To:           ITA Training Providers  
              Industry Training Organizations  
              All School Districts  

RE:           REF:  2011 027  
              NEW PROGRAM PROFILE FORMAT  

Timing:       Effective immediately  

Information:  In 2011 ITA introduced a new layout for Program Profiles. An example of the new Profile format and description of the new features is attached.  

Highlights  

• Apprenticeship, Challenge and Foundation pathways for an occupation are now combined in a single document.  
• Profiles contain a graphic summary of how to achieve certification in each pathway (referred to as a Credentialing Model).  
• Information presented in easy-to-read, consistent format across all programs.  
• Ambiguity eliminated on technical training and work-based training credit received across programs, where applicable.  

Implementation Plan  

Revised Profiles were posted in December 2011 for Baker, Hairstylist, Cremationist and Tidal Angling Guide.  

Throughout 2012, ITA will replace existing Program Profiles with updated versions. If the update contains a change to a Program Standard, an OPSN will be issued. If there is no change, new Profiles will be uploaded to the ITA Website without announcement. Links to both the old and new Profiles will remain on the Program webpage for 60 days, and then the old Profiles will be removed.  

Once all Program Profiles with Foundation programs have been updated, the Foundation web pages will be removed from the ITA website. Until then, the Profile links on those pages will display the new Profiles as they become available.
For more information contact: Ruth McGillivray, QA Manager
Industry Training Authority
Tel: 778-785-2432
Email: rmcgillivray@itabc.ca

cc: ITA Staff
BAKER

Occupation Description
“Baker” means a person who is responsible for the preparation and production of all baked foods. Bakers prepare bread, rolls, muffins, pies, pastries, cakes and cookies in retail and wholesale bakeries and dining establishments.

Pathways to Certification
In BC, an individual can become certified as a Baker by completing the Baker program or by challenging the certification. Apprenticeship programs are for individuals who have an employer to sponsor them and challenge programs are for individuals who have extensive experience working in the occupation and wish to challenge the certification.

Youth can begin apprenticeship in high school through ACE IT or Secondary School Apprenticeship (SSA) programs.

Foundation programs, where available, provide adults and youth who do not have work experience nor employer sponsorship with an opportunity to gain the knowledge and skills needed to enter the occupation. Individuals who wish to enroll in a Foundation program must register directly with the training provider.

Recommended and/or Required Education
The following education is recommended for apprentices entering this occupation. These are not prerequisites, but rather a desired level of skill or knowledge that will contribute to success in the industry.

- Grade 10 or equivalent including English 10, Mathematics 10 and Science 10
- Preferred: Grade 12

The following education is required prior to enrolment in the technical training for this occupation. It will be verified by the training provider upon enrolment.

- FOODSAFE Level 1 certificate

ITA Registration
Individuals who wish to begin an apprenticeship in this program must register with ITA along with their sponsors. Application forms are available from the ITA website.

Those who wish to challenge the Baker certification must complete the Baker Challenge Package and submit it to ITA. Challenge applications are assessed for proof of workplace hours and scope of experience prior to acceptance of the individual into the Challenge pathway.
Apprenticeship Pathway

This graphic provides an overview of the Baker apprenticeship pathway.

**Apprenticeship Pathway Diagram**

- **Baker Level 3**
  - Technical Training: 120 hours (4 weeks*)
  - Work-Based Training: 5400 hours total
  - Interprovincial Red Seal Exam

- **Baker Level 2**
  - Technical Training: 120 hours (4 weeks*)
  - Accumulate Work-Based Training hours

- **Baker Level 1**
  - Technical Training: 120 hours (4 weeks*)
  - Accumulate Work-Based Training hours

- **Baker Foundation**
  - Successful completion of in-school training and assessments

**Completion Requirements:**

- Program Levels
- Duration of technical training
- Number of work-based training hours required
- Written exams
- Practical assessments, if any

**Certification Earned upon successful completion of pathway**

**RECOMMENDATION FOR CERTIFICATION**

- Certificate of Qualification (C of Q)
- Certificate of Apprenticeship (C of A)
- Certificate of Completion (C of C)

**Credit awarded toward apprenticeship upon successful completion of Foundation program**

**CROSS-PROGRAM CREDITS**

Individuals who hold the credentials below are entitled to receive partial credit toward the completion requirements of this program

- None

**All duration estimates assume technical training is Monday to Friday classroom delivery. Individual training providers may offer other options**

