



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Baker (423A)**  
**Baker-Pâtissier (423C)**

2016

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ 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.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook 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.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

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.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**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 Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook\*\*  
skilledtradesontario.ca/about-trades/trades-information

\*\* This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

Complete in-school training

*Attend and complete the in-class training set out in the Curriculum Training Standard*

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

**CofA is the final step of the program**

Trades with examination (compulsory and non-compulsory trades)\*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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**Please Note:** This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: [skilledtradesontario.ca](http://skilledtradesontario.ca) for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](http://Skilled Trades Ontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 2016 (V100)*

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your 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 Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- 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.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.



## Trade Specific Resources and Links

| Trade Specific Resource  | Link   |
|--|--|
| Red Seal Program   | <a href="http://red-seal.ca">red-seal.ca</a>   |
| Apprenticeship in Ontario  | <a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>                               |
| Employment Ontario   | <a href="http://employmentontario.ca">employmentontario.ca</a>   |
| Service Canada   | <a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>   |
| <i>Building Opportunities in the Skilled Trades Act, 2021</i>    | <a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a> |
| Ministry of Labour, Immigration, Training and Skills Development | <a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>                    |
| Exam Preparation Guide   | <a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>  |
| Skills Zone (Ontario Skills Passport)                            | <a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>  |

*\*Please note, all website addresses are current at time of printing*

## Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

## Introduction to the Logbook

This “on-the job” Logbook is the training standard for Baker 423A and Baker-Pâtissier 423C and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

**This Baker (423A), and Baker-Pâtissier (423C) logbook** 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.

### **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.

A link to the most recent NOA can be found at [www.redseal.ca](http://www.redseal.ca).

## Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

## **Ministry of Labour, Immigration, Training and Skills Development (MLITSD)**

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

**For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.**

## Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery 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
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

## Roles and Responsibilities of Sponsors and Trainers

**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. Some sponsors may also act as the 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 registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- 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) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to "*Introduction to the Logbook*"). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

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.

## Health and 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, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

### **The Internal Responsibility System:**

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

## **Roles and Responsibilities under the Occupational Health and Safety Act**

### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.



### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

### **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

## Apprenticeship Program Summary/Guidelines

### Scope of Practice: Baker 423A

The Scope of Practice for the trade of Baker 423A is set out in section 19 of Ontario Regulation 875/21 under BOSTA and reads as follows:

**19.** 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.

\*While the Logbook draws on the scope of practice regulation (Section 19 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

### Program Guidelines

#### On-the-Job Training Duration

Industry has identified 5280 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

#### In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Training Hours

6000 hours

#### Journeyman to Apprentice Ratio

**Industry Recommended Ratios:** While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

## Scope of Practice: Baker-Pâtissier 423C

The Scope of Practice for the trade of Baker-Pâtissier 423C is set out in section 20 of Ontario Regulation 875/21 under BOSTA and reads as follows:

- 20.** The scope of practice for the trade of baker — patissier 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.

\*While the Logbook draws on the scope of practice regulation (Section 20 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

### Program Guidelines

#### On-the-Job Training Duration

Industry has identified 6130 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

#### In-Class Training Duration

Industry has identified 870 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Training Hours

7000 hours

#### Journeyman to Apprentice Ratio

**Industry Recommended Ratios:** While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

## Program Requirements

### Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” The trades of Baker and Baker-Pâtissier are non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

### Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

### **Standard of Performance**

#### **Baker (423A) Apprenticeship Training Standard Logbook**

**Training units commencing with Demonstrate Safe Working Practices 9181 through to Produce and Finish Cakes to 9194 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 Logbook**

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.*

In general, the standard of performance for the trade of Baker 423A and Baker-Pâtissier 423C are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### 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 procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- 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.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### 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.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and 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;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- 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.

