



VANCOUVER ISLAND  
UNIVERSITY

## First day of Class Information and Booklist Bake Apprenticeship

### First day of class, please report to:

- ✓ Classroom/Shop: Bldg 185, Bakery/Cafeteria
- ✓ Bake Instructors office is located in Bldg 185

### Classroom hours:

- ✓ Monday to Friday; 7:30am-3:30pm

### Instructor and Contact #s:

- ✓ Instructor(s): David Nolan, Martin Barnett, Ken Harper
- ✓ Bakery phone number: 250-740-6114

### Study Skills:

- ✓ It is recommended that you take notes in class and review them each night. Any questions that you have should be brought to the attention of the instructor either in class or in the shop. When studying you must consider all areas of the topic.
- ✓ Remember it is in your best interest to learn as much as possible when you attend your technical training session. Extra help with study techniques may be available for apprentices, who feel that they are not able to get the most out of each technical session, ask your instructor.

### First Aid – All emergencies must be reported to 6600 – DO NOT CALL 911.

- ✓ Dial 6600 from an internal phone, or dial 250-740-6600 from an outside phone.
- ✓ Be prepared to tell the operator your:
  - Name
  - Campus location (building and room)
  - Nature of emergency (first aid, ambulance, police, fire)
  - Extent of the emergency and the number of person involved
- ✓ The PFAA (Primary First Aid Attendant) will respond to the emergency.
- ✓ Facilities Services Employees will direct the Emergency Response Vehicle(s) to the appropriate location.

Please report all injuries to your instructor immediately or as soon as possible.



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### **College closures for snow**

- ✓ Listen for announcements on local radio, FM: WAVE 102.3, Wolf 106.9, CHLY 101.7
- ✓ College Switchboard 250-753-3245 after 6am

### **Food Services**

- ✓ Lunch is available on campus at the Student Activity Building (Bldg 185), the Cafeteria (Bldg300) or at Subway (Bldg 165)

### **Student Cautions**

- ✓ VIU has a non-smoking regulation in all buildings.
- ✓ Pay parking and speed regulations on campus are enforced.
- ✓ All tools, props, and equipment must be treated with respect; they must be used many times by many apprentices.
- ✓ Instructors are here to help you learn, but you are also responsible for how much and how well you learn.

### **Uniform information:**

If you need to rent a uniform, please contact Angelique Frederiksen at [Angelique.Frederiksen@viu.ca](mailto:Angelique.Frederiksen@viu.ca) at least 2 weeks prior to the start date. Please note that there is a cost to renting the uniform.

- ✓ If you have a complete professionally laundered uniform, you can use your own uniform.
- ✓ Individual pieces of the uniform package are not available for rental.
- ✓ Returning the uniform measurements by the deadline will guarantee you the right size. Otherwise your uniform will be issued from our uniform stock, which may not fit well.
- ✓ Name tag is considered part of the uniform. You are permitted to wear your name tag from your place of work. If need a college name tag, please let your instructor know.
- ✓ If you prefer to rent a VIU uniform package, the cost is \$32/per month. This cost includes a shirt, pants, apron, hat and laundering.



## Course Outline & Textbooks

<b>Bake Levels 1, 2 &amp; 3 require the same required tools and textbooks</b>	
On the first day of class, please be prepared to:	<ul style="list-style-type: none"><li>• Purchase a parking permit,</li><li>• Get student ID (available at the library, free of charge),</li><li>• Rent a locker if needed,</li><li>• Purchase books and necessary supplies.</li></ul>
Required Tools:	<ul style="list-style-type: none"><li>• French knife,</li><li>• Parking knife,</li><li>• Serrated slicing knife,</li><li>• Pallet knife (spatula) flat,</li><li>• Pallet knife (spatula) offset,</li><li>• Variety of piping tips-round &amp; star, etc.,</li><li>• Piping bags,</li><li>• Decorating comb.</li></ul>
<b>Required Textbooks</b>	<ul style="list-style-type: none"><li>• Professional Baker's Manual (6<sup>th</sup> Edition, complete with Study Guide) by Wayne Gisslen, How Baking Works (3<sup>rd</sup> Edition) by Paula Figoni and Study Guide</li></ul>
<b>Optional Textbooks</b>	<ul style="list-style-type: none"><li>• Bread by Hamelman</li><li>• Bread Bakers Apprentice by Rheinart</li><li>• Professional Cake Decorating by Garrett</li></ul>