

Level 2 Certificate in Cleaning & Support Services Skills

Information Sheet & Application Form

This qualification gives you credit for what you do at work. It will help you to gain recognition for the skills you have, and in some instances help you to improve your skills.

You must work in a cleaning environment in order to be able to achieve this qualification. This qualification is suitable for you if your responsibilities include:

- ✓ Following day to day health and safety procedures
- ✓ Make sure your appearance and behaviour is acceptable at work
- ✓ Supporting the work of a team of staff
- ✓ Cleaning different areas including toilets and washrooms, furniture and fittings, soft furnishings and floors

In order to successfully complete the Level 2 Certificate in Cleaning & Support Services Skills you must complete 18 credits. You should complete 3 mandatory units, plus one unit from Unit 4 or 5, plus any combination of optional units to make up the 18 credits.

You will be observed carrying out your normal duties by a friendly and helpful tutor. The tutor will be experienced in your field of work and will be able to give you tips and advice to improve your skills if you need to. They will help you to complete any written work and support you in achieving this qualification. Don't worry about your written skills - there are people to help you all the way. We can even help you to gain a qualification in literacy or numeracy if you wish.

Government funding may be available to pay for your training if you are eligible. Use the checklist to find out. If you tick any of the shaded boxes then you will not be eligible for Government Funding at this time.

Please speak to us to find out if there is any other help available to fund your training.

My age is	
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Please tick the relevant boxes		Y	N
	I have a permanent National Insurance Number		
I am:	employed and have a contract of employment or		
	a volunteer and receive no payment for the work or		
	self employed and registered with HM Revenue & Customs		
	I am normally and lawfully resident in the UK and have been for the last 3 years or fulfil the LSC's residency criteria		
	Are you currently on any other government funded training?		
	Do you have an NVQ Level 2 or more than 5 GCSEs already?		

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Tick the **Always** box if you carry out these duties regularly, **Sometimes** if you do them less than once a week, and **Never** if you don't carry them out at all. **Remember you only need 18 credits to complete the qualification.**

Other option units are available please speak to your Assessor for more details.

Unit	Credit	Mandatory Unit Titles	Always ✓	Sometimes ✓	Never ✓
1	3	Reduce Risks To Health And Safety in the Workplace			
2	2	Communicate Effectively in the Workplace			
3	2	Develop Yourself in the Job Role			
Unit	Credit	Mandatory Option Unit Titles (you must either Unit 4 or 5)			
4	2	Work with Others and Follow Reporting Procedures in a Cleaning Environment			
5	3	Work Individually and Follow Reporting Procedures in a Cleaning Environment			
Unit	Credit	Option Unit Titles			
6	4	Clean And Maintain Internal Surfaces And Areas			
7	3	Deal With Routine Waste			
8	3	Clean Washrooms And Replenish Supplies			
9	4	Clean, Maintain And Protect Semi-Hard and Hard Floors			
10	4	Clean And Maintain Soft Floors And Furnishings			
11	3	Clean Glazed Surfaces And Facades			
14	4	Clean Food Areas			
15	6	Deep Clean Equipment And Surfaces			
17	3	Carry Out Maintenance And Minor Repairs			
18	3	Perform Street Cleansing Manually			

Please list below all of the qualifications you have already achieved.

Subject	Qualification	Level

First Name		Surname		Date of Birth	
Address				Post Code	
Telephone		National Insurance Number			
Employer Name		Employer Address			
Employer Number		No. of hours worked per week			
Signature				Date	