### **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 Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office 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 Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
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 Labour, Immigration, Training 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





**9181 Demonstrate Safe Working Practices**

**General Performance Objective**

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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**9183.03 Prepare consistent product** by reading and interpreting formulation.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |



**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice 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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**9185**     **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:**

- French Stick or Baguette
- Ciabatta
- Challah
- Sourdough
- Focaccia
- Hot Cross Buns
- Whole Wheat Buns
- Rye Sourdough
- Bagels
- Naan

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |



**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 Print Name | Apprentice Signature |

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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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**9186 Prepare Yeast-Raised Pastry**

**General Performance Objective**

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

**Product Examples:**

- Croissant
- Danish
- Hot Cross Buns
- Stollen
- Pashka
- Doughnuts/Beignets
- Kugelhopf
- Baba/ Savarin
- Coffee Cakes
- Panettone

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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**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:**

- Pate sucrée
- Short Dough
- Mealy Pie dough
- Pâte Brisée
- Mille Feuille Napoleon
- Linzer
- Pulled Strudel
- Sausage Roll
- Almond Sweet Paste

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |



**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 Print Name | Apprentice 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:**

- Spritz Cookies
  - Biscotti
  - Oatmeal Raisin Cookies
  - Lemon Meringue Pies
  - Double Crust Fruit Pies
  - Pumpkin Pie
  - Frangipane Tart
  - Traditional rolled and cut-out cookie
  - Nanaimo Bars
  - Brownies
- 

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice 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:**

- Frangipane
- Crème Patissière
- Chocolate Ganache
- Cold Set Cherry Pie Filling
- Cooked Rhubarb
- Lemon Curd
- Dutch Apple
- Clafoutis
- Pistachio Baklava
- Crème Chantilly

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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:**

- carrot bran muffins
- banana bread
- crêpes
- eclairs
- pancakes
- waffles
- Yorkshire Pudding
- Fritters
- cheddar cornbread
- blinis
- scones
- crullers

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**9190.09**     **Cool products** according to industry best practices.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice 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:**

- Meringues
- Macarons
- Soufflés
- Dacquoise
- Japonaise
- Île flottante
- Pavlova

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice 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:**

- Apple Turnovers
- Strudels
- Palmiers
- Napoleon
- Gâteau St Honoré
- Tarte Tatin
- Cheese Straws
- Pithiviers

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |



**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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**9193 Produce Savoury Pastry Products**

**General Performance Objective**

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

**Product Examples:**

- Meat pies and patties
- Pasties
- Sausage Rolls
- Spanakopitas
- Empanadas
- Samosas

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**9193.06 Perform resting and cooling** procedures according to formulation.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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**9194**     **Produce and Finish Cakes**

**General Performance Objective**

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

**Product Examples:**

- Black Forest Cake
  - Buttercream Layer Cake
  - Cheesecake
  - Chestnut Yule Log
  - Charlotte Russe
  - Sacher Torte
  - Gâteau Opéra
  - Chocolate Mousse Cake
  - Carrot Cake
  - Gâteau Diplomate
- 

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |



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

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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.

- buttercream
- whipped cream
- whipped ganache
- poured ganache
- marzipan
- rolled fondant
- apricot glaze

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice 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:

- Italian Buttercream
- Praliné Crèmeux
- Raspberry Bavarois
- Pistachio Mousseline
- Chocolate Mousse
- Cheesecake Filling
- Frangipane
- French Buttercream

### 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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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**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:**

- Wedding cake
- Macarons Tower
- Croquembouche
- Show Piece

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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**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:**

- Chocolate Truffles
- Fudge
- Nougat
- Dragée
- Caramels
- Rochers
- Marzipan
- Fruit Jellies

**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 Print Name | Apprentice Signature |

**\* A 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**9197.07**     **Cook confectionery items** according to formulation.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

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**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:**

- Bombe
- Granita
- Sorbet
- Parfait
- Soufflé Glacé
- Ice cream
- Gelato
- Yogourt

**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice 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.

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**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 Print Name | Apprentice Signature |

**\* 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 Print Name | Apprentice Signature |

**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 Print Name | Apprentice Signature |

## Definitions

### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

### Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

### 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.

### Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

### 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.

### 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.



### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### **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 competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

**Skill Set Completion for Sponsors**

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

**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.

**Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons 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.

**Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

## 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 hold yourself out as a Journeyman 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](http://red-seal.ca)

## Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- 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.
- You need a mark of 70% to pass.

### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

## **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 do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all 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**

|                             |  |                        |
|-----------------------------|--|------------------------|
| <b>Sponsor Information</b>  |  |                        |
| <b>Apprentice Name</b>      |  |                        |
| <b>Training Agreement #</b> |  | <b>Date (mm/dd/yy)</b> |
| <b>Sponsor Name</b>         |  |                        |
| <b>Address</b>              |  |                        |
| <b>Telephone</b>            |  |                        |
| <b>E-mail Address</b>       |  |                        |

|   |  |
|---|--|
| <b>Summary of Training</b>  |  |
| <b>Employment Start Date</b>  |  |
| <b>Employment End Date</b>  |  |
| <b>Total hours of training &amp; instruction between dates of employment.</b> |  |
| <b>Skill Sets Completed</b>   |  |

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, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #2**

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| 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   |  |

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, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

### Change of Sponsor Record #3

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| 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   |  |

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, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

### Change of Sponsor Record #4

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| 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   |  |

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, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**



## Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be 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 Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After 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 local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

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 Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) 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<br><i>(print name)</i> |  |
| E-mail Address                                     |  |

| Program Information  |   |
|--|---|
| Trade Name   |   |
| Number of hours required as per Training Agreement<br><i>(hours-based trades only)</i> |   |
| Hours completed?<br><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



## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

| Location  | Contact   | Location  | Contact   |
|---|---|---|---|
| <b>Barrie</b><br>705-737-1431                       | 55 Cedar Pointe Dr Unit 609,<br>Barrie, ON L4N 5R7                                | <b>Marathon</b><br>807-346-1550                           | 52 Peninsula Road, Suite 103<br>Marathon, Ontario, P0T 2E0                                    |
| <b>Belleville</b><br>613-968-5558<br>1-800-953-6885 | 135 North Front St, Belleville,<br>ON K8P 3B5                                     | <b>Markham</b><br>905-513-2695                            | 140 Allstate Parkway, Suite<br>505, Markham, Ontario L3R<br>5Y8                               |
| <b>Brantford</b><br>519-756-5197                    | 505 Park Rd North Suite 201,<br>Brantford, ON N3R 7K8                             | <b>North Bay</b><br>705-495-8515<br>1-800-236-0744        | 200 First Ave West, North Bay,<br>ON P1B 3B9  |
| <b>Chatham</b><br>519-354-2766<br>1-800-214-8284    | 870 Richmond St West 1st<br>Floor, Chatham, ON N7M 5J5                            | <b>Ottawa</b><br>613-731-7100<br>1-877-221-1220           | Preston Square, 347 Preston<br>Street, Suite 310, Ottawa, ON<br>K1S 3H8                       |
| <b>Cornwall</b><br>613-938-9702<br>1-877-668-6604   | 132 Second St East Ste 202,<br>Cornwall, ON K6H 1Y4                               | <b>Owen Sound</b><br>519-376-5790<br>1-800-838-9468       | 1450 1st Ave West, Suite 100,<br>Owen Sound, ON N4K 6W2                                       |
| <b>Dryden</b><br>807-456-2665<br>1-800-734-9572     | Provincial Government Building,<br>479 Government St, Dryden,<br>ON P8N 3K9       | <b>Peel</b><br>905-279-7333<br>1-800-736-5520             | The Emerald Centre, 10<br>Kingsbridge Garden Circle,<br>Suite 404, Mississauga, ON<br>L5R 3K6 |
| <b>Durham</b><br>905-433-0595<br>1-800-461-4608     | 78 Richmond Street West,<br>Oshawa, ON L1G 1E1                                    | <b>Pembroke</b><br>613-735-3911<br>1-800-807-0227         | 615 Pembroke St East,<br>Pembroke, ON K8A 3L7   |
| <b>Elliot Lake</b><br>1-800-236-8817                | 50 Hillside Dr North, Elliot Lake,<br>ON P5A 1X4                                  | <b>Peterborough</b><br>705-745-1918<br>1-877-433-6555     | 901 Lansdowne St West,<br>Peterborough, ON K9J 1Z5  |
| <b>Fort Frances</b><br>807-274-8634                 | 922 Scott St 2nd Flr, Fort<br>Frances, ON P9A 1J4                                 | <b>Sarnia</b><br>519-542-7705<br>1-800-363-8453           | Bayside Mall, 150 Christina St<br>North, Sarnia, ON N7T 7W5                                   |
| <b>Geraldton</b><br>807-854-1966                    | 208 Beamish Avenue West<br>Geraldton, Ontario<br>P0T 1M0                          | <b>Sault Ste. Marie</b><br>705-945-6815<br>1-800-236-8817 | 477 Queen St East 4th Flr,<br>Sault Ste Marie, ON P6A 1Z5                                     |
| <b>Halton</b><br>905-842-5105<br>1-844-901-5105     | 700 Dorval Dr., Suite 201,<br>Oakville, ON L6K 3V3                                | <b>St Catharines</b><br>905-704-2991<br>1-800-263-4475    | Garden City Tower, 301 St Paul<br>St East, 10th Flr, St Catharines,<br>ON L2R 7R4             |
| <b>Hamilton</b><br>905-521-7764<br>1-800-668-4479   | Ellen Fairclough Bldg, 119 King<br>St West 8th Flr, Hamilton, ON<br>L8P 4Y7       | <b>Sudbury</b><br>705-564-3030<br>1-800-603-5999          | 159 Cedar St Ste 506, Sudbury,<br>ON P3E 6A5  |
| <b>Kapuskasing</b><br>705-465-5785<br>705-235-1950  | Ontario Government Complex,<br>122 Government Rd West,<br>Kapuskasing, ON P5N 2X8 | <b>Thunder Bay</b><br>807-346-1550<br>1-800-439-5493      | 189 Red River Rd Suite 103,<br>Thunder Bay, ON P7B 1A2  |
| <b>Kenora</b><br>807-468-2879<br>1-800-734-9572     | 227 1/2 Second St South,<br>Kenora, ON P9N 1G4                                    | <b>Timmins</b><br>705-235-1950<br>1-877-275-5139          | Ontario Government Complex,<br>5520 Highway 101 East Wing B,<br>South Porcupine, ON P0N 1H0   |
| <b>Kingston</b><br>613-548-1151<br>1-866-973-4043   | Alliance Business Centre, 299<br>Concession St Ste 201,<br>Kingston, ON K7K 2B9   | <b>Toronto Centre</b><br>416-927-7366<br>1-800-387-5656   | 2 St Clair West, 11 <sup>th</sup> floor<br>Toronto, ON M4A 1L5                                |
| <b>Kitchener</b><br>519-653-5758<br>1-866-877-0099  | 4275 King St East, Kitchener,<br>ON N2P 2E9                                       | <b>Toronto South</b><br>416-326-5800                      | 625 Church St 1st Fl, Toronto,<br>ON M7A 2B5  |
| <b>London</b><br>519-675-7788<br>1-800-265-1050     | 1200 Commissioners Rd E, Unit<br>72, London, ON N5Z 4R3                           | <b>Windsor</b><br>519-973-1441                            | Roundhouse Centre, 3155<br>Howard Ave 2nd Fl, Suite 200,<br>Windsor, ON N8X 4Y8               |

