



Maldives National Skills Development Authority



National Competency Standard for Pastry and Bakery

Standard Code: TOUS04V2/20

Qualification Name: National Certificate III in Pastry and Bakery
Qualification Code: TOUS04Q01L3V2/20

PREFACE

Technical and Vocational Education and Training (TVET) Authority was established with the vision to develop a TVET system in the Maldives that is demand driven, accessible, beneficiary financed and quality assured, to meet the needs of society for stability and economic growth, the needs of Enterprise for a skilled and reliable workforce, the need of young people for decent jobs and the needs of workers for continuous mastery of new technology.

TVET system in the Maldives flourished with the Employment Skills Training Project (ESTP) funded by ADB with the objective of increasing the number of Maldivians, actively participating in the labor force, employed and self-employed. The Project supported expansion of demand driven employment-oriented skills training in priority occupations and to improve the capacity to develop and deliver Competency Based Skill Training (CBST). The project supported delivery of CBST programs to satisfy employer demand-driven needs.

Recognizing the importance of developing the youth sector to enable Maldives to transition from an upper-middle-income country to high-income country, the World Bank Country Partnership Framework (CPF) proposes to finance the Maldives Enhancing Employability and Resilience of Youth (MEERY) project. As part of the MEERY project is financing for skills development and entrepreneurship in priority sectors such as tourism, ICT and construction sector MEERY continues to provide support to TVET Authority to develop National Occupational Standard, instructional materials, assessment resource book and trainees log book for the National Occupational Standard for "Pastry and Bakery". As part of the MEERY Project, TVET Authority has only undertaken to review standard which were developed in the ESTP Project to increase the economic opportunities for youth's trainees and promote equitable economic & social development in the country.

The National Competency Standards (NCS) provide the base for this training. Currently CBST is offered for six key sectors in the Maldives: Tourism, Fisheries and Agriculture, Transport, Construction, Social and the Information and Technology sectors. These sectors are included as priority sectors that play a vital role in the continued economic growth of the country.

The NCS are developed in consultation with Employment Sector Councils representing employers. They are designed using a consensus format endorsed by the Maldives Qualifications Authority (MQA) to maintain uniformity of approach and the consistency of content amongst occupations. This single format also simplifies benchmarking the NCS against relevant regional and international standards. NCS specify the standards of performance of a competent worker and the various contexts in which the work may take place. NCS also describes the knowledge, skills and attitudes required in a particular occupation. They provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competency acquired following training or through work experience. By sharing this information, all participants in the training process have the same understanding of the training required and the standard to be reached for certification. Certification also becomes portable and can be recognized by other employers and in other countries with similar standards.

NCS are the foundation for the implementation of the TVET system in Maldives. They ensure that all skills, regardless of where or how they were developed can be assessed and recognized. They also form the foundation for certifying skills in the Maldives National Qualification Framework (MNQF).

NCS are developed by the Technical and Vocational and Education Training Authority of Ministry of Higher Education. The NCS are endorsed by the Employment Sector Councils of the respective sectors and validated by the Maldives Qualification Authority.



Mohamed Hashim
Minister of State for Higher Education
TVET Authority



Ahmed Nisham
Director, Standard Development & Statistics
TVET Authority



TECHNICAL PANEL MEMBERS			
#	Name	Designation	Organization
1	Maha Naseer	Secretary General	Chef's Guild of Maldives
2	Mohamed Abdulla	Pastry Sous Chef	Chefs Guild of Maldives/ Dusit Thani Maldives
3	Fathimath Umar	Lecturer	Faculty of Hospitality and Tourism Studies, Maldives National University
4	Zakariyya Easa	Director of Training and Development	Crown and Champa Resorts
5	Ibrahim Zahir	-	Freelancer

VERSION	DEVELOPER	DATE	STANDARD CODE
V1	TVET Authority	2007	TOU02S07V1
V2	Maldives Institute of Technology	29 th September 2020	TOUS04V2/20

EMPLOYMENT SECTOR COUNCILS

#	Name	Designation	Organization
01	Mariyam Noordeen	President	Chef's Guilds of Maldives
02	Dr. Sham'aa Abdullah Hameed	Education and Projects Manager	Parley Maldives
03	Fathmath Shifa	Assistant Director	Ministry of Tourism
04	Ali Adam	General Manager HR	Universal Enterprise / Maldives Association of Tourism Industry
05	Zoona Naseem	Co-founder	Moodhu Bulhaa Diving Centre
06	Aishath Neesha Mohamed Shahid	Deputy Managing Director	Maldives Marketing and Public Relations Corporation
07	Zubana Ibrahim	Assistant Director	Ministry of Economic Development
08	Mamdhoo Rasheed	Director	Ministry of Youth, Sports and Community Empowerment
09	Abdulla Su'ood	President	Maldives Association of Travel Agents and Tour Operators
10	Mohamed Wafir	Gold Member	Guesthouse Association of Maldives
11	Ali Hafeez	Lecturer	Faculty of Hospitality and Tourism Studies, Maldives National University

