

COURSE BKA3400: TOOLS & EQUIPMENT

Level: First Period Apprenticeship

Prerequisites: BKA3900: Apprenticeship Safety
Food safety course certificate provided under the *Food Regulation* (Alberta Regulation 31/2006) through an [Alberta Health Services](#) approved food sanitation and hygiene training program.

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in the identification, use and maintenance of tools and equipment.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. identify and use tools and equipment

- 1.1 identify and demonstrate the correct use and maintenance of tools and equipment
- 1.2 demonstrate ability to locate electrical panels
- 1.3 demonstrate ability to locate gas, water and equipment shut-offs
- 1.4 demonstrate ability to document and notify appropriate maintenance personnel

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3405: RAISED GOODS THEORY 1

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing a variety of basic doughs using yeast.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. prepare basic doughs

- 1.1 detail how to prepare a variety of basic doughs and pre-ferments
- 1.2 describe ingredient function
- 1.3 identify the functions of various types of yeast
- 1.4 describe how to scale and measure ingredients accurately
- 1.5 convey how to mix and identify optimal dough development
- 1.6 identify required bench time

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3410: RAISED GOODS PRACTICAL 1

Level: First Period Apprenticeship

Prerequisites: BKA3405: Raised Goods Theory 1
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing a variety of basic doughs using yeast.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. prepare basic doughs

- 1.1 prepare a variety of basic doughs and pre-ferments
- 1.2 demonstrate ingredient function knowledge
- 1.3 choose and use various types of yeast
- 1.4 scale and measure ingredients accurately
- 1.5 mix and identify optimal dough development
- 1.6 determine required bench time

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3415: RAISED GOODS THEORY 2

Level: First Period Apprenticeship

Prerequisites: BKA3405: Raised Goods Theory 1
BKA3410: Raised Goods Practical 1
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in scaling product; shaping products; using pinning and moulding equipment; and proofing doughs.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. demonstrate the ability to develop consistent products

- 1.1 explain how to accurately scale product by hand or using dividing equipment
- 1.2 describe how to determine intermediate proof or retarding time
- 1.3 explain how to shape product by hand
- 1.4 identify a variety of product shapes and their related pans
- 1.5 demonstrate an understanding of how to use pinning and moulding equipment
- 1.6 determine final proof time
- 1.7 identify correct proof
- 1.8 explain steps to prepare for baking

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3420: RAISED GOODS PRACTICAL 2

Level: First Period Apprenticeship

Prerequisites: BKA3405: Raised Goods Theory 1
BKA3410: Raised Goods Practical 1
BKA3415: Raised Goods Theory 2
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in scaling product; shaping products; using pinning and moulding equipment; and proofing doughs.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. demonstrate the ability to develop consistent products

- 1.1 scale product by hand or using dividing equipment
- 1.2 determine intermediate proof or retarding time
- 1.3 shape product by hand
- 1.4 identify a variety of product shapes and their related pans
- 1.5 demonstrate an understanding of how to use pinning and moulding equipment
- 1.6 determine final proof time
- 1.7 identify correct proof
- 1.8 prepare for baking

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3425: BAKING & FRYING

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in baking and frying a variety of yeast-raised goods.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

- 1. bake a variety of yeast-raised goods**
 - 1.1 determine baking temperature
 - 1.2 determine required steam and vent times
 - 1.3 determine baking times
 - 1.4 describe par baking
 - 1.5 identify correct degree of bake for each product
 - 1.6 present and package a variety of finished products
- 2. fry a variety of yeast-raised goods**
 - 2.1 determine frying temperature
 - 2.2 determine required steam and vent times
 - 2.3 identify correct degree of frying for each product
 - 2.4 present and package a variety of finished products
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks
- 4. create a transitional strategy to accommodate personal changes and build personal values**
 - 4.1 identify short-term and long-term goals
 - 4.2 identify steps to achieve goals