## Competency Analysis Profile (CAP) Chart

### Skill Sets for Completion of Baker (423A)

|   |   |   |  |  |  |  |
|---|---|---|--|--|--|--|
| <b>9181.0</b><br>Demonstrate Safe Working Practices | <b>9181.01</b><br>Select, maintain, and wear Personal Protective Equipment (PPE)        | <b>9181.02</b><br>Comply with accident prevention rules and regulations | <b>9181.03</b><br>Store non-food products and hazardous materials      | <b>9181.04</b><br>Handle and use hazardous materials in accordance to manufacturers specifications | <b>9181.05</b><br>Identify potential hazards   |  |
|   | <b>9181.06</b><br>Report potential hazards to supervisor or Health and Safety committee |   |  |  |  |  |
|   | <b>9182.0</b><br>Practice Food Safety Procedures  | <b>9182.01</b><br>Demonstrate personal hygiene                          | <b>9182.02</b><br>Perform workplace hygiene and sanitation             | <b>9182.03</b><br>Control temperature during processing and preparation                            | <b>9182.04</b><br>Conduct cooling procedures   | <b>9182.05</b><br>Perform procedures for reheating |
|   |   | <b>9182.06</b><br>Adhere to holding temperatures                        | <b>9182.07</b><br>Perform food receiving and storage procedures (FIFO) | <b>9182.08</b><br>Take corrective measures to eliminate food borne illness                         | <b>9182.09</b><br>Adapt recipes to accommodate food allergies, sensitivities or intolerances |  |

