

National Certificate in Cleaning and Caretaking (Level 2) with strands in Commercial Cleaning and Health Care Facilities

Level 2

Credits 45 or 49 (depending on strand)

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2017.

Transition Arrangements

This qualification was republished in January 2017 to change the last date for assessment from 31 December 2016 to 31 December 2017.

The last date for entry into programmes leading towards this qualification is 31 December 2015, from which no new enrolments will be accepted. After 31 December 2015 all new trainees will be enrolled into programmes leading to the replacement qualification.

This qualification has been reviewed and replaced by the New Zealand Certificate in Cleaning (Level 2) with optional endorsement in Health Care Facilities Cleaning [Ref: 2316].

For detailed information see [Review Summaries](#) on the NZQA website

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	October 1996	June 2001
Revision	3	June 1998	June 2001
Revision	4	July 2000	December 2002
Revision	5	January 2001	December 2002
Revision	6	February 2002	December 2008
Review	7	September 2005	December 2009
Revision	8	November 2008	December 2012
Revision	9	January 2011	December 2017
Review	10	March 2014	December 2017
Republishing	10	January 2017	December 2017

Standard Setting Body

Community Support Services ITO Limited (Careerforce)
PO Box 2637
Wellington 6140

Telephone 03 371 9295
Fax 03 937 9285
Email info@careerforce.org.nz
Website www.careerforce.org.nz

Reviewed

National Certificate in Cleaning and Caretaking (Level 2) with strands in Commercial Cleaning and Health Care Facilities

Level 2

Credits 45 or 49 (depending on strand)

Purpose

The National Certificate in Cleaning and Caretaking (Level 2) with strands in Commercial Cleaning and Health Care Facilities is awarded to people who have demonstrated competence in core cleaning skills. Holders of this qualification have demonstrated competence in cleaning and caretaking in either commercial premises, or health care facilities, educational institutions and/or other institutions.

The core compulsory standards give people the core skills and knowledge required in the industry with the respective strands building on those skills and knowledge. The qualification also includes strands that cover broad transferable skills such as health and safety, communication skills, and service sector competencies.

The Commercial Cleaning Strand is designed to enable people to obtain general Commercial Cleaning Skills or specialise in areas relevant to their employment in the sector. It is also designed to provide core generic and foundation skills in this sector. Both strands elective sets allow candidates to choose standards from the *Cleaning and Caretaking* subfield so that candidates wishing to complete the entire qualification with skills and knowledge in cleaning and caretaking can do so. Elective 2 provides opportunities for candidates to choose standards from other classifications to allow for specialisation in other areas related to their workplace and/or personal situation.

The Health Care Facilities strand is designed for cleaning service workers who choose to achieve the specific skill set required for cleaning in health care facilities. Health care facilities may include general and specialist hospitals, aged residential care facilities, dental surgeries, doctors' surgeries and/or specialist clinics. This strand recognises competencies that meet the minimum District Health Boards requirements, guidelines, and standards for cleaning service workers in health care facilities.

The compulsory standards in this qualification are also compulsory in the National Certificate in Cleaning and Caretaking (Level 3) [Ref: 0754] and the National Certificate in Cleaning and Caretaking (Level 4) [Ref: 0755]. Together the three National Certificates in Cleaning and Caretaking provide a qualification pathway for those working within the industry sector and those seeking employment in the sector.

Credit Range

	Core Compulsory
Level 2 or above credits	19
Total	19

Commercial Cleaning Strand		
	Elective 1	Elective 2
Level 1 credits	0-5	0-5
Level 2 or above credits	16-21	5
Minimum totals	26	
Qualification total with strand	45	

Health Care Facilities Strand		
	Compulsory	Elective
Level 2 or above credits	27	3
Minimum totals	30	
Qualification total with strand	49	

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Core Compulsory standards

One of the following strands is required

- Commercial Cleaning Strand
- Health Care Facilities Strand

Detailed Requirements

Core Compulsory

The following standards are required

Service Sector > Cleaning and Caretaking > Cleaning Skills

ID	Title	Level	Credit
1563	Clean floors	2	4
1565	Clean toilet facilities	2	4
7182	Clean hard furniture, fixtures and fittings	2	4
7442	Follow safe work practices in the cleaning industry	2	6

