

Title	Apply security requirements and explain privacy requirements and emergency procedures in the cleaning industry		
Level	2	Credits	3

Purpose	<p>This unit standard is designed for workers in the cleaning industry.</p> <p>People credited with this unit standard are able to: explain and apply security requirements, explain emergency procedures, and explain privacy requirements, in the cleaning industry.</p>
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Classification	Cleaning and Caretaking > Cleaning Skills
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Available grade	Achieved
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Guidance Information

Definitions

Site refers to one building or one part of a building when the requirements are different for different areas, for instance different wards of a hospital or different floors of a commercial building.

Security for the purposes of this unit standard is defined as the requirements put in place by the contractor to ensure the safety of the building, for example keys, swipe cards, alarms and codes.

Contract customers include the people covered by the cleaning contract for a specific site, such as office workers or mall staff.

Sensitive information includes information which is private to an individual or contract organisation.

Outcomes and performance criteria

Outcome 1

Explain security requirements in the cleaning industry.

Range security requirements of two sites.

Performance criteria

- 1.1 The explanations are in accordance with the security requirements for the selected sites.
- 1.2 The explanations include the implications of not following site specific security requirements.

Outcome 2

Explain emergency procedures.

Range emergency procedures for one site.

Performance criteria

- 2.1 The explanation is in accordance with the emergency procedures for the selected site.

Outcome 3

Explain privacy requirements of contract customers in the cleaning industry.

Performance criteria

- 3.1 The explanation identifies private items and sensitive information which might be visible to cleaning staff.

Range private items and sensitive information may include but are not limited to – family photos, documents on desks, patient notes, patient identity, customer notices.

- 3.2 The explanation includes the cleaner's responsibilities with regard to private items and sensitive information.

Range responsibilities may include but are not limited to confidentiality and respect for privacy.

Outcome 4

Apply security requirements of contract customers.

Range security and privacy requirements of two sites.

Performance criteria

- 4.1 Site specific security requirements are applied for each of the selected sites.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 July 2014	N/A
Rollover and Revision	2	22 August 2019	N/A

Consent and Moderation Requirements (CMR) reference	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.