, wall or floor displays, display units, or for products prepared according to store policy.
- ❑ Stock date coded where required.
- ❑ Soiled, damaged, illegible or incorrect labels/ tickets identified and corrective action taken.
- ❑ Late mark-downs/reductions identified and ticketed as required according to store policy.
- ❑ Electronic ticketing equipment used and maintained according to design specifications and store procedures.
- ❑ Ticketing equipment maintained and stored in a secure location.

Place, arrange and display price tickets/labels – SIRRMER004A/04

- ❑ Tickets/labels visible and correctly placed/replaced to conform to legislative requirements and store policy.
- ❑ Correct pricing and clear information maintained on products according to store procedures and legislative requirements.

Maintain bakery product displays – SIRRMER004A/05

- ❑ Bakery products selected for display.
- ❑ Promotion areas set and dismantled according to store procedures.
- ❑ Products arranged/faced up as directed and/or according to layout/equipment specifications.
- ❑ Unsuitable or out-of-date displays identified, reset and/or removed as directed.
- ❑ Optimum stock levels identified and stock replenished according to store policy.
- ❑ Display areas maintained in a clean, safe and hygienic manner according to legislative requirements.
- ❑ Excess packaging removed from display areas and disposed of according to legislative requirements and store procedures.

Protect bakery products – SIRRMER004A/06

- ❑ Correct handling, storage and display techniques identified and used according to bakery

product characteristics and legislative requirements.

- ❑ Personal protective clothing/equipment and implements for handling products identified and used according to legislative requirements and store procedures.
- ❑ Fragile products identified and handled with extra care to prevent damage or deterioration.
- ❑ Correct temperatures for product range identified and storage/display units regularly checked and maintained to ensure products kept at recommended temperatures according to legislative requirements and store procedures.
- ❑ Storage/display units maintained and cleaned according to legislative requirements.
- ❑ Temperature irregularities and/or equipment faults reported to appropriate people without delay and recorded according to legislative requirements and store procedures.

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors / Team leaders
- ❑ Sales / Customer Services Staff / Operations Staff

You will have better skills & knowledge and familiarise yourself more in the following areas –

Competency in this unit requires evidence that, you the candidate: -

- ❑ Consistently applies store policy and procedures in regard to food safety practices.
- ❑ Consistently and accurately identifies and interprets the store food safety plan;
- ❑ Consistently follows, applies and implements the food safety plan according to health and hygiene requirements and store procedures;
- ❑ Consistently applies food safety requirements and store policy and procedures in regard to the preparation, arrangement, presentation, handling and storage of bakery products;
- ❑ Consistently applies store policies and procedures in regard to displaying, merchandising, ticketing, pricing and storage of stock
- ❑ Consistently displays merchandise on fixtures shelves/display areas, in determined locations, in accordance with special manual handling techniques and other safety requirements;
- ❑ Consistently prepares display labels and price tickets for merchandise with regard to legislative requirements and store policies and procedures;
- ❑ Consistently arranges correct pricing and information on merchandise according to store procedures, industry codes and legislative requirements;
- ❑ Consistently identifies damaged, contaminated or out of date stock and takes corrective action as required by food safety requirements and store procedures;
- ❑ Consistently maintains display areas and replenishes stock as required in accordance with store procedures
- ❑ Consistently performs correct manual handling, storage and display techniques, including at point of sale operation;

- ❑ Operates, maintains and stores a range of electronic ticketing equipment according to:
 - ❑ store policy and procedures
 - ❑ industry codes of practice;
 - ❑ manufacturers' instructions and design specifications
- ❑ Store policies and procedures, in regard to:
 - ❑ the sale of food items;
 - ❑ food safety requirements;
 - ❑ merchandising, ticketing, labelling and pricing;
 - ❑ correct storage of stock;
 - ❑ store promotional themes, advertising, catalogues and special offers;
 - ❑ location of display areas;
 - ❑ Availability and use of display materials.
 - ❑ Stock rotation.
 - ❑ stock replenishment
 - ❑ merchandise range.
 - ❑ scheduling for building and rotating displays
 - ❑ correct manual handling techniques for protection of self and merchandise;
 - ❑ correct storage procedures for labelling/ticketing equipment and materials;
 - ❑ Store bakery product range;
 - ❑ Preparation of bakery products for display;
 - ❑ Placing and arranging bakery products and maintaining displays;
 - ❑ Elements and principles of design and trends in retail.
- ❑ Skills in:
 - ❑ Using and maintaining electronic labelling/ticketing equipment;
 - ❑ Completing tasks in set time frame;
 - ❑ reading and interpreting store procedures and guidelines
 - ❑ weighing and measuring of goods
 - ❑ machine or manual preparation of labels/tickets

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ Relevant occupational health and safety legislation/regulations/codes of practice
- ❑ Trade Practices and Fair Trading Acts;
- ❑ Relevant industry codes of practice
- ❑ pricing procedures including Goods and Services Tax (GST) requirements;
- ❑ manual handling;
- ❑ waste disposal;
- ❑ environmental protection;
- ❑ industry codes of practice;
- ❑ food safety regulations;

What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.