National Occupational Standard has been endorsed by:

<p>Mariyam Noordeen Chairperson Tourism Employment Sector Council</p> 	<p>Dr. Sham'aa Abdullah Hameed Vice-Chairperson Tourism Employment Sector Council</p> 
<p>Technical and Vocational Education and Training Authority Ministry of Higher Education Handuvaree Hingun, M. World Dream Male', Maldives</p>	
Date of Endorsement: 2007	Date of Revision: 29 th September 2020

Standard Development Process

To begin with, Pastry and Bakery occupations were profiled through study of the occupation across Maldivian workplaces. Referred occupational profiling process led to the development of the Draft Occupational Standard.

Draft occupational standard is then used to undertake functional analysis of the Pastry and Bakery occupation and the referred functional process was undertaken with participation of industry experts. For strengthening the development of the National Occupational Standard, a panel with technical experts was formed. The members provide technical support which needs to be included in the developed standard.

Once the standard is finalized among the panel, after the recommendation this is later been submitted to the Tourism Employment Sector Council. A brief report on how National Occupational Standard for Pastry and Bakery was developed is presented to the council. Council members then ensures that the industry need has been catered in the standard and once the standard full fills the recommendation the standard has been endorsed by the council.

After endorsing the standard from the Tourism Employment Sector Council, the final document is submitted to Maldives Qualification Authority (MQA) for approval. After the approval of MQA the National Occupational Standard for Pastry and Bakery is published, which would be then used by training providers.

Description of “Pastry and Bakery Occupation”

Personnel with knowledge and skills related to the area of pastry and bakery play an important role in expanding the food products served and they may work for resort restaurants, specialty bakeries or high-volume enterprises that produce breads, cakes, desserts and other culinary delights Demand for personnel with pastry and bakery knowledge and expertise retail bakers continues to grow in the Maldives.

Through the pastry and bakery programs, knowledge and skills set of youth on this very special sector of food productions will be enhanced by widening their career prospects by combining bread, pastry and cake-making in this practical course. They will produce and process dough and learn how to diagnose and respond to product faults. Study how to prepare fillings, batter, and cake decorations as well as how to modify and create new recipes.

Job opportunities upon completion of “National Certificate III in Pastry and Bakery”

Upon successful completion of the National Certificate III in Pastry and Bakery, students can work in the following jobs.

1. *Pastry and Bakery Assistant*
2. *Assistant Pastry Chef*
3. *Baker*
4. *Pastry Cook*

KEY FOR CODING

Coding Competency Standards and Related Materials

DESCRIPTION	REPRESENTED BY
Industry Sector as per ESC (Three letters)	Construction Sector (CON) Fisheries and Agriculture (FNA) Information, Communication and Technology (ICT) Transport Sector (TRN) Tourism Sector (TOU) Social Sector (SOC) Foundation (FOU)
Competency Standard	S
Occupation with in an industry sector	Two digits 01-99
Unit	U
Common Competency	CR
Core Competency	CM
Optional / Elective Competency	OP
Assessment Resources Materials	A
Learning Resources Materials	L
Curricular	C
Qualification	Q1, Q2 etc.
MNQF level of qualification	L1, L2, L3, L4 etc.
Version Number	V1, V2 etc.
Year of Last Review of standard, qualification	By “/” followed by two digits responding to the year of last review, example /20 for the year 2020

1. Endorsement Application for Qualification 01		
2. NATIONAL CERTIFICATE III IN PASTRY AND BAKERY		
3. Qualification code: TOUS04Q01L3V2/20		Total Number of Credits: 64
4. Purpose of the qualification This qualification describes performance outcomes, skills and knowledge required to competently prepare kitchen staff with specific focus on the development of knowledge and skills related to pastry and bakery products. By the end of the program, students will be competent to undertake work tasks related to performing pastry and bakery operations.		
5. Regulations for the qualification		National Certificate III in Pastry and Bakery will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20
6. Schedule of Units		
Unit No	Unit Title	Code
Common Competencies		
01	Develop tourism industry knowledge	TOUCM01V2/20
02	Apply work ethics and professionalism	TOUCM02V1/20
03	Follow health, safety and security procedures	TOUCM03V2/20
04	Practice effective workplace communication	TOUCM04V2/20
05	Provide effective customer care	TOUCM05V2/20
06	Perform basic computer operations	TOUCM06V2/20
07	Provide first aid	TOUCM07V2/20
08	Respond to fire	TOUCM08V1/20
Core Competencies		
09	Apply knowledge of nutrition to food preparation	TOUS04CR09V2/20
10	Weigh and scale commodities for pastry and bakery products	TOUS04CR10V2/20
11	Prepare, tray up and handle baking of breads and pastry products	TOUS04CR11V2/20
12	Prepare creams, sauces, glazes and fillings	TOUS04CR12V2/20
13	Prepare and present short paste items	TOUS04CR13V2/20
14	Prepare and present choux paste items	TOUS04CR14V2/20
15	Prepare and present breads and yeast leavened items	TOUS04CR15V2/20
16	Prepare and present croissants, Danish and puff pastry items	TOUS04CR16V2/20
17	Prepare and present gateaux, tortes, cakes and sponge products	TOUS04CR17V2/20
18	Prepare and present (fruit based) desserts, pancakes and sweet omelets	TOUS04CR18V2/20
19	Prepare and present baked and steamed puddings	TOUS04CR19V2/20
20	Clean kitchen premises and equipment	TOUS04CR20V2/20

