

## Introduction

When you provide evidence of your workplace skills for the Stage 1 Documentary Evidence Assessment, you must also provide Video and Photo evidence.

This Guideline provides instructions about what types of skills to capture in your video/photo evidence and how to record them.

## Instructions for video evidence

| Task overview  |  |
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| <p>Prepare and bake a pastry product that includes the use of:</p> <ul style="list-style-type: none"> <li>▪ Laminated puff or flaky pastry</li> <li>▪ Sweet <b>or</b> savoury fillings</li> <li>▪ Decoration</li> </ul> <p>As you prepare and bake your product, film the following five (5) videos. Note the skills you should demonstrate in each video.</p> |  |
| Video  | Skills you should demonstrate in this video  |
| 1 - Prepare work area  | <ul style="list-style-type: none"> <li>• Wearing appropriate personal protective equipment (PPE)</li> <li>• Visually checking work areas and equipment are hygienic and safe to use</li> <li>• Cleaning and sanitising surfaces, utensils, and equipment used for food preparation</li> <li>• Selecting appropriate equipment based on recipe requirements</li> <li>• Checking equipment is in proper working order</li> </ul> |
| 2 - Prepare ingredients  | <ul style="list-style-type: none"> <li>• Identifying and selecting ingredients based on recipe requirements</li> <li>• Visually checking ingredients for quality and freshness</li> <li>• Using equipment (e.g. scales) to accurately measure and weigh ingredients</li> <li>• Cutting and cooking ingredients required for fillings and decorations</li> </ul>  |
| 3 - Mix and shape  | <ul style="list-style-type: none"> <li>• Using equipment (e.g. mixer) to mix pastry dough</li> <li>• Dividing dough into consistent and appropriate pieces according to the recipe</li> <li>• Using appropriate tools and techniques to mould the dough into required shape</li> <li>• Adding fillings into the product</li> </ul>   |
| 4 - Bake and finish  | <ul style="list-style-type: none"> <li>• Loading products onto tray/tin</li> <li>• Baking products using appropriate temperature and time</li> <li>• Unloading oven and transferring baked products to cool</li> <li>• Decorating and finishing to achieve attractive end product</li> </ul>   |
| 5 - Clean up   | <ul style="list-style-type: none"> <li>• Cleaning and sanitising the work area (including benches, appliances and equipment)</li> <li>• Storing ingredients and prepared food in appropriate containers</li> <li>• Labelling food containers with description and date of preparation</li> <li>• Disposing waste using appropriate bins</li> </ul>   |

You can create each video by:

- using a digital camera, mobile phone, or other mobile device with a camera
- standing the camera on a stable surface or asking another person to operate the camera/phone.

When you create the videos, **you must:**

- clearly be seen in the video as the person completing the task
- during the video speak clearly describing what you are doing
- limit the time of the video to 5-10 minutes each.
- limit the size of the video and name the video as stated below.

To create the videos we recommend you follow these steps.

### Step 1. Preparation

1. Organise the area, equipment and resources required to perform the Task and demonstrate your Skills.

*Note: the area must have suitable lighting and be quiet enough to record your voice. Equipment must include any appropriate personal protective equipment (PPE).*

2. Identify a time to film the videos without disruption.
3. Practise using the video camera feature of your phone (or your digital camera) before attempting to record your performance.
4. You may wish to trial how long it takes to complete the Task to be sure you can record it in the advised time.

### Step 2. Filming

1. If you do not have another person to operate the camera, find a stable surface to device on, such as a table or a tripod. This will help keep your video steady and prevent shakiness.
2. Adjust the camera so it captures the entire work area where you will be performing the task – usually positioning the phone sideways (landscape mode) allows most area to be captured. Remember, you will need to be clearly seen in the video as the person performing the task.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10 – 20 seconds of the task, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, video your performance of the complete task. Try to keep the camera focused on the task as much as possible, but don't worry too much if it moves around a little.
5. While completing the task speak clearly and slowly describing what you're doing.
6. Remember to film your performance of the skills listed for the task.

**IMPORTANT:** If there are any risks to health and safety, you must stop filming.

### Step 3. Save and upload

1. When you have finished filming, view the video to make sure you have captured everything you want. If necessary, you can refilm the task.
2. Save and name the video files:
  - File size for each video must not exceed 2 GB
  - Accepted video file formats include:

- MP4 (.mp4)
  - M4V (.m4v)
  - OGV (.ogv)
  - WEBM (.webm)
- Video files must be named using the following format: 'Surname\_First Name\_Video\_number'. For example: 'Smith\_Peter\_Video\_1'

3. Upload your videos via the VETASSESS online portal when submitting your application.

### Instructions for photo evidence

In addition to submitting videos, you must submit at least twenty (20) photos demonstrating your skills as a Baker.

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| Submit at least one (1) photo of you preparing each of the following products.                                    |
| <b>Non-laminated pastry products</b>  |
| 1. Product using sweet or savoury short pastry  |
| 2. Product using choux pastry   |
| <b>Sponge cakes</b>   |
| 3. Traditional sponge cake  |
| 4. Genoise sponge cake  |
| <b>Biscuits and cookies</b>   |
| 5. Deposited cookie   |
| 6. Piped shortbread   |
| <b>Non-sponge cakes and puddings</b>  |
| 7. Fruit cake   |
| 8. Steamed pudding  |
| <b>Artisan products</b>   |
| 9. Croissant using laminated yeast dough  |
| 10. Danish using sweet laminated yeast dough  |
| <b>Breads</b>   |
| 11. Basic white or brown bread product  |
| 12. Rye bread   |
| 13. Gluten-free bread   |
| 14. Wholegrain bread  |
| <b>Fillings</b>   |
| 15. Two (2) savoury fillings  |
| 16. Two (2) sweet fillings  |
| In addition to the above, you must submit photos or scans for the following workplace documents you have created. |
| <b>Production schedules</b>   |
| 17. Two (2) different production schedules you have developed   |

The photos you submit must:

- clearly show it is you doing the work, not somebody else
- include a description of what you are doing and why (you can add a description for each photo when you upload it)
- show that you are performing tasks safely

When you save and name each photo file:

- File size for each photo must not exceed 5 MB
- Photo file formats accepted include:
  - PDF (.pdf)
  - PNG (.png)
  - JPEG (.jpg or .jpeg)
  - TIFF (.tiff)
- Photo files must be named 'Surname\_First Name\_Photo\_number'. For example: 'Smith\_Peter\_Photo\_1'

Upload your photos via the VETASSESS online portal when submitting your application.