---

**If credit for prior learning is granted by ITA toward the program, the certification(s) recognized and technical training and/or work-based training hours credit given are listed here**

---
Apprenticeship Program Standards

Credentials Awarded
- Baker – Certificate of Qualification with Red Seal endorsement
- Baker – Certificate of Apprenticeship

ITA Registration Prerequisites
- Signed agreement from employer to sponsor the apprentice (Sponsor)

Completion Requirements
Certification as a Baker is awarded upon successful completion of:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Level of Achievement Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Technical Training</td>
<td>Minimum 70%</td>
</tr>
<tr>
<td>(120 hours or 4 weeks*)</td>
<td></td>
</tr>
<tr>
<td>Level 2 Technical Training</td>
<td>Minimum 70%</td>
</tr>
<tr>
<td>(120 hours or 4 weeks*)</td>
<td></td>
</tr>
<tr>
<td>Level 3 Technical Training</td>
<td>Minimum 70%</td>
</tr>
<tr>
<td>(120 hours or 4 weeks*)</td>
<td></td>
</tr>
<tr>
<td>Work-Based Training</td>
<td>5400 hours</td>
</tr>
<tr>
<td>Recommendation for Certification</td>
<td>Recommendation for certification signed by the Sponsor and an individual holding credentials eligible for sign-off authority</td>
</tr>
<tr>
<td>Interprovincial Red Seal Exam</td>
<td>Minimum 70%</td>
</tr>
</tbody>
</table>

(*Approximate durations, assuming 30 hours in school per week)

Program Duration
Duration varies depending on how training is delivered, but the program generally takes 3 years to complete.

The technical training requirement is typically met through block-release training (full-time, at school) delivered by an ITA-approved training provider. It can also be met through approved alternative training models (e.g., distance education, online, part-time) and/or level challenge where these options are available.

Sign-off Authority
Credentials eligible to sign-off on the Recommendation for Certification:
- Baker – Certificate of Qualification with Red Seal endorsement
- Baker – Certificate of Qualification
- Baker – Certificate of Apprenticeship
- Cook (Professional Cook 3) – Certificate of Qualification with Red Seal endorsement
- Cook – Certificate of Qualification
- Certified Chef de Cuisine
- ITA-issued letter authorizing supervision and sign-off of apprentices in this occupation

Challenging a Level
The following levels of technical training can be challenged for advanced placement in this program:
- Level 1
- Level 2

Indicates which program levels can be challenged.
Also lists eligibility criteria, where applicable
### Cross-Program Credits

Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program.

<table>
<thead>
<tr>
<th>Credential</th>
<th>Credit(s) Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Program Description

Refer to the Baker Program Outline for detailed information on the competencies, learning tasks, content and achievement criteria associated with this program. It is available from the ITA website.

### Training Topics

Refer to the **Training Topics and Suggested Time Allocation** in the Program Outline for an overview of the scope of competencies covered in the technical training, the suggested proportion of time spent on each general area of competency, and the percentage of that time spent on theory versus practical application.

*Training topics are not displayed in the Profile. Instead, readers are referred to the Program Outline*
Challenge Pathway
This graphic provides an overview of the Baker challenge pathway.

Complete diagram referred to as a Credentialing Model, which is a graphic summary of how to achieve certification in the occupation. Most programs have two credentialing models, one for apprenticeship and one for challenge.

Challenge Program Standards

<table>
<thead>
<tr>
<th>Credentials Awarded</th>
<th>Baker – Certificate of Qualification with Red Seal endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA Registration Prerequisites</td>
<td>An approved Challenge Application, which includes:</td>
</tr>
<tr>
<td></td>
<td>• 8100 documented hours of directly related experience working in the occupation</td>
</tr>
<tr>
<td></td>
<td>• Employer Statutory Declaration</td>
</tr>
<tr>
<td></td>
<td>• FOODSAFE Level 1 certificate</td>
</tr>
<tr>
<td></td>
<td>▸ Evidence of achievement of prerequisites is submitted as part of the challenge application</td>
</tr>
<tr>
<td>Credentials Entitled to Challenge</td>
<td>Individuals who hold the credentials listed below are considered to have met the prerequisites for challenging this program</td>
</tr>
<tr>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>Completion Requirements</td>
<td>Certification as a Baker is awarded upon successful completion of:</td>
</tr>
<tr>
<td>Requirement</td>
<td>Level of Achievement Required</td>
</tr>
<tr>
<td>Interprovincial Red Seal Exam</td>
<td>• Minimum 70%</td>
</tr>
<tr>
<td>Competencies Assessed</td>
<td>Refer to the Training Topics and Suggested Time Allocation section of the Program Outline or the Challenge Application for this program for an overview of the scope of competencies covered in the technical training for this program. The Program Outline is available from the ITA website.</td>
</tr>
</tbody>
</table>
Foundation Program

Refer to the Apprenticeship pathway credentialing model for this program to see how the Baker Foundation program fits into the apprenticeship pathway for this occupation.