COURSE BKA3430: CAKES

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing and baking basic cake batters.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. prepare and bake basic cake batters

- 1.1 identify various cake-making techniques
- 1.2 scale and measure ingredients accurately
- 1.3 describe ingredient function
- 1.4 describe ingredient and pan preparation
- 1.5 identify methods of mixing various cake batters
- 1.6 describe leavening agents and their effects
- 1.7 determine baking time and temperature
- 1.8 identify cake faults

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3435: COOKIES

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing and baking basic cookie doughs.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

- 1. prepare and bake basic cookie doughs**
 - 1.1 produce various types of cookies
 - 1.2 scale and measure ingredients accurately
 - 1.3 describe ingredient function
 - 1.4 identify ingredient and equipment preparation
 - 1.5 identify various mixing methods
 - 1.6 demonstrate portioning methods
 - 1.7 determine baking time and temperature
 - 1.8 identify cookie faults
 - 1.9 present a variety of finished products
- 2. demonstrate basic competencies**
 - 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
 - 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
 - 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks
- 3. create a transitional strategy to accommodate personal changes and build personal values**
 - 3.1 identify short-term and long-term goals
 - 3.2 identify steps to achieve goals

COURSE BKA3440: QUICK BREADS

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing and baking basic quick breads.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. prepare and bake basic quick breads

- 1.1 produce a variety of quick breads
- 1.2 scale and measure ingredients accurately
- 1.3 describe ingredient function
- 1.4 identify ingredient and equipment preparation
- 1.5 identify various mixing methods
- 1.6 identify fresh, frozen and dried fruit ingredients
- 1.7 demonstrate portioning methods
- 1.8 determine baking and frying times and temperatures
- 1.9 present a variety of finished products

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE BKA3445: PASTRIES

- Level:** First Period Apprenticeship
- Prerequisites:** BKA3400: Tools & Equipment
BKA3460: Baking Math
- Description:** Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing and baking basic pastries.
- Parameters:** Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.
- Resources:** Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).
- Outcomes:** The student will:

- 1. prepare and bake basic pastries**
 - 1.1 produce a variety of pastries and cake squares
 - 1.2 scale and measure ingredients accurately
 - 1.3 describe ingredient function
 - 1.4 identify ingredient and equipment preparation
 - 1.5 demonstrate various mixing methods
 - 1.6 identify fresh, frozen and dried fruit ingredients
 - 1.7 demonstrate portioning methods
 - 1.8 determine baking times and temperatures
 - 1.9 present a variety of finished products
- 2. demonstrate basic competencies**
 - 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
 - 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
 - 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks
- 3. create a transitional strategy to accommodate personal changes and build personal values**
 - 3.1 identify short-term and long-term goals
 - 3.2 identify steps to achieve goals

COURSE BKA3450: CUSTARDS & FILLINGS

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing creams, butter creams, custards and fillings.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

- 1. prepare and use creams and butter creams**
 - 1.1 prepare various creams and butter creams
 - 1.2 describe the uses of creams and butter creams
 - 1.3 describe ingredient function
 - 1.4 identify ingredient and equipment preparation
 - 1.5 describe flavouring and colour agents
 - 1.6 describe storage and handling of the product
- 2. prepare and cook custards**
 - 2.1 identify ingredients
 - 2.2 describe ingredient function
 - 2.3 describe ingredient preparation
 - 2.4 describe cooking methods
 - 2.5 prepare and cook a variety of custards
 - 2.6 describe the uses of custards
 - 2.7 describe storage and handling of the product
- 3. prepare and cook fillings**
 - 3.1 identify ingredients
 - 3.2 describe ingredient function
 - 3.3 describe ingredient preparation
 - 3.4 describe cooking methods
 - 3.5 describe fresh, frozen and dried ingredients
 - 3.6 prepare and cook a variety of fillings
 - 3.7 describe the uses of fillings
 - 3.8 describe storage and handling of the product

