



NATIONAL CERTIFICATE:
HYGIENE AND CLEANING SUPERVISION
Level 3 (SAQA reg. 20175)

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1. PURPOSE

This Qualification intends to provide skilled supervisors who can sustain gainful employment and deliver qualitative and quantitative results within an organization.

Credits gained at this level for this Qualification will be portable and transferable throughout the NQF system, giving the learner the opportunity of building up credits, within the wider spectrum of employment in South Africa, towards additional Qualifications. This will contribute to the self and career development of the learner. The credits reflect the practical and theoretical education and training aspects of the Qualification.

2. RATIONALE FOR THE QUALIFICATION

This Qualification aims to:

- Allow employees within the industry portability in terms of career advancement as well as career pathing
- Develop a sense of achievement amongst employees about their performance within the industry
- Integrate cleaning knowledge and skills within the industry amongst employees
- Develop a sense of pride amongst employees for their jobs and their industry
- Enhance a code of ethics inclusive of viable and sustainable environmental management practices
- Provide consistent quality and safety standards
- Educate clients about hygiene, for the purpose of using “best practice” cleaning methods
- Create environmental awareness

The learner will have multiple choices of both learning and career paths in the following areas of economic activity:

1. Health Care
2. Waste Management
3. Hospitality (Accommodation Services)
4. Food Production
5. Retail and Merchandising



3. LEARNER ACCESS:

It is expected that learners participating in NQF level 3 will have achieved competence at NQF level 2 in communication/ language and mathematics/numeracy. They also would have achieved cleaning skills and knowledge in the cleaning sub-field applicable to their career path (e.g. Commercial Cleaning, Laundry, Carpet and Upholstery, Hospital Cleaning, Industrial Cleaning etc).

4. QUALIFICATION RULES

To be awarded the Qualification learners are required to obtain a minimum of 120 credits as detailed below.

Fundamental Component:

The Fundamental Component consists of Unit Standards in:

- Mathematical Literacy at NQF Level 3 to the value of 16 credits
- Communication at NQF Level 3 to the value of 20 credits
- Life Skills at NQF Level 2 and 4 to the value of 7 credits

All Unit Standards in the Fundamental Component are compulsory.

Core Component:

The Core Component consists of Unit Standards to the value of 61 credits all of which are compulsory.

Elective Component:

The Elective Component consists of individual Unit Standards from which the learner must choose Unit Standards totalling a minimum of 16 credits relating to the following clusters:

- Healthcare
- Commercial (retail, pharmaceuticals, hospitality)
- Carpet and upholstery
- Specialist floor care
- Industry cleaning

Description of the modules, Learning Objectives and their relationship to the Unit Standard

Module 1: The Organisation

- Apply knowledge of self in order to make a life decision, Unit Standard (11813)
- Investigate and explain the structure of a selected workplace or organisation, Unit Standard (13919)
- Induct a new employee, Unit Standard (10980)

Module 2: Team Performance

- Apply knowledge of self and team in order to develop a plan to enhance team performance, Unit Standard (13912)
- Indicate the role of a team leader ensuring that a team meets an organization's standards, Unit Standard (1391)
- Induct a new member into a Team, Unit Standard (13911)

Module 3: Team Operations

- Motivate a Team, Unit Standard (13947)
- Conduct a formal meeting, Unit Standard (13914)

Module 4: Team Supervision

- Maintain the receipt, storage and issue of goods Unit Standard (7839)
- Implement the maintenance of equipment in the cleaning industry, Unit Standard (110461)
- Manage time and work process in a business environment (13918)

Module 5: Safety at Work

- HIV/AIDS in the workplace Unit Standards (8555) & (13915)
- Apply personal safety practices on a wastewater treatment works Unit Standard (12035)

Module 6: Finance for Non-Financial Managers

- Apply the Budget Function in a Business unit, Unit Standard (13941)

Module 7: Communication

- Accommodate audience and context needs in oral communication (8968)
- Interpret and use information from texts (8969)
- Write texts for a range of communicative contexts Unit Standard (8970)
- Use Language & communication in occupational learning programs Unit Standard (8973)





Module 8: Workplace Mathematical Literacy

