

PRM20104

**Certificate II in Asset
Maintenance (Cleaning
Operations)**



ELECTUS

Qualification:	Nationally recognised Certificate II in Asset Maintenance (Cleaning Operations)
Course overview:	This qualification is intended for school leavers, new entrants to the workforce, unemployed and individuals wishing to learn new skills and knowledge in the Asset Maintenance environment.
Government Funding:	This qualification is available under a Contract of Training (Traineeship) and may attract government funding.
Prerequisite:	None
Content:	11 units of competency
Delivery duration:	Classroom and on-the-job mentoring and assessment – 12 months and/or Recognition of Prior Learning (RPL) – 6 months If you have worked in the workplace for some time and have the requisite skills and knowledge you may apply and submit evidence to gain this qualification via the RPL process.
Study Pathways:	As a graduate of this course you are eligible to enrol in: <ul style="list-style-type: none">• Certificate III in Asset Maintenance Cleaning Operations,• a range of other Asset Maintenance qualifications
Career Opportunities:	Graduates will gain the skills and knowledge for various roles with a project management focus such as:- *Professional Cleaner

Electus–training SA’s primary resource...it’s people

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Qualification Program

Students must gain competency in 11 units to qualify for Certificate II in Asset Maintenance (Cleaning Operations).

Electus provides you with a Certificate II in Asset Maintenance qualification that acknowledges your skills and knowledge in the area of your interest.

Electus delivers a learning pathway from Certificate II to Certificate III in Asset Maintenance.

The following table summarizes the Units of Competency covered in the Certificate II in Asset Maintenance (Cleaning Operations).

Unit Title
Core (3)
Plan for safe and efficient cleaning activities
Maintain a cleaning storage area
Participate in workplace safety arrangements
Electives (8)
Maintain a hard floor surface
Restore a hard floor surface
Maintain a carpeted floor
Clean glass surfaces
Clean ceiling surfaces and fittings
Maintain furniture and fittings and room dressing
Clean a wet area
Remove waste
Clean external surfaces
Clean a food handling area
Provide effective client service
Apply basic First Aid
Comply with infection control policies and procedures
Clean work area during operations
Clean chillers
Clean ironwork
Overview cleaning program
Clean after operations - boning room
Clean after operations - slaughter floor
Use bonnet cleaning
Perform basic stain removal
Prepare rooms for guests

Employability Skills

The following table contains a summary of the employability skills for this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include
Communication	<ul style="list-style-type: none">• understands meanings of safety signs and symbols, relevant labels and codes• seeks clarification where appropriate• follows work orders and instructions and as they relate to legal and regulatory requirements, occupational health and safety (OHS), company policies, industry standards and codes of practice, manufacturers specifications, emergency procedures, risk control• reports and records routine workplace and regulatory information as well as incidents that cause injury, are dangerous or potentially dangerous, contravene programs or regulations, or are emergencies• asks for advice and feedback• clearly and appropriately articulates available products and services to clients• uses and interprets numerical information to assist in meeting client needs
Teamwork	<ul style="list-style-type: none">• displays team leadership• participates in OHS management• engenders trust with clients and seeks assistance from others where appropriate• relates appropriately to others from different backgrounds
Problem solving	<ul style="list-style-type: none">• controls risks at the worksite and storage areas• responds to incidents of chemical spillages• understands first aid, emergency response and evacuation procedures• calculates measurements when preparing chemicals• understands complaints handling procedures
Initiative and enterprise	<ul style="list-style-type: none">• explores alternative ways of meeting client needs• identifies opportunities to enhance the quality of products and services
Planning and organising	<ul style="list-style-type: none">• plans and assesses work to be undertaken and employs the most appropriate methodology and materials• prepares work site and chemicals for use appropriately• controls and maintains an inventory of relevant chemicals, consumables and equipment stocks• uses feedback to improve own and company performance• maintains expected standards of personal presentation, professional image, ethics and codes of conduct• methodically organises own work and manages time

effectively

Self
management

- ensures any personal hygiene, health issues and apparel do not contravene legislative, regulatory, OHS or company requirements
- uses feedback to improve own and company performance
- maintains expected standards of personal presentation, professional image, ethics and codes of conduct

Learning

- N/A

Technology

- operates security alarm systems
- uses, maintains, checks and adjusts relevant cleaning equipment appropriately
- uses communication equipment effectively

Training Program

Your training program will take approximately 20 months to complete and will be customised to suit your requirements and timetable. It will be a combination of:

- Classroom training sessions
- One-on-one training sessions
- Workplace experience
- Mentoring
- Assignments
- Review sessions

Throughout the training program you will have formal review and assessment sessions to ensure that the elements of competency are being achieved and to ensure that your skill development is progressing as planned.

The role of Electus (your RTO)

Electus will have the multiple roles of co-ordinator, trainer, assessor and mentor. Electus will be responsible for:

- Co-ordinating your training and assessment program
- Monitoring training and skills development progress and provide assistance to you where necessary
- Delivering classroom training as per your training plan
- Visiting you in the work place to provide on-the-job mentoring and coaching
- Visiting you in the work place to conduct on-the-job assessments
- Checking your portfolio of evidence and developing an action plan for the next on-the-job training and assessment period.
- Providing support and advice throughout the training and assessment program

Your role

It is expected that you will:

- Undertake all training sessions and complete all assessment assignments as per your training program
- You will make every effort to achieve the competencies specified in your training plan.
- Maintain the records of assessment in your training manual.
- Submit assignments by agreed due dates.
- Immediately discuss any problems relating to your training program with your assessor or workplace supervisor.

Simulated Work Environment

If you are currently unemployed Electus will provide you with a simulated work environment enabling you to study and complete assignments.