

**MODEL OF A SPECIAL ADULT EDUCATION PROGRAM  
AT THE CENTER FOR ADULT EDUCATION**

All elements of the Special Adult Education Program Model must be completed, with the exception of those that are optional and are marked with an asterisk (\*).

<b>GENERAL INFORMATION ABOUT THE ADULT EDUCATION INSTITUTION/INSTITUTION</b>		
1.	Date of application	
2.	Name of the establishment/institution for adult education	
* 3.	License number of the adult education facility/institution	
4.	Name and surname of the director	
5.	Contact details	<b>Address:</b>
		<b>Phone number:</b>
		<b>E-mail address:</b>

6.	Information about the program coordinator	<p><b>Name and surname:</b> Olivera Stefanovska</p> <p><b>Work occupation:</b> Director</p> <p><b>Qualification:</b> Bachelor's degree : Biology engineer</p> <p><b>Phone number:</b> 078 408 868</p> <p><b>E-mail Address:</b> oliveradimitrievska@yahoo.com</p>
7.	Name of the program	Maker of bread and white pastries
8.	Description of the program	<p>The program contains a total of 180 lessons, of which 50 are theory, 110 are practice and 20 are a test of acquired knowledge. The program is intended for persons serving a prison sentence of at least 5 months, with a completed minimum basic education, who, after serving the sentence, want to reintegrate into society by appearing on the labor market or starting their own business. The number of candidates is recommended not to exceed 5 candidates, due to the specificity of the work and space limitations in the practical part. The program will last four and a half months.</p> <p>The objectives of the program are for the candidates to familiarize themselves with the equipment for the production of various pastries and bread and to master the procedures of its use, to familiarize themselves with the sanitary norms in production and with the rules of personal hygiene, to familiarize themselves with the characteristics of the basic and auxiliary raw materials used for the production of pastries and their influence in the technological process, to master the skills of making pastries that are most common in our area; production of leavened pastry, puff pastry, fried dough, to learn to determine the temperature of water for kneading the dough, to determine the length of fermentation and baking temperature, to master the skills of kneading, kneading and dividing dough, and making several types of bread, to perceive possible defects and to adopt the methods of their removal.</p> <p>The program will be organized in 7 units and the acquired knowledge will be checked according to a determined dynamic through a written test and a practical part. After completing the program, there will be a final exam (test and practical part) in front of a three-member committee, upon successful completion of which a certificate will be issued for the Maker of bread and white pastries</p> <p>At the end of the program, participants will be able to use the equipment used in a bakery workshop; to know the conditions for personal hygiene and sanitary norms in production; to know the characteristics of the basic and auxiliary raw materials used in the production of white pastries and their influence during the technological process; to be able to make several products from yeast dough (from kneading to the final product, i.e. baking); to be able to make puff pastry with kvass; to make puff pastry without yeast; to make donuts and muffins; to make several types of bread, to locate errors during production in order to eliminate the cause.</p> <p>The following methods will be used in teaching: lectures, group discussions, observation, research/discovery, problem-based learning, practical teaching in a bakery workshop owned by a</p>

		<p>technologist-engineer. The program will be implemented by a technologist-engineer or master baker. The program will be subject to internal evaluation. Two inspections will be carried out: one progressive in the middle of the implementation of the program and one at the end of the program, for which reports will be prepared with recommendations for possible interventions.</p>
9.	Program Participant Profile	<p>The participants are persons, not younger than 17 years, serving a sentence in a prison or correctional facility.</p>
10.	Planned number of participants in the program	5
11.	Objectives of the program	<p>Participants to:</p> <ul style="list-style-type: none"> <li>- know the equipment for the production of bread and pastries and be able to use it</li> <li>- they know and apply sanitary norms in production and personal hygiene rules</li> <li>- know the characteristics of the basic and auxiliary raw materials used in the production of bread and pastries and their influence in the technological process</li> <li>- they know and are able to apply the process of kneading, shaping, fermentation, baking, determining the length of fermentation and the factors on which it depends</li> <li>- they know how to read and follow recipes for bread and pastries that are most prevalent in these areas</li> <li>- they know how to make yeast bread, puff pastry, fried dough, basic and some special types of bread</li> <li>- they notice possible defects in bread and pastries and know how to remove them <ul style="list-style-type: none"> <li>- develop awareness of permanent improvement</li> </ul> </li> </ul>
12.	Program outcomes	<p>After completing the training, the participants should be able to:</p> <ul style="list-style-type: none"> <li>- read, interpret and adjust recipes for various types of bread and pastries;</li> <li>- they prepare the basic and auxiliary raw materials for the production of bread and pastries;</li> <li>- perform organoleptic assessment of raw materials;</li> <li>- they make homemade small white pastries;</li> </ul>