7.Accreditation requirements	The training provider should place trainees in relevant industry or sector to provide the trainees the hands-on experience exposure related to this qualification.
8. Recommended sequencing of units	As appearing under the section 06

Units Details

#	Unit Title	Code	Level	No. of Credits	Credit Hours	Contact Hours
01	Develop tourism industry knowledge	TOUCM01V2/20	III	03	30	15
02	Apply work ethics and professionalism	TOUCM02V1/20	III	03	30	15
03	Follow health, safety and security procedures	TOUCM03V2/20	III	03	30	15
04	Practice effective workplace communication	TOUCM04V2/20	III	04	40	20
05	Provide effective customer care	TOUCM05V2/20	III	05	50	25
06	Perform basic computer operations	TOUCM06V2/20	III	03	30	15
07	Provide first aid	TOUCM07V2/20	III	05	50	25
08	Respond to fire	TOUCM08V1/20	III	03	30	15
09	Apply knowledge of nutrition to food preparation	TOUS04CR09V2/20	III	03	30	15
10	Weigh and scale commodities for pastry and bakery products	TOUS04CR10V2/20	III	03	30	15
11	Prepare, tray up and handle baking of breads and pastry products	TOUS04CR11V2/20	III	02	20	10
12	Prepare creams, sauces, glazes and fillings	TOUS04CR12V2/20	III	03	30	15
13	Prepare and present short paste items	TOUS04CR13V2/20	III	03	30	15
14	Prepare and present choux paste items	TOUS04CR14V2/20	III	03	30	15
15	Prepare and present breads and yeast leavened items	TOUS04CR15V2/20	III	03	30	15
16	Prepare and present croissants, Danish and puff pastry items	TOUS04CR16V2/20	III	03	30	15
17	Prepare and present gateaux, tortes, cakes and sponge products	TOUS04CR17V2/20	III	03	30	15
18	Prepare and present (fruit based) desserts, pancakes and sweet omelets	TOUS04CR18V2/20	III	03	30	15
19	Prepare and present baked and steamed puddings	TOUS04CR19V2/20	III	03	30	15
20	Clean kitchen premises and equipment	TOUS04CR20V2/20	III	03	30	15
Total				64	640	320

Packaging of National Qualifications:

National Certificate III in Pastry and Bakery will be awarded to those who are competent in units
1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20

Qualification Code: TOUS04Q01L3V2/20

COMPETENCY BASED ASSESSMENT

The final assessment of the National Competency-Based Programmes conducted by the Maldives National Skills Development Authority (MNSDA) is a competency-based assessment.

The Competency-Based Assessment ensures that the students' performance meets the requirements specified in the National Competency Standards (NCS). This assessment approach is designed to verify that graduates are job-ready and meet established occupational competency requirements within their respective fields.

Eligibility for Final Assessment

To be eligible for the final Competency-Based Assessment, students must fulfil the following conditions:

- achieve a **minimum of 80%** attendance
- deemed competent in each of the units of the programme in the pre-assessment

Competency-Based Assessment Process

Upon submission of the Pre-assessment report by the training provider, MNSDA will check for all the necessary supporting documents and conduct Competency-Based Assessment through a National Assessor registered with MNSDA. It is important to note that any trainer involved in the training process is **not permitted** to conduct the assessment to maintain impartiality and integrity of the process.

The final Competency-Based Assessment conducted by MNSDA includes both:

- **Theory:** Evaluating students' knowledge and understanding of key theoretical aspects of the competency.
- **Practical:** Assessing hands-on skills and application of knowledge in real-world or simulated environments.

Once the assessment is completed, the National Assessor will send the Competency-Based Assessment Report to MNSDA.

Competency Status Requirement

For certification to be granted, the student must be officially declared "**Competent**" in each of the units of the programme by the National Assessor.

Conclusion

Competency-Based Assessment is a critical component in ensuring the quality and credibility of technical and vocational skills-based training. By adhering to the outlined procedure, MNSDA upholds the standards required to certify students who are fully prepared to meet industry demands.