

Unit Title: Principles of Cleaning Work
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC766
Ofqual Unit Code: T/506/1073

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to ensure own safety when cleaning.	1.1	State the arrangements for contacting the appropriate person.
		1.2	State how often contact should be made when carrying out work.
		1.3	State the procedures for entering the workplace.
		1.4	State types of risks present in the workplace.
		1.5	State the importance of taking action to reduce risks in the workplace.
		1.6	Define own level of responsibility for controlling access to the workplace.
		1.7	State the importance of following procedures for access to the workplace.
		1.8	List types of other authorised persons who can enter the workplace.
2.	Know expected standards of behaviour in the workplace.	2.1	State the standards of behaviour expected in the workplace.
		2.2	State the importance of giving a positive impression to others.
		2.3	List different ways of communicating with others.
		2.4	State why it is important to check that they have been understood.
3.	Know how to carry out work.	3.1	State where to obtain the work schedule and instructions.
		3.2	Define the areas in which they are authorised to carry out work.
		3.3	State the importance of assessing how own work is progressing.
		3.4	State the importance of identifying any tasks that they will be unable to complete individually.
4.	Know how to follow procedures.	4.1	State the organisational requirements for reporting to own employer or customer.
		4.2	State employer procedures and rules, including emergency procedures and contacts that apply to the work area.

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		4.3	State the organisational requirements for recording damage, breakages and disruption.
		4.4	State the importance of reporting any damage, breakages and disruption caused.
		4.5	State the organisational requirements for leaving the workplace.
		4.6	State the importance of leaving the workplace secure.

Assessment Guidance:

NA

Additional Information:

NA