		<ul style="list-style-type: none"> <li>- they make pretzels, pretzels, sesame and other types of baked goods;</li> <li>- they make different types of filled and unfilled rolls;</li> <li>- prepare fillings for different types of baked goods;</li> <li>- they make wholemeal, corn and other types of baked goods;</li> <li>- they make donuts and pastries;</li> <li>- they make basic and special types of bread</li> <li>- they make wheat bread: white, semi-white, black</li> <li>- they make rye bread</li> <li>- they make wholemeal bread</li> <li>- they make corn mixed bread</li> <li>- carry out adequate packaging of bread and pastries</li> <li>- calculate the ratio of bread and pastries;</li> <li>- follow the production process of various types of bakery products</li> <li>- carry out appropriate packaging of bakery products;</li> <li>- they prepare bakery products for distribution;</li> <li>- apply the rules for hygienic handling in the production process of bakery products;</li> <li>- implement a HACCP control system in the plants for the production of bakery products;</li> <li>- they apply the regulations that regulate the production, sale and quality of bakery products.</li> <li>- take care of the living and working environment;</li> <li>- develop responsibility at work and interest in lifelong learning</li> <li>- perceive the possibilities for organization, running their own business-self-employment</li> </ul>		
<b>13.</b>	Criteria for entering the program	Participants should: <ul style="list-style-type: none"> <li>- not to be younger than 17 years</li> <li>- to serve a sentence of at least five months from the day of starting the training</li> </ul>		
<b>14.</b>	<b>Duration of the program</b>		<b>Total numbers of classes</b>	<b>Percentage</b>
		<b>Theory</b>	50	28%
		<b>Practice</b>	110	61%
		<b>Assessment</b>	20	11%

		<p><b>* Other information</b>  <b>Number of classes per week:</b> 15-17  <b>Duration of the program in months/years:</b> 4,5 months  <b>Additional comments:</b> /</p>				
15.	Forms of teaching implementation	<b>Implementation forms</b>			<b>Note</b>	
		Classroom/office teaching			3	
		Practical teaching			3	
		Electronic learning			3	
		Distance learning				
16.	Teaching methods	<b>Method</b>			<b>Note</b>	
		Lecture			3	
		Group discussions			3	
		Observation			3	
		Research/discovery				
		Learning through simulations				
		Problem-based learning			3	
		Practical teaching in a workshop/office			3	
		On-the-job training			3	
		Individual teaching			3	
		Self-directed learning				
		Other				
	<b>Structure of the program</b> <b>List the modules (subjects/thematic units) of the program.</b>	<b>Title of the subject/thematic unit</b>	<b>Description</b>	<b>Status</b>	<b>Duration (Hours)</b>	<b>Assessment methods</b>
		1. Equipment in a	- Acquaintance with	Manda	5	Written test

		bakery workshop and hygiene	<p>the equipment for the production of pastries</p> <ul style="list-style-type: none"> <li>- Acquaintance with the conditions and sanitary standards in production</li> <li>- Acquaintance with the rules for personal hygiene of employees and the HACCP control system</li> </ul>	tory.		
		2. Basic and auxiliary raw materials	<ul style="list-style-type: none"> <li>- Chemical composition of flour and types of flour, its characteristics: <ul style="list-style-type: none"> <li>• wheat</li> <li>• corn</li> <li>• rust</li> <li>• integral</li> </ul> </li> <li>- Technological quality of the flour</li> <li>- Water absorption power</li> <li>- Possibility of gas formation</li> <li>- Possibility of gas retention (strong and weak flours)</li> <li>- Baker's yeast: <ul style="list-style-type: none"> <li>• dosage</li> <li>• storage</li> <li>• recognition of fresh active yeast</li> </ul> </li> <li>- Influence of sugar and fat on the dough</li> <li>- Additives and their application</li> <li>- Water, determining the temperature of</li> </ul>	Mandatory.	15	Written test

			the water for kneading			
		3. Sourdough bread	<ul style="list-style-type: none"> <li>- Kneading: <ul style="list-style-type: none"> <li>• method of mixing (direct/indirect)</li> <li>• determining the duration of kneading</li> <li>• determination of water temperature</li> </ul> </li> <li>- Determination of fermentation time: <ul style="list-style-type: none"> <li>• in the table</li> <li>• final fermentation</li> </ul> </li> <li>- Shaping</li> <li>- The relationship between oven temperature and final fermentation <ul style="list-style-type: none"> <li>- Making rolls of different sizes and fillings</li> <li>- Bagels/pretzels</li> <li>- Millibread/mild bun</li> <li>- Panzeroti</li> <li>- Production of rye buns</li> <li>- Production of integral earthenware</li> <li>- Making corn buns</li> </ul> </li> </ul>	Mandatory.	40	Written and practical test
		4. Puff pastry	<ul style="list-style-type: none"> <li>- Kneading the dough</li> <li>- Preparation of margarine</li> <li>- Lamination and dough making</li> <li>- Production of: <ul style="list-style-type: none"> <li>• Croissant</li> <li>• Curd cakes</li> <li>• Pancakes with</li> </ul> </li> </ul>	Mandatory.	40	Written and practical test