4. demonstrate basic competencies

4.1 demonstrate fundamental skills to:

- 4.1.1 communicate
- 4.1.2 manage information
- 4.1.3 use numbers
- 4.1.4 think and solve problems

4.2 demonstrate personal management skills to:

- 4.2.1 demonstrate positive attitudes and behaviours
- 4.2.2 be responsible
- 4.2.3 be adaptable
- 4.2.4 learn continuously
- 4.2.5 work safely

4.3 demonstrate teamwork skills to:

- 4.3.1 work with others
- 4.3.2 participate in projects and tasks

5. create a transitional strategy to accommodate personal changes and build personal values

5.1 identify short-term and long-term goals

5.2 identify steps to achieve goals

COURSE BKA3455: ICINGS & PIPING

Level: First Period Apprenticeship

Prerequisites: BKA3400: Tools & Equipment
BKA3460: Baking Math

Description: Students develop skills and abilities in the baking industry as they develop safe and efficient work habits in preparing and applying icing and piped forms.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

- 1. demonstrate the use of icing**
 - 1.1 identify ingredients for a variety of icings
 - 1.2 describe ingredient function
 - 1.3 describe ingredient preparation
 - 1.4 describe mixing methods for a variety of icings
 - 1.5 prepare and use a variety of icings
 - 1.6 describe the use of icings
 - 1.7 identify flavouring and colour agents used for icings
 - 1.8 describe storage and handling of the product
 - 1.9 cut and divide layer cakes
 - 1.10 coat, mask and decorate cakes
- 2. demonstrate the use of piped forms**
 - 2.1 use a variety of piping tips
 - 2.2 perform basic piped shapes
 - 2.3 cut and divide layer cakes in preparation for piping
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

- 4. create a transitional strategy to accommodate personal changes and build personal values**
 - 4.1 identify short-term and long-term goals
 - 4.2 identify steps to achieve goals

COURSE BKA3460: BAKING MATH

Level: First Period Apprenticeship

Prerequisite: None

Description: Students develop basic math skills and knowledge of temperature as related to the baking industry.

Parameters: Access to a commercial baking preparation facility, complete with measuring, hand and power tools, and to instruction from an individual with journey person certification as a baker.

Resources: Please refer to the books and materials listed at [Tradesecrets: Trades & Occupations List](#).

Outcomes: The student will:

1. perform formula calculations

- 1.1 calculate yields: given recipe, scaling weight and percentage loss
- 1.2 convert recipes to baker's percentage (i.e., ingredients based on flour being 100%)
- 1.3 increase or decrease recipes to a given required yield

2. perform basic mathematic calculations

- 2.1 calculate and convert formulas using the imperial, metric and American systems
- 2.2 alter formulation to compensate for altitude and water conditions
- 2.3 calculate percentages
- 2.4 calculate ratios and proportions
- 2.5 calculate yeast conversions
- 2.6 calculate ingredient costs, batch costs and overhead costs
- 2.7 calculate markup, selling price, gross profit and gross margin

3. perform temperature calculations

- 3.1 calculate machine friction
- 3.2 calculate required water temperature

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks

5. create a transitional strategy to accommodate personal changes and build personal values

- 5.1 identify short-term and long-term goals
- 5.2 identify steps to achieve goals

COURSE BKA3465: BKA PRACTICUM A

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyperson certification or an experienced professional with journeyperson certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

2.5 evaluate a professional in a related occupation in terms of:

2.5.1 training and certification

2.5.2 interpersonal skills

2.5.3 technical skills

2.5.4 professional ethics

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

3.1.1 communicate

3.1.2 manage information

3.1.3 use numbers

3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

3.2.1 demonstrate positive attitudes and behaviours

3.2.2 be responsible

3.2.3 be adaptable

3.2.4 learn continuously

3.2.5 work safely

3.3 demonstrate teamwork skills to:

3.3.1 work with others

3.3.2 participate in projects and tasks

COURSE BKA3470: BKA PRACTICUM B

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyman certification or an experienced professional with journeyman certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

2.5 evaluate a professional in a related occupation in terms of:

2.5.1 training and certification

2.5.2 interpersonal skills

2.5.3 technical skills

2.5.4 professional ethics

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

3.1.1 communicate

3.1.2 manage information

3.1.3 use numbers

3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

3.2.1 demonstrate positive attitudes and behaviours

3.2.2 be responsible

3.2.3 be adaptable

3.2.4 learn continuously

3.2.5 work safely

3.3 demonstrate teamwork skills to:

3.3.1 work with others

3.3.2 participate in projects and tasks

COURSE BKA3475: BKA PRACTICUM C

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyman certification or an experienced professional with journeyman certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

2.5 evaluate a professional in a related occupation in terms of:

2.5.1 training and certification

2.5.2 interpersonal skills

2.5.3 technical skills

2.5.4 professional ethics

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

3.1.1 communicate

3.1.2 manage information

3.1.3 use numbers

3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

3.2.1 demonstrate positive attitudes and behaviours

3.2.2 be responsible

3.2.3 be adaptable

3.2.4 learn continuously

3.2.5 work safely

3.3 demonstrate teamwork skills to:

3.3.1 work with others

3.3.2 participate in projects and tasks

COURSE BKA3480: BKA PRACTICUM D

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyman certification or an experienced professional with journeyman certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

2.5 evaluate a professional in a related occupation in terms of:

2.5.1 training and certification

2.5.2 interpersonal skills

2.5.3 technical skills

2.5.4 professional ethics

3. demonstrate basic competencies

3.1 demonstrate fundamental skills to:

3.1.1 communicate

3.1.2 manage information

3.1.3 use numbers

3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

3.2.1 demonstrate positive attitudes and behaviours

3.2.2 be responsible

3.2.3 be adaptable

3.2.4 learn continuously

3.2.5 work safely

3.3 demonstrate teamwork skills to:

3.3.1 work with others

3.3.2 participate in projects and tasks

COURSE BKA3900: APPRENTICESHIP SAFETY

Level:	First Period Apprenticeship
Prerequisite:	None
Description:	Students develop knowledge, skills and attitudes in the practice of bakery health and safety, communication and career planning.
Parameters:	Access to a materials work centre and to instruction from an individual with specialized training in occupational health and safety (and understanding of the baking industry) and/or a baker with journey person certification.
ILM Resources:	Safety Legislation, Regulations and Industry Policy in the Trades 650101a; Climbing, Lifting, Rigging and Hoisting 650101b; Hazardous Materials and Fire Protection 650101c; Communication 320101c; Food Safety 180101e
Other Resources:	Food Regulation of the Alberta <i>Public Health Act</i>
Note:	This course may promote discussions around sensitive topics (e.g., injury and death) in the context of student safety with respect to workplace hazards.
Outcomes:	The student will:

1. describe legislation, regulations and practices intended to ensure a safe workplace in the baker apprenticeship trade

- 1.1 demonstrate the ability to apply the *Occupational Health and Safety Act (OHS), Regulation and Code*, as well as the changes from Bill C-45
- 1.2 explain the core requirements applicable to all industries, including:
 - 1.2.1 engineering controls
 - 1.2.2 administrative controls
 - 1.2.3 personal protective equipment (PPE)
- 1.3 demonstrate an understanding of the 26 parts of the OHS Code requirements applicable to all industries
- 1.4 demonstrate an understanding of the 12 parts of the OHS Code requirements applicable to specific industries and activities
- 1.5 demonstrate an understanding of the 11 OHS Code Schedules that the Explanation Guide does not address
- 1.6 explain the role of the employer and employee in regard to occupational health and safety legislation, considering:
 - 1.6.1 employer responsibilities (OHS Regulation)
 - 1.6.2 employee responsibilities (OHS Regulation)
 - 1.6.3 Workplace Hazardous Materials Information System (WHMIS)
 - 1.6.4 fire regulations
 - 1.6.5 Workers' Compensation Board (WCB)
 - 1.6.6 related advisory bodies and agencies; e.g., Occupational Health and Safety Council (OHSC), Work Safe Alberta, Safety Codes Council

