

072106T4BAK

BAKING TECHNOLOGY LEVEL 6

FOP/OS/BT/CR/06/6

Manage Bakery Production Department

March/April 2026



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL
(TVET CDACC)**

WRITTEN ASSESSMENT

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper consists of **TWO** sections: **A** and **B**.
2. Answer **ALL** questions in section A and **ANY THREE** (3) questions in section B.
3. Marks for each question are indicated in the brackets.
4. Candidates are provided with a separate answer booklet
5. Do not write on the question paper.

This paper consists of THREE (3) printed pages

Candidate should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.

SECTION A (40 MARKS)

Answer ALL questions in this section

1. You intend to start a small commercial bakery in an urban center. Before commencing operations, certain legal requirements must be met. State FOUR legal requirements that must be met before commencing operations. (4 marks)
2. A bakery manager must ensure smooth daily operations by providing necessary resources. List FOUR key operational resources required in a bakery enterprise. (4 marks)
3. As a new bakery expands, management becomes complex, making it necessary to organize staff roles. State FOUR advantages of having an organizational structure in the context of a bakery business. (4 marks)
4. To avoid role conflict in a bakery unit, clarity of work is essential for production staff. Name FOUR duties performed by a baker in a bakery production unit. (4 marks)
5. Every professional bakery operates under guiding rules to maintain discipline and efficiency. Identify FOUR bakery policies that regulate staff behavior and operations. (4 marks)
6. To enhance productivity, a bakery owner sets clear goals for staff and operations. State FOUR performance targets that may be set in a bakery enterprise. (4 marks)
7. A bakery with many employees must regularly evaluate staff performance to maintain quality. List FOUR tools used in staff performance appraisal. (4 marks)
8. Proper documentation supports accountability and effective management in a bakery. Name FOUR bakery records that must be maintained for effective management. (4 marks)
9. Human resource growth is vital in bakery operations for efficiency and quality output. State FOUR benefits of staff capacity building in a bakery enterprise. (4 marks)
10. A bakery business is exposed to various uncertainties that may affect operations. Identify FOUR risks that may affect a bakery enterprise. (4 marks)

SECTION B (60 MARKS)

Answer THREE questions in this section

11. A bakery owner wishes to improve discipline among staff and enhance service delivery.

Proper policies and management practices are essential for smooth operations

- a) Explain FOUR roles of bakery policies in guiding staff behavior. (8 marks)
- b) State SIX qualities of a good manager in a bakery enterprise. (6 marks)
- c) Describe THREE consequences of operating without clear policies and targets.

(6 marks)

12. A bakery enterprise is facing financial losses and operational confusion. Effective risk management and proper documentation are crucial for sustainability

- a) Explain FOUR mitigation measures to risks likely to occur in a bakery enterprise. (8 marks)
- b) Describe THREE advantages of keeping records. (6 marks)
- c) Explain THREE benefits of reporting in a bakery production unit. (6 marks)

13. You have been contracted to advise an entrepreneur who wants to establish a medium-scale bakery. Clear pricing, discipline, and revenue monitoring are key to profitability.

- a) Discuss the importance of pricing items in a bakery unit. (6 marks)
- b) Explain THREE types of disciplinary techniques in a bakery enterprise. (6 marks)
- c) Explain FOUR methods of monitoring revenue performance. (8 marks)

14. A growing bakery enterprise is experiencing inefficiencies due to poor organization. Effective management, proper waste disposal, and growth tracking are essential for improvement

- a) Discuss FOUR functions of management in a bakery enterprise. (8 marks)
- b) Explain THREE methods of disposing of bakery waste. (6 marks)
- c) Explain THREE indicators to prove that a bakery is growing. (6 marks)