



NATIONAL CERTIFICATE:
HYGIENE AND
CLEANING

LEVEL 1

SAQA ID - 57937



TABLE OF CONTENT

QUALIFICATION INFORMATION	2
QUALIFICATION OUTLINE	4
RESPONSIBILITIES	5
QUALIFICATION STRUCTURE	6
QUALIFICATION HOURS MATRIX	7

EDGE TRAINING CONSULTANCY (PTY) LTD



www.edgetraining.co.za



+ 27 (0)87 13 555 43



info@edgetraining.co.za



+27 (0)86 72 507 32

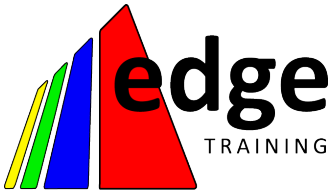
Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: CK 2017 / 349079 / 07



NATIONAL CERTIFICATE: HYGIENE AND CLEANING

SAQA ID - 57937

CREDITS - 120

NQF LEVEL -- 1

ENTRY REQUIREMENTS:

As this is an NQF Level 1 qualification, and therefore the starting point of a career and of training and development in the cleaning industry, no formal learning is assumed to be in place. It is preferable however that a learner accessing this qualification has attained competence in Communication and Mathematical Literacy at ABET Level 2 or the equivalent..

OBJECTIVE:

The primary purpose of this qualification is to develop the foundational, practical and reflexive competencies required for a career in the Hygiene & Cleaning Services Industry.

A main focus of this qualification, is the development of a culture of quality service and professionalism in a cleaning services environment. This qualification intends to produce cleaners who can find gainful employment in the cleaning industry.

The range of learners that will benefit from this qualification will include :

cleaners, team leaders, supervisors, temporary or relief cleaners and emerging entrepreneurs who currently, or who aspire, to operate in the cleaning industry at large.

Also, It is recognised that Cleaning is a 'feeder' industry from which learners can move into other related sectors.

This qualification is designed as the first qualification in the learning pathway in the cleaning sector and is suited to the following occupations:

- Cleaner.
- Laundry assistant.
- Car wash attendant.
- Garden services.
- Relief cleaner.
- Room attendants.
- Ward hostess.
- Domestic worker.
- Sculler.

The second qualification in the sector will expand on this knowledge and is suited for the following occupations: Specialist cleaners in the cleaning industry (notably Textile, Laundry, Industrial and Health Care Cleaning), Team Leaders, and Care givers.

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OUTCOME:

This qualification aims to:

- Allow employees within the industry to identify and pursue a career within the Hygiene and Cleaning Industry.
- Provide a vehicle to enhance the dignity of workers in this industry and develop their sense of pride and job satisfaction.
- Develop a better understanding of the industry amongst employees.
- Enhance a code of ethics that includes viable and sustainable environmental management practices.
- Provide consistent quality and safety standards.
- Educate learners, clients and society at large about hygiene, for the purpose of improving general health by implementing best practice cleaning methods.
- Expose aspirant entrepreneurs to opportunities to enter the formalised cleaning industry thus stimulating the economy.
- Recognise the importance of a healthy lifestyle by accepting own responsibility for life skills and wellness including HIV/AIDS.
- Demonstrate understanding of the application of cleaning principles according to international/world class standards and best practice.
- Clean generalised areas using cleaning principles according to international/world class standards and best practice.
- Clean ablution areas using cleaning principles according to international/world class standards and best practice.
- Clean floors using cleaning principles according to international/world class standards and best practice.
- Demonstrate knowledge of and apply environmental awareness during the cleaning process.