- 1.7 explain industry practices for hazard assessment and control procedures in four main hazard categories, including:
 - 1.7.1 biological
 - 1.7.2 chemical
 - 1.7.3 ergonomic
 - 1.7.4 physical hazards
- 1.8 identify and describe hazard assessment tools that both employees and employers must use in assessing and controlling work-site hazards, including:
 - 1.8.1 work-site hazard identification and assessment
 - 1.8.2 health and safety plan
 - 1.8.3 joint work-site health and safety committee
 - 1.8.4 emergency response plans
 - 1.8.5 first-aid and incident reports
- 1.9 identify and describe engineering controls that provide the highest level of worker protection, including:
 - 1.9.1 elimination
 - 1.9.2 substitution
 - 1.9.3 redesign
 - 1.9.4 isolation
 - 1.9.5 automation
- 1.10 identify and describe employer administrative controls that limit hazards to the lowest level possible, including:
 - 1.10.1 safe work practices
 - 1.10.2 job procedures, policies, rules
 - 1.10.3 work/rest schedules to reduce exposure
 - 1.10.4 limiting hours of work
 - 1.10.5 scheduling hazardous work during non-peak times
 - 1.10.6 using optional methods
- 1.11 describe the responsibilities of employees and employers to apply emergency procedures, including:
 - 1.11.1 emergency response plans
 - 1.11.2 first aid
- 1.12 describe positive tradesperson attitudes with respect to legal responsibilities for all workers, including:
 - 1.12.1 housekeeping
 - 1.12.2 lighting
 - 1.12.3 personal protective equipment (PPE)
 - 1.12.4 emergency procedures
- 1.13 describe the roles and responsibilities of employers and employees with respect to the selection and use of personal protective equipment (PPE), including:
 - 1.13.1 eye protection; e.g., class 1 (spectacles), class 2 (goggles), class 3 (welding helmets), class 4 (welding hand shields), class 5 (hoods), class 6 (face shields), class 7 (respirator face pieces)
 - 1.13.2 flame resistant clothing
 - 1.13.3 foot protection; e.g., category 1, 2 or 3 footwear requirements
 - 1.13.4 head protection; e.g., class G (general), class E (electrical), class C (conducting)
 - 1.13.5 hearing protection; e.g., earplugs or earmuffs
 - 1.13.6 life jackets and personal flotation devices (PFDs)