ID	Title	Level	Credit
17264	Clean glass, mirror glass and metal	2	1

Commercial Learning Strand

A minimum of 26 credits

From the following sets

- Commercial Learning Strand Elective 1
- Commercial Learning Strand Elective 2

Commercial Learning Strand Elective 1

A minimum of 16 credits at Level 2 or above

Field	Subfield	Domain
Service Sector	Caring and Caring	Any

Commercial Learning Strand Elective 2

A minimum of 5 credits at Level 2 or above

Field	Subfield	Domain
Core Generic	Core Generic	Any
Health	Health Studies	First Aid
	Occupational Health and Safety	Occupational Health and Safety Practice
Humanities	Communication Skills	Interpersonal Communications
	Languages	Reading English for Speakers of Other Languages
Service Sector	Caring and Caring	Any
	Hospitality	Accommodation Services Food Safety
	Service Sector Skills	Service Sector - Core Skills

Health Care Facilities Strand

Meet the requirements of all of the following sets

- Health Care Facilities Compulsory
- Health Care Facilities Elective

Health Care Facilities Compulsory

The following standards are required

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
377	Demonstrate knowledge of diversity in the workplace	2	2

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3

Service Sector > Cleaning and Caretaking > Cleaning Skills

ID	Title	Level	Credit
1568	Clean food preparation, storage and serving areas	3	4
1569	Clean windows	2	2
1573	Clean interior walls, ceilings, fixtures and fittings	3	3
17263	Clean stairwell	2	1

Service Sector > Cleaning and Caretaking > Health Sector Cleaning

ID	Title	Level	Credit
1590	Prepare and serve hot drinks to patients and/or residents	2	2
7183	Clean health care facilities	2	4
7184	Follow standard precautions set by infection control personnel	3	4

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
57	Provide customer service	2	2

Health Care Facilities Elective

A minimum of 1 standard

Service Sector > Cleaning and Caretaking > Cleaning Skills

ID	Title	Level	Credit
1570	Buff hard floors	3	3
17270	Polish a hard floor with a high speed polisher	2	3

Transition Arrangements**Version 9**

Version 9 was issued following a revision.

Changes to structure and content

- The Commercial Cleaning Strand was amended and consists of two elective sets: Elective 1 and Elective 2. Both of the elective sets include the option to choose standards from the *Cleaning and Caretaking* subfield so that candidates wishing to

complete the entire qualification with skills and knowledge in dealing and caring and can do so. Elective 2 includes the option to choose standards from a range of classifications to allow candidates to choose standards covering skills and knowledge related to their workplace and/or personal situation.

- While the minimum credit total (26 credits) for the Commercial Caring Strand has not changed, the requirements of the electives have changed. A minimum of 16 credits at Level 2 or above is required from Elective 1, and a minimum of 5 credits at Level 2 or above is required from Elective 2.
- The expiring *Core Health* domain was removed from Elective 2 of the Commercial Caring Strand and replaced by the *First Aid* domain.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
1567	17263, 17264

This qualification contains a classification that replaced an earlier classification. For the purposes of this qualification, people who have gained credit for standards in the expiring classification may continue to use those credits to meet the qualification requirements.

Standards from	Are treated as Standards from
Health > Health Studies > Core Health	Health > Health Studies > First Aid

People currently enrolled in programmes or courses leading to the award of version 8 of this qualification may either complete that version or transfer to version 9.

It is not intended that anyone is disadvantaged by this review and the above arrangements are designed for a smooth transition. However, anyone who feels they have been disadvantaged may appeal to the ITO at the address below.

Previous versions of the qualification

Version 8 was issued following a revision of the Health Care Facilities Strand. Standards 6401 and 6402 were removed from the Core Compulsory section. The credit value was reduced from 51 to 49 credits. An elective section was added to allow for different equipment.

Version 7 was issued following a review of the qualification content to meet industry training needs. The electives were restructured into a Commercial Caring Strand and a strand for dealing service workers in Health Care Facilities was added.

Version 6 was issued in order to remove standards from the compulsory section that cover tasks not carried out by all dealing staff. The *Reading and English for Speakers of Other Languages* domain was added to the elective to give trainees access to standards that enhance their literacy skills.

Version 5 was issued in order to provide trainees with a larger range of elective standards. Elective credits were increased and the list of subfields and domains expanded to include the *Caring and Caring* subfield and two *Hospitality* domains. The qualification no longer requires a minimum number of elective credits from *Caring and Caring*.