### Foundation Program Standards

<table>
<thead>
<tr>
<th>Credentials Awarded</th>
<th>Baker – Certificate of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment Prerequisites</strong></td>
<td>Contact training provider. Prerequisites vary between training institutions</td>
</tr>
<tr>
<td><strong>Completion Requirements</strong></td>
<td>A Certificate of Completion in this program is awarded upon successful completion of:</td>
</tr>
<tr>
<td><strong>Requirement</strong></td>
<td><strong>Level of Achievement Required</strong></td>
</tr>
<tr>
<td>In-school Training</td>
<td>Successful completion of in-school practical and theory assessments. Minimum 70% achievement</td>
</tr>
<tr>
<td><strong>Program Duration</strong></td>
<td>Duration varies depending on how training is delivered, but the program generally takes 40 weeks to complete, assuming 30 hours in school per week</td>
</tr>
<tr>
<td><strong>Credit toward Apprenticeship</strong></td>
<td>Individuals who complete the Baker Foundation program will receive the following credit toward completion of the Baker apprenticeship program</td>
</tr>
<tr>
<td></td>
<td>▪ Technical Training: Level 1</td>
</tr>
<tr>
<td></td>
<td>▪ Work-Based Training: 900 hours</td>
</tr>
<tr>
<td><strong>Training Topics</strong></td>
<td><strong>General Areas of Competence</strong></td>
</tr>
<tr>
<td>▪ Breads and Rolls</td>
<td>▪ Interpersonal Skills</td>
</tr>
<tr>
<td>▪ Sweet Yeast Products</td>
<td>▪ Teamwork Skills</td>
</tr>
<tr>
<td>▪ Pies</td>
<td>▪ Document Use, Text Reading &amp; Numeracy Skills</td>
</tr>
<tr>
<td>▪ Puff Paste</td>
<td>▪ Critical Thinking Skills</td>
</tr>
<tr>
<td>▪ Cookies</td>
<td>▪ Communication &amp; Listening Skills</td>
</tr>
<tr>
<td>▪ Cakes</td>
<td>▪ Problem Solving &amp; Troubleshooting Skills</td>
</tr>
<tr>
<td>▪ Decorating, Icing and Finishing</td>
<td>▪ Decision Making Skills</td>
</tr>
<tr>
<td>▪ French Pastries, Muffins and Cupcakes</td>
<td>▪ Computer Use Skills</td>
</tr>
<tr>
<td>▪ Safety, Sanitation, Personal Skills</td>
<td>▪ Job Planning &amp; Organization Skills</td>
</tr>
<tr>
<td>▪ Elementary Management Procedures</td>
<td>▪ Safety Skills</td>
</tr>
<tr>
<td>▪ Safety Skills</td>
<td>▪ Use of Hand Tools &amp; Equipment Skills</td>
</tr>
</tbody>
</table>
Additional Information

**Supporting Documents**

Baker Program Outline (2008) – Defines the full scope of knowledge and skills required to competently perform the occupation in BC. Available from the ITA website.


**Contacts**

The Industry Training Authority (ITA) manages B.C.’s industry training and apprenticeship programs. Contact ITA Customer service if you have any questions regarding registration, examinations or certification for this program.

Telephone: 778-328-8700  Fax: 778-328-8701
Toll Free (within BC): 1-866-660-6011  email: customerservice@itabc.ca
Website: www.itabc.ca

go2 works with industry to identify current and emerging knowledge and skill requirements for occupations related to this program, explore training and certification options, and maintain this program.

Telephone: 604-633-9787  Fax: 604-633-9796
Website: www.go2hr.ca  email: info@go2hr.ca

**Revision History**

The standards for this program were reviewed and/or updated on the dates below.

Program Standards Approved: March 2002 (ITAC)
Updated: January 2006 (ITA)

Date program was reviewed and/or updated. Programs are reviewed every six years.

Program Profiles are updated regularly. Visit www.itabc.ca for the most current version.