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COURSE OUTLINE:

Module 1 – Personal Preparation

- Manage personal finances
- Practice good health and grooming habits
- Provide good customer service in a cleaning services environment
- Collect, analyse, use and communicate numerical data
- Critically analyse how mathematics is used in social, political and economic relations
- Engage in a range of speaking/signing and listening interactions for a variety of purposes

Module 2 – Working in teams

- Participate effectively in a team or group
- Analyse cultural products and processes as representations of shape, space and time
- Portray a professional image within a cleaning team
- Demonstrate an understanding of and use the numbering system
- Explore and use a variety of strategies to learn
- Read/view and respond to a range of text types
- Use maps to access and communicate information concerning routes, location and direction

Module 3 – Cleaning in the workplace

- Understand basic cleaning principles
- Clean above the floor surfaces
- Clean toilets and bathrooms
- Clean windows
- Remove spots and spillages from carpets and upholstery
- Sweep floors
- Use chemicals in the cleaning services environment
- Vacuum dry surfaces
- Working with numbers in various contexts
- Write/Sign for a variety of different purposes
- Wet mop floors

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Module 4 – Workplace Safety

- Describe and represent objects and the environment in terms of shape, space, time and motion
- Explain and perform fall arrest techniques when working at height
- Identify and process waste
- Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan
- Monitor compliance to safety, health and environmental requirements in a workplace

RESPONSIBILITIES:

Edge Training will provide:

- Full project management of learnership,
- (Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership)
- Course material, pens, and workbooks.
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements.
- Certificates of completion and competence
- SETA certificate of competence

The Client will provide:

- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

Combined responsibilities of Edge Training and Client:

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting

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UNIT STANDARD ALIGNMENT

Skills Programme 1: Personal Preparation

NLRD	UNIT STANDARD TITLE	L	CR
243189	Manage personal finances	1	8
243193	Practise good health and grooming habits	1	4
243195	Provide good customer service in a cleaning services environment	1	4
7451	Collect, analyse, use and communicate numerical data	1	2
7449	Critically analyse how mathematics is used in social, political and economic relations	1	2
119635	Engage in a range of speaking/singing and listening interactions for a variety of purposes	1	6

Skills Programme 2: Working in Teams

NLRD	UNIT STANDARD TITLE	L	CR
114936	Participate effectively in a team or group	1	2
7464	Analyse cultural products and processes as representations of shape, space and time	1	2
243191	Portray a professional image within a cleaning team	1	4
14084	Demonstrate an understanding of and use the numbering system	1	1
119631	Explore and use a variety of strategies to learn	1	5
119640	Read/view and respond to a range of text types	1	6
7461	Use maps to access and communicate information concerning routes, location/direction	1	1



Skills Programme 3: Cleaning the Workplace

NLRD	UNIT STANDARD TITLE	L	CR
243204	Understand basic cleaning principles	1	15
243199	Clean above the floor surfaces	1	4
243206	Clean toilets and bathrooms	1	6
243207	Clean windows	1	4
243197	Remove spots and spillage from carpets and upholstery	1	5
243164	Sweep floors	1	4
243203	Use chemicals in the cleaning services environment	1	8
243201	Vacuum dry surface	1	4
7447	Working with numbers in the various contexts	1	6
119636	Write/Sign for a variety of different purposes	1	6
243198	Wet mop floors	1	4

Skills Programme 4: Workplace Safety

NLRD	UNIT STANDARD TITLE	L	CR
7463	Describe and represent objects and the environment in terms of shape, space, time and motion	1	2
229998	Explain and perform fall arrest techniques when working at height	1	2
243195	Provide good customer service in a cleaning services environment	2	4
9909	Identify and process waste	1	2
229995	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan	2	3
115091	Monitor compliance to safety, health and environmental requirements in a workplace	2	2





NOTIONAL HOUR MARTIX

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

Skills Programmes	Credits	Notional Hours	Days	Contact Session 30% (Hours)		Experiential Learning 70%(Hours)		FSA Days	TOTAL Notional Hours
				Theory	Practical	WPE	Assesment Prep		
1	26	260	43	29	58	115	58	1	260
2	21	210	35	23	47	93	47	1	210
3	66	660	110	73	147	293	147	1	660
4	13	130	22	14	29	58	29	1	130
TOTALS	126	1260	210	140	280	559	281	4	1260

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