- 1.13.7 limb and body protection
- 1.13.8 respiratory protective equipment; e.g., particulate filters; chemical cartridges or canisters; airline respirators, hoods, helmets and suits; self-contained breathing apparatus (SCBA)
- 1.13.9 a combination of any of the above
- 2. describe the use of personal protective equipment (PPE) and safe practices for climbing, lifting, rigging and hoisting in the baker apprenticeship trade**
 - 2.1 select, use and maintain specialized PPE and materials for climbing, lifting and loading, including:
 - 2.1.1 full body harness
 - 2.1.2 body belt
 - 2.1.3 ladders
 - 2.1.4 scaffold systems
 - 2.1.5 lifting and moving equipment
 - 2.1.6 PPE for lifting
 - 2.1.7 materials handling equipment; e.g., forklift, four-wheel dolly, chain hoist, overhead crane
 - 2.2 describe manual lifting procedures, including correct body mechanics, considering:
 - 2.2.1 back safety
 - 2.2.2 general procedure for lifting
 - 2.2.3 employer and employee preventive actions to avoid back injuries
 - 2.3 describe rigging hardware and the safe work load associated with:
 - 2.3.1 wire rope slings
 - 2.3.2 synthetic fibre web slings
 - 2.4 select the correct equipment for rigging typical loads, including:
 - 2.4.1 eye bolts
 - 2.4.2 shackles
 - 2.4.3 rings and links
 - 2.4.4 hooks
 - 2.4.5 swivels
 - 2.4.6 spreader bars and equalization beams
 - 2.4.7 blocks
 - 2.4.8 sheaves
 - 2.4.9 turnbuckles
 - 2.5 describe hoisting and load-moving procedures
- 3. describe the safety practices for hazardous materials and fire protection in the baker apprenticeship trade**
 - 3.1 describe the roles, responsibilities, features and practices related to the Workplace Hazardous Materials Information System (WHMIS) program, including:
 - 3.1.1 suppliers', employers' and employees' responsibilities
 - 3.1.2 WHMIS classifications
 - 3.1.3 health effects from exposure to chemicals
 - 3.2 describe the three key elements of WHMIS, including:
 - 3.2.1 worker education
 - 3.2.2 supplier and workplace product labelling
 - 3.2.3 material safety data sheets
 - 3.3 describe handling, storage and transportation procedures when dealing with hazardous material, including:
 - 3.3.1 handling, storing and transporting flammable liquids
 - 3.3.2 handling, storing and transporting compressed gas
 - 3.3.3 storing incompatible materials

- 3.4 describe safe venting procedures when working with hazardous materials, including:
 - 3.4.1 mechanical general ventilation
 - 3.4.2 local ventilation
 - 3.4.3 portable smoke extractor
 - 3.4.4 working in a confined space
- 3.5 describe fire hazards, classes, procedures and equipment related to fire protection, including:
 - 3.5.1 elements of a fire
 - 3.5.2 classes of fires
 - 3.5.3 fire extinguisher labels
 - 3.5.4 extinguishing small fires
 - 3.5.5 the PASS method
- 4. demonstrate an understanding of the baker apprenticeship trade and of apprenticeship opportunities that exist by creating a personal career portfolio**
 - 4.1 demonstrate an understanding of the baker trade and related job opportunities
 - 4.2 describe what it means to be an apprentice and describe requirements for the employee and employer
 - 4.3 describe Alberta's apprenticeship and industry training system
 - 4.4 describe the roles and responsibilities of the Alberta Apprenticeship and Industry Training Board, government and post-secondary institutions
 - 4.5 describe the roles and responsibilities of the provincial apprenticeship committee (PAC), local apprenticeship committee (LAC) and occupational committees
 - 4.6 refine and present a personal career portfolio, showing evidence of strengths and competencies, including:
 - 4.6.1 application completion
 - 4.6.2 cover letter
 - 4.6.3 résumé with references
 - 4.7 demonstrate knowledge of workplace requirements, rights and responsibilities and relate this knowledge to personal career/employment expectations
 - 4.8 outline the educational requirements to move into the baker apprenticeship trade and:
 - 4.8.1 conduct successful employment searches
 - 4.8.2 communicate in the language in which business is conducted
 - 4.8.3 prepare a personal employment search portfolio
 - 4.8.4 use technologies, tools and information systems appropriately for job preparation
- 5. demonstrate basic competencies**
 - 5.1 demonstrate fundamental skills to:
 - 5.1.1 communicate
 - 5.1.2 manage information
 - 5.1.3 use numbers
 - 5.1.4 think and solve problems
 - 5.2 demonstrate personal management skills to:
 - 5.2.1 demonstrate positive attitudes and behaviours
 - 5.2.2 be responsible
 - 5.2.3 be adaptable
 - 5.2.4 learn continuously
 - 5.2.5 work safely
 - 5.3 demonstrate teamwork skills to:
 - 5.3.1 work with others
 - 5.3.2 participate in projects and tasks

- 6. create a transitional strategy to accommodate personal changes and build personal values**
 - 6.1 identify short-term and long-term goals
 - 6.2 identify steps to achieve goals