



Government of Newfoundland and Labrador
Apprenticeship and Trades Certification Division

Record of Work Experiences Trade Qualifier or Pre-Apprenticeship Credits

BAKER

Note to Apprenticeship Applicants

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

Applicant Information

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

Employer Information & Verification

Note to Employer

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Baker Trade**.

Verified By: _____
Company Name _____
CRA* Business#: _____
9 Digits

Address: _____
P. O. Box/Street _____
City/Town _____
Province _____
Postal Code _____

Telephone: (____)
Email Address: _____
Employer or Representative

Employer or Representative Signature _____
Employer or Representative (Print) _____

Date of applicant's employment from: _____ / _____ / _____
Month Day Year to: _____ / _____ / _____
Month Day Year

Total hours of employment the applicant worked in the **Baker Trade**: _____ Hours

*CRA- Canada Revenue Agency

Please check the appropriate box

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

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

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

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

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

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

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

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

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Prepare flat breads.		
Prepare other ethnic bakery foods.		
Prepare fruit pies.		
Prepare cream and custard pies.		
Prepare savory pies.		
Prepares choux pastries.		
Preparation of Cakes and Icings:		
Prepare batter-type cakes.		
Prepare foam-type cakes.		
Prepare chiffon cakes.		
Prepare cheesecakes.		
Prepare flans and tarts.		
Prepare specialty and ethnic cakes.		
Prepare hot and cold icings.		
Prepare royal icing.		
Prepare sugar paste.		
Prepare fondant.		
Prepare butter creams.		
Prepare foam-type icing.		
Prepare glazes.		
Prepare whipped toppings.		
Prepare ganaches.		
Prepare almond paste.		
Apply icings and toppings.		
Preparation of Creams, Fillings, Desserts and Confections:		
Prepare creams and custards.		
Prepare puddings.		
Prepare hot and cold fillings.		
Prepare savory fillings.		
Prepare hot and cold meringues.		
Prepare Bavarian creams.		
Prepare hot and cold sauces.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Prepare whipped dairy creams.		
Prepare boiled sugar.		
Prepare caramel and fudge products.		
Prepare syrups and syrup-based sauces.		
Prepare dipped, filled and molded chocolate products.		
Prepare hot and cold soufflés.		
Prepare specialty and ethnic desserts.		
Preparation of Fruit, Ice Cream and Specialty Desserts:		
Prepare fresh fruit desserts.		
Prepare baked fruit desserts.		
Prepare stewed fruit desserts.		
Prepare ice cream and sherbets.		
Prepare parfaits and frozen desserts.		
Prepare cold and frozen sabayons.		
Business Functions for Bakeries:		
Participate in reviewing business plans.		
Monitor the accomplishment of organizational goals.		
Apply cost and price analysis techniques.		
Communicate with customers.		
Apply negotiating skills.		
Respond to market needs.		
Maintain distribution systems.		
Prepare budget projections.		
Participate in developing business reports.		
Design layout for production flow.		
Plan daily work schedules.		
Plan production schedules.		
Assist in developing product line.		
Implement preventive maintenance schedules.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Evaluate needs for equipment.		
Make suggestions for ordering new equipment.		
Respond to government labeling regulations.		
Monitor nutritional and dietary value of bakery foods.		
Support company policies and regulations.		
Support sanitation standards.		
Participate in the delivery of training programs.		
Promote personnel incentive programs.		
Promote team spirit.		
Determine human resources requirements.		
Participate in performance evaluation.		
Participate in hiring.		
Participate in dismissing employees.		
Compute prices.		
Process orders.		
Operate cash register.		
Verify invoices.		
Maintain accounts receivable.		
Maintain sales inventory.		
Process orders.		
Verify invoices.		
Maintain accounts payable.		
Receive bakery products.		
Store non-perishable supplies.		
Store perishable supplies.		
Display products.		
Rotate stocks.		
Maintain inventory.		
Package bakery food.		
Ship bakery food.		

Note to Journeypersons

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

Journeyperson Supervisor Verification

Name: _____
Surname _____ First _____ Initial _____

Address: _____ / _____ / _____ / _____
P. O. Box/Street _____ City/Town _____ Province _____ Postal Code _____

Telephone: (____) _____ **Cell phone:** (____) _____

e-mail: _____

Certificate Number: _____ and/or **I.P. Number** _____

Name (signature): _____

Journeyperson Supervisor Verification

Name: _____
Surname _____ First _____ Initial _____

Address: _____ / _____ / _____ / _____
P. O. Box/Street _____ City/Town _____ Province _____ Postal Code _____

Telephone: (____) _____ **Cell phone:** (____) _____

e-mail: _____

Certificate Number: _____ and/or **I.P. Number** _____

Name (signature): _____

For Office Use Only

Credit: _____

Approved by: _____ Date: _____
m / d / y

Note To Trade Qualifier Applicants

If employer verification is not possible, please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

Contact Information

Avalon	Clarenville	Central	Western	Labrador
Apprenticeship and Trades Certification Division Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 1-3 Union Street Aylward Building, 2 nd Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email app@gov.nl.ca.