**Competency Analysis Profile: Baker 423A and Baker-Pâtissier 423C** (all unshaded skill sets must be completed)

|  |   |  |   |  |  |
|--|---|--|---|--|--|
| <b>9183.0</b><br><b>Perform Baker Trade Practices</b>  | <b>9183.01</b><br>Maintain tools and kitchen equipment  | <b>9183.02</b><br>Organize kitchen workplace | <b>9183.03</b><br>Prepare consistent product      | <b>9183.04</b><br>Adjust recipes to scale            | <b>9183.05</b><br>Calculate measurement conversions      |
|  | <b>9183.06</b><br>Demonstrate portion control           |  |   |  |  |
| <b>9184.0</b><br><b>Demonstrate Business Practices</b> | <b>9184.01</b><br>Demonstrate customer service          | <b>9184.02</b><br>Complete documentation     | <b>9184.03</b><br>Participate in product planning | <b>9184.04</b><br>Participate in cost management     | <b>9184.05</b><br>Merchandise finished product           |
|  | <b>9184.06</b><br>Conduct administrative functions      | <b>9184.07</b><br>Adapt workflow procedures  | <b>9184.08</b><br>Demonstrate initiative          | <b>9184.09</b><br>Participate in continuous learning |  |
| <b>9185.0</b><br><b>Bake Bread, Buns, Rolls</b>        | <b>9185.01</b><br>Select tools and equipment            | <b>9185.02</b><br>Prepare ingredients        | <b>9185.03</b><br>Weigh ingredients               | <b>9185.04</b><br>Combine or mix ingredients         | <b>9185.05</b><br>Weigh dough and incorporate inclusions |
|  | <b>9185.06</b><br>Scale dough                           | <b>9185.07</b><br>Sheet, mould, form dough   | <b>9185.08</b><br>Pan, deposit dough              | <b>9185.09</b><br>Perform final proof                | <b>9185.10</b><br>Prepare and bake product               |
|  | <b>9185.11</b><br>Unload, remove baked product from pan | <b>9185.12</b><br>Finish Bread or Rolls      | <b>9185.13</b><br>Package finished products       |  |  |

**Competency Analysis Profile: Baker 423A and Baker-Pâtissier 423C** (all unshaded skill sets must be completed)

|  |   |  |  |   |  |
|--|---|--|--|---|--|
| <b>9186.0</b><br><b>Prepare Yeast-Raised Pastry</b>                                    | <b>9186.01</b><br>Select tools and equipment            | <b>9186.02</b><br>Prepare ingredients      | <b>9186.03</b><br>Weigh ingredients                    | <b>9186.04</b><br>Combine and mix ingredients | <b>9186.05</b><br>Divide dough                           |
|  | <b>9186.06</b><br>Laminate dough (as required)          | <b>9186.07</b><br>Sheet and cut dough      | <b>9186.08</b><br>Pan, or deposit moulded dough pieces | <b>9186.09</b><br>Perform final proof         | <b>9186.10</b><br>Prepare dough product                  |
|  | <b>9186.11</b><br>Finish baked product                  | <b>9186.12</b><br>Package finished product |  |   |  |
| <b>9187.0</b><br><b>Produce Sweet Dough, Pulled Strudel, Puff Pastry and Pie Dough</b> | <b>9187.01</b><br>Select tools and equipment            | <b>9187.02</b><br>Prepare ingredients      | <b>9187.03</b><br>Weigh ingredients                    | <b>9187.04</b><br>Combine ingredients         | <b>9187.05</b><br>Weigh dough                            |
|  | <b>9187.06</b><br>Laminate dough                        | <b>9187.07</b><br>Form dough               | <b>9187.08</b><br>Store finished dough                 |   |  |
|  |   |  |  |   |  |
| <b>9188.0</b><br><b>Produce Cookies, Pies, Tarts, Squares</b>                          | <b>9188.01</b><br>Select equipment and tools            | <b>9188.02</b><br>Prepare ingredients      | <b>9188.03</b><br>Weigh ingredients                    | <b>9188.04</b><br>Combine or mix ingredients  | <b>9188.05</b><br>Portion dough                          |
|  | <b>9188.06</b><br>Fill cookies, tarts, pies and squares | <b>9188.07</b><br>Bake product             | <b>9188.08</b><br>Cool product                         | <b>9188.09</b><br>Finish baked product        | <b>9188.10</b><br>Store cookies, tarts, pies and squares |
|  |   |  |  |   |  |

