

# Housekeeping NVQ Level 2

## Information Sheet & Application Form

NVQ awards give you credit for what you do at work. They help you to gain recognition for the skills you have, and in some instances help you to improve your skills.

You must work as a housekeeper 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
- ✓ Working with a team of staff
- ✓ Cleaning different areas
- ✓ Making beds and dealing with linen

**In order to successfully complete the Housekeeping NVQ Level 2 you must complete 8 units from the list. You must complete all 4 mandatory units plus 4 optional units.**

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 for the NVQ 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 through Train to Gain 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 <b>or</b>		
	a volunteer and receive no payment for the work <b>or</b>		
	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.

Unit Number	Unit Title	Always ✓	Sometimes ✓	Never ✓
22 Mandatory	Maintain a safe, hygienic and secure working environment			
25 Mandatory	Contribute to effective teamwork			
91 Mandatory	Clean and service a range of areas			
92 Mandatory	Work using different chemicals and equipment			
93 Optional	Maintain housekeeping supplies			
94 Optional	Clean and protect floors			
95 Optional	Clean carpets and soft furnishings			
96 Optional	Provide a linen service			
97 Optional	Carry out periodic room servicing and deep cleaning			
40 Optional	Prepare, service and clear meeting and conference rooms			
28 Optional	Collect linen and make beds			
29 Optional	Clean windows from the inside			
87 Optional	Give customers a positive impression of yourself and your organisation			

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	