Version 4 was issued to reflect industry needs and to incorporate the review of the *Caring and Caring* standards. The credit requirement for the compulsory section decreased from 27 to 20; an industry-specific elective was added to the qualification; expiring standard 1567 was replaced; revised standards were updated and the title of the qualification amended to include the level.

Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

This certificate will display the logos of NZQA, the Community Support Services ITO Limited (Careerforce), and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

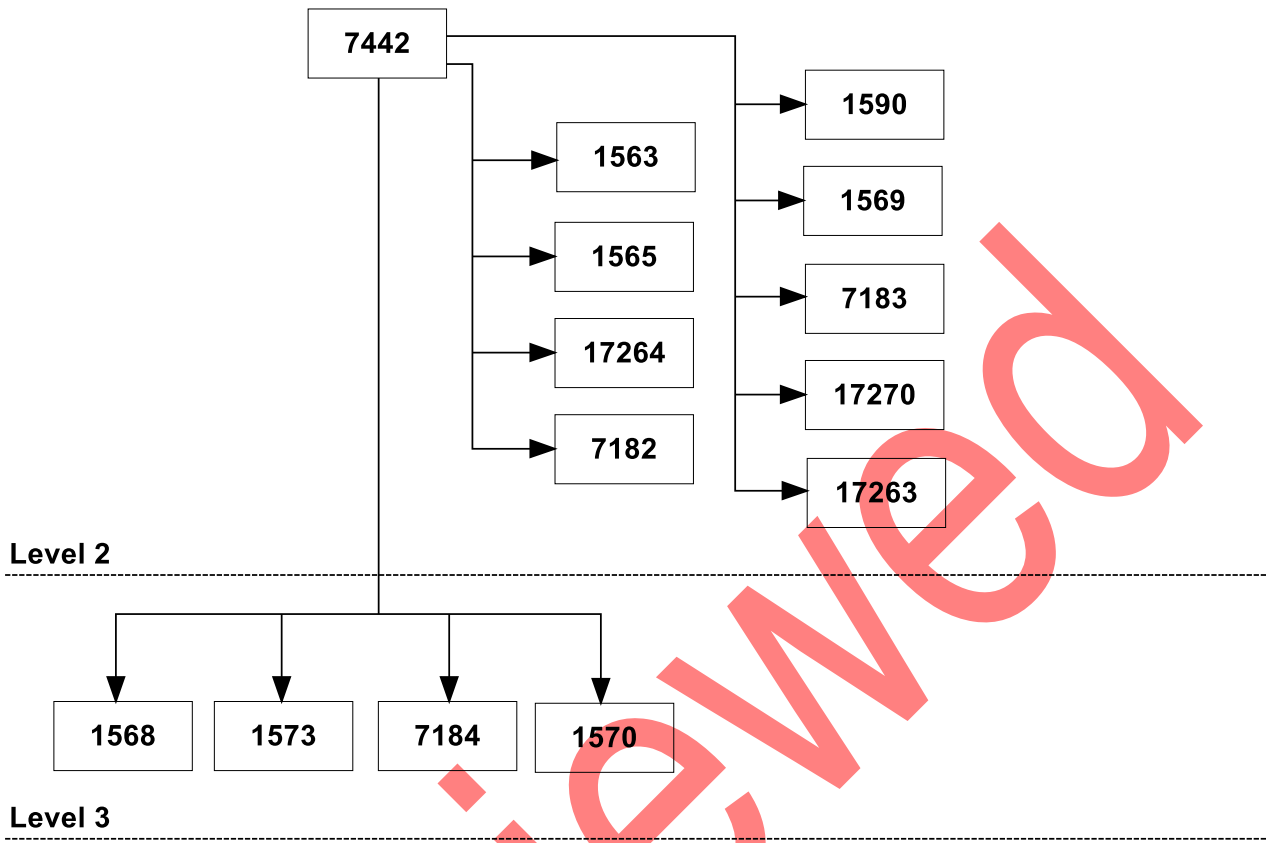
This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
264	Service Sector > Caring and Caring	039909	Engineering and Related Technologies > Other Engineering and Related Technologies > Caring

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.

Prerequisite Diagram



REVIEWED