**Competency Analysis Profile: Baker 423A and Baker-Pâtissier 423C** (all unshaded skill sets must be completed)

|   |  |  |   |  |   |
|---|--|--|---|--|---|
| <b>9189.0</b><br><b>Prepare Basic Fillings</b>                        | <b>9189.01</b><br>Select tools and equipment             | <b>9189.02</b><br>Prepare ingredients                                    | <b>9189.03</b><br>Weigh ingredients       | <b>9189.04</b><br>Combine ingredients        | <b>9189.05</b><br>Cook basic filling                |
|   | <b>9189.06</b><br>Store filling                          |  |   |  |   |
| <b>9190.0</b><br><b>Produce Quick Breads, Batters and Choux Paste</b> | <b>9190.01</b><br>Select tools and equipment             | <b>9190.02</b><br>Prepare pans and forms                                 | <b>9190.03</b><br>Prepare ingredients     | <b>9190.04</b><br>Weigh ingredients          | <b>9190.05</b><br>Combine ingredients               |
|   | <b>9190.06</b><br>Portion batter                         | <b>9190.07</b><br>Cook, bake, fry batter                                 | <b>9190.08</b><br>Remove product from pan | <b>9190.09</b><br>Cool Products              | <b>9190.10</b><br>Store products                    |
| <b>9191.0</b><br><b>Produce Aerated Products</b>                      | <b>9191.01</b><br>Select tools and equipment             | <b>9191.02</b><br>Prepare ingredients                                    | <b>9191.03</b><br>Weigh ingredients       | <b>9191.04</b><br>Combine or mix ingredients | <b>9191.05</b><br>Portion dough, batter or Meringue |
|   | <b>9191.06</b><br>Pan dough, batter or Meringue portions | <b>9191.07</b><br>Bake, fry, cook, or poach the dough batter or Merinque | <b>9191.08</b><br>Finish product          | <b>9191.09</b><br>Package and store products |   |