	cheesy ham and spices			
	<ul style="list-style-type: none"> <li>• Unleavened puff pastry</li> <li>• Mini scones</li> <li>• Cottage cheese pie</li> <li>• Spinach pie</li> </ul>			
5. Fried dough	<ul style="list-style-type: none"> <li>- Determination of the kneading method</li> <li>- Kneading the dough</li> <li>- Mass fermentation</li> <li>- Product design</li> <li>- Determination of the temperature of the frying oil</li> <li>- Production of: <ul style="list-style-type: none"> <li>• donuts</li> <li>• molluscs</li> </ul> </li> </ul>	Mandatory.	30	Written and practical test
6. Bread	<ul style="list-style-type: none"> <li>- Method of kneading (direct, indirect, intensive)</li> <li>- Determining the duration of kneading</li> <li>- Determining the temperature of the water for kneading the dough</li> <li>- Calculation of dough</li> <li>- Dividing the dough</li> <li>- Determining the weight of dough pieces</li> <li>- Determination of fermentation time <ul style="list-style-type: none"> <li>• in the table</li> <li>• intermediate</li> <li>• final</li> </ul> </li> <li>- Determination of</li> </ul>		45	



			<ul style="list-style-type: none"> <li>baking time</li> <li>- Determination of bread yield</li> <li>- Making wheat breads: <ul style="list-style-type: none"> <li>• white</li> <li>• semi-white</li> <li>• black</li> <li>• integral</li> <li>• flat bread - buns</li> </ul> </li> <li>- Making rye bread</li> <li>- Making mixed corn bread</li> </ul>			
	7. Anomalies	<ul style="list-style-type: none"> <li>- - Possible manufacturing defects: <ul style="list-style-type: none"> <li>- • reasons for their occurrence</li> <li>- • ways of their removal</li> </ul> </li> </ul>	Mandatory.	5	Written test	
18.	<b>Checking the achieved outcomes</b>	<b>Evaluation period</b>	<b>Evaluation methods</b>		<b>Evaluation criteria</b>	<b>Duration of assessment (min.)</b>
		After completing thematic unit 1 and 2 (24 hours)	written test 1		60% lower threshold (performance of work and work tasks under continuous supervision)	60
		After completing thematic unit 3 (58 hours)	written test and practical part 2		over 70%: performing work and tasks after occasional supervision	120
		After completing thematic unit 4 (58 hours)	written test and practical part 3		over 85%: independent performance of work and tasks	120
		After completing thematic unit 5 (48 hours)	written test and practical part 4			120

		After completion of thematic unit 6 and 7 (4 hours)	written test and practical part 5	60
		After completing all units and checks	written test and practical part 6	180
* 19	Standards of occupations			
20.	Self-evaluation/ internal evaluation	<p><b>Tools/methods (questionnaires, discussions, evaluation reports)</b></p> <p><b>Duration: two supervisions will be carried out: one progressive after 50% of the training and one final after completing the training</b></p> <p><b>Measures obtained: will be presented in the form of written reports, one progressive (after the first supervision) and one final with recommendations at the end of the program.</b></p> <p><b>Possible measures:</b></p> <ul style="list-style-type: none"> <li>- <b>modification of parts of the program</b></li> <li>- <b>changing the ratio in classes: theory/practice/testing of acquired knowledge</b></li> <li>- <b>introduction of new technologies ... etc</b></li> </ul>		
21.	Teaching staff	Technologist-engineer and/or baker/master baker with a minimum of 2 years of experience in training for adults. Experience working with offenders and/or marginalized and vulnerable groups is also desirable.		

* 22	Participants support	<ul style="list-style-type: none"> <li>- Consultations with the trainer</li> <li>- Presentations of people with success stories</li> <li>- Exchange of experiences through visits to successful people involved in the production of bakery products</li> </ul>
23.	Equipment and teaching aids	<ul style="list-style-type: none"> <li>- Dough mixer</li> <li>- Work desk</li> <li>- Fermentation chamber</li> <li>- Laminator</li> <li>- Oven</li> <li>- Shelves for finished products</li> <li>- Scripts</li> <li>- Electronic materials</li> <li>- Computers</li> </ul>
* 24	Protection and security measures	<ul style="list-style-type: none"> <li>- Standardized personal protective equipment</li> <li>- Safety and health measures at work</li> </ul>
* 25	Funding of the program	
* 26	Other establishments/institutions	

27.	<b>Place of implementation</b>	In adapted rooms for teaching and practice in the prisons in Tetovo and Shtip
28.	Statement	<p>I, the undersigned:</p> <ul style="list-style-type: none"> <li>- I confirm the accuracy of the information contained in the form</li> <li>- I confirm that the form has been completed in accordance with the Manual for Verification of Special Programs for Adult Education</li> <li>- I confirm that all the necessary conditions for the implementation of the program have been met</li> <li>- I agree to monitor the implementation of the program by the competent institutions</li> </ul>
29.	Name and surname of the director	