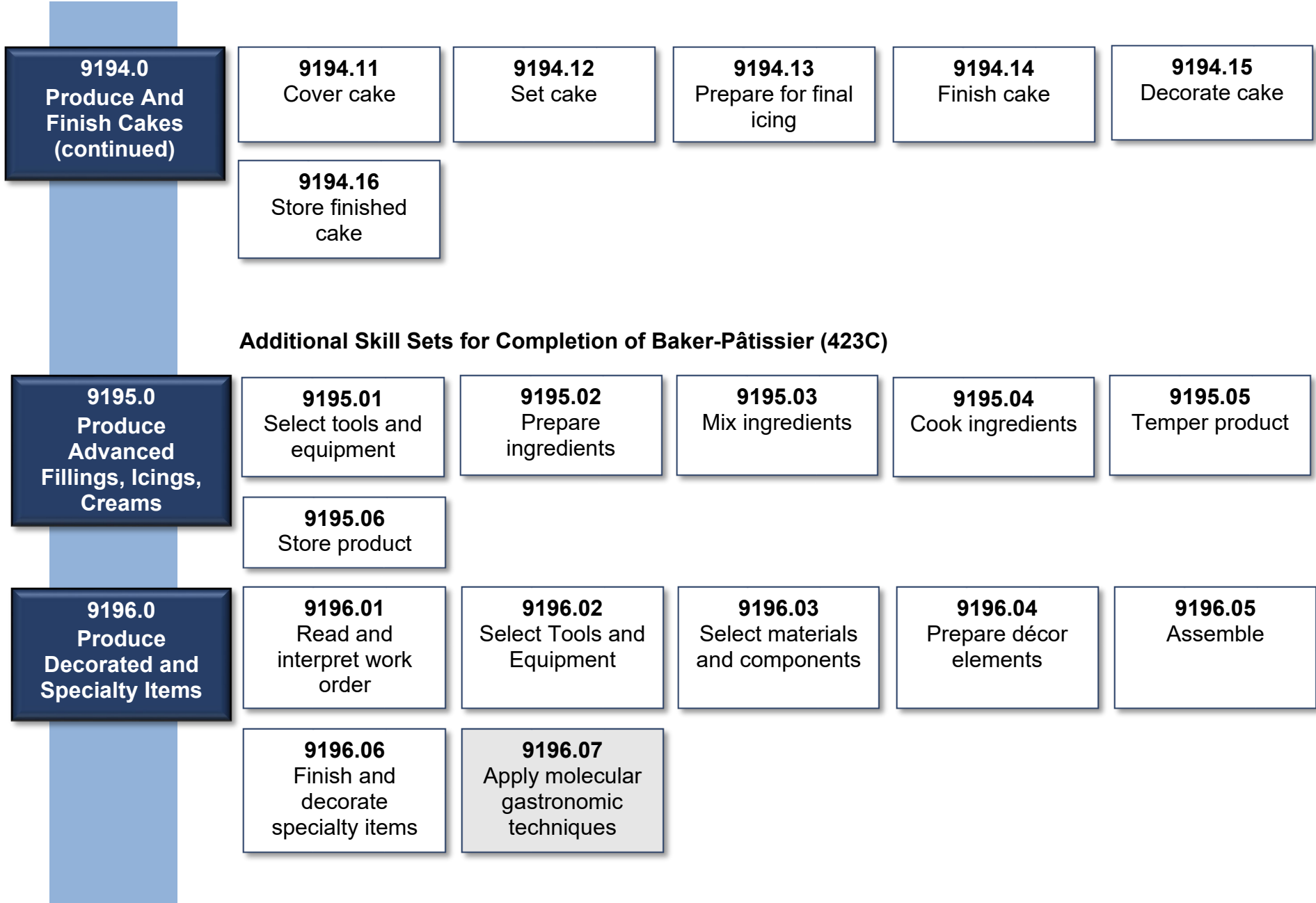


**Competency Analysis Profile: Baker 423A and Baker-Pâtissier 423C** *(all unshaded skill sets must be completed)*

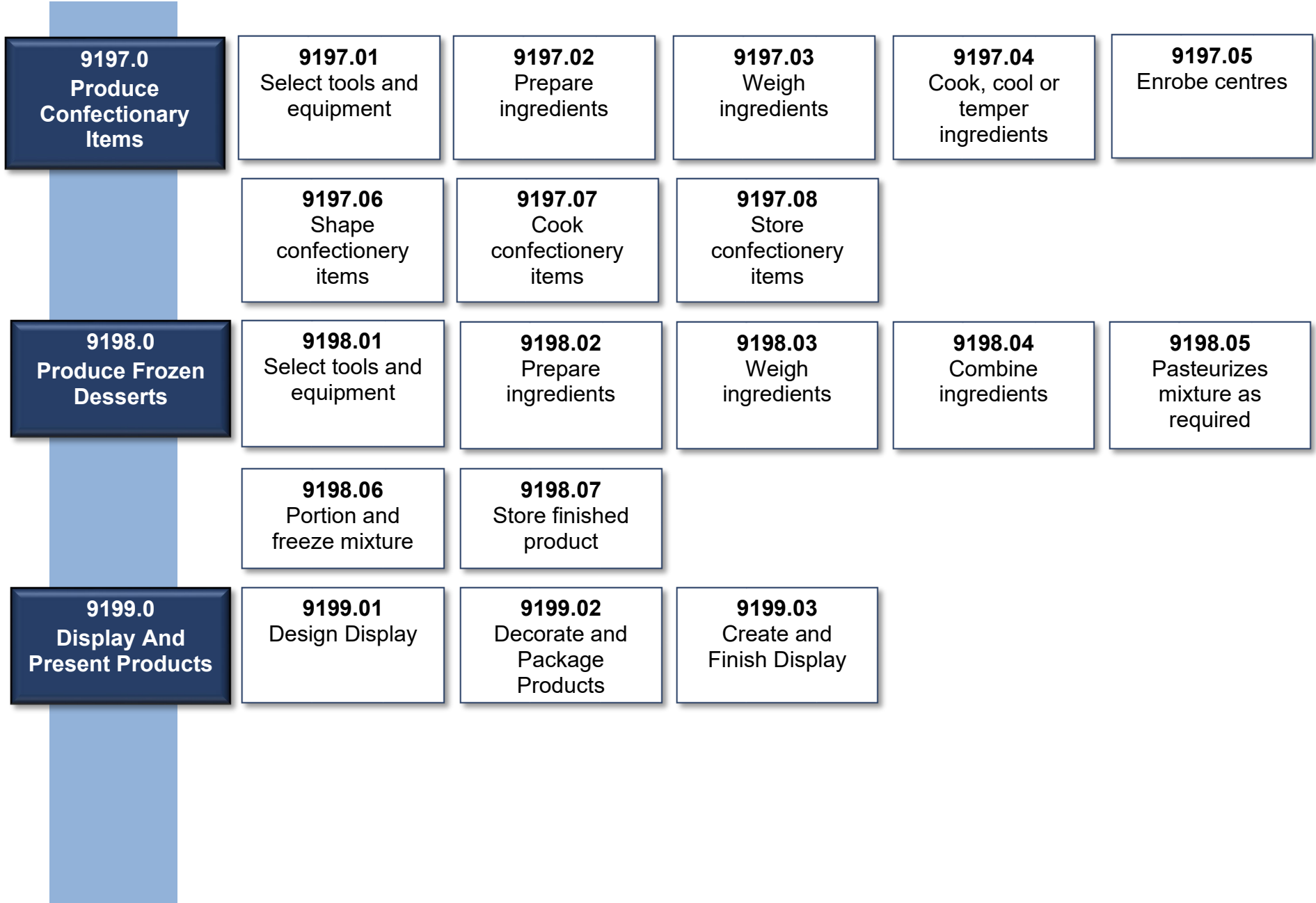
|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>9192.0</b><br><b>Produce Puff Pastry Products</b>    | <b>9192.01</b><br>Select tools and equipment             | <b>9192.02</b><br>Roll, rest and chill puff pastry dough | <b>9192.03</b><br>Dock and bake                    | <b>9192.04</b><br>Select filling and portion | <b>9192.05</b><br>Make-up product                  |
|   | <b>9192.06</b><br>Rest and chill                         | <b>9192.07</b><br>Finish product                         | <b>9192.08</b><br>Garnish product                  | <b>9192.09</b><br>Store finished product     |  |
| <b>9193.0</b><br><b>Produce Savoury Pastry Products</b> | <b>9193.01</b><br>Select tools and equipment             | <b>9193.02</b><br>Prepare savoury filling                | <b>9193.03</b><br>Portion meat and savoury filling | <b>9193.04</b><br>Select and portion dough   | <b>9193.05</b><br>Assemble meat or savoury product |
|   | <b>9193.06</b><br>Perform resting and cooling procedures | <b>9193.07</b><br>Prepare product                        | <b>9193.08</b><br>Finish product                   | <b>9193.09</b><br>Store savoury product      |  |
| <b>9194.0</b><br><b>Produce And Finish Cakes</b>        | <b>9194.01</b><br>Select tools and equipment             | <b>9194.02</b><br>Prepare ingredients                    | <b>9194.03</b><br>Weigh ingredients                | <b>9194.04</b><br>Mix batter or cream        | <b>9194.05</b><br>Prepare pans or forms            |
|   | <b>9194.06</b><br>Portion batter                         | <b>9194.07</b><br>Finish batter for baking               | <b>9194.08</b><br>Bake batter                      | <b>9194.09</b><br>Remove cake from pan       | <b>9194.10</b><br>Prepare cake for covering        |

*(continued on next page)*

**Competency Analysis Profile: Baker 423A and Baker-Pâtissier 423C** (all unshaded skill sets must be completed)



**Competency Analysis Profile: Baker 423A and Baker-Pâtissier 423C** *(all unshaded skill sets must be completed)*





## Completing Your Apprenticeship Program

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

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



[SkilledTradesOntario.ca](http://SkilledTradesOntario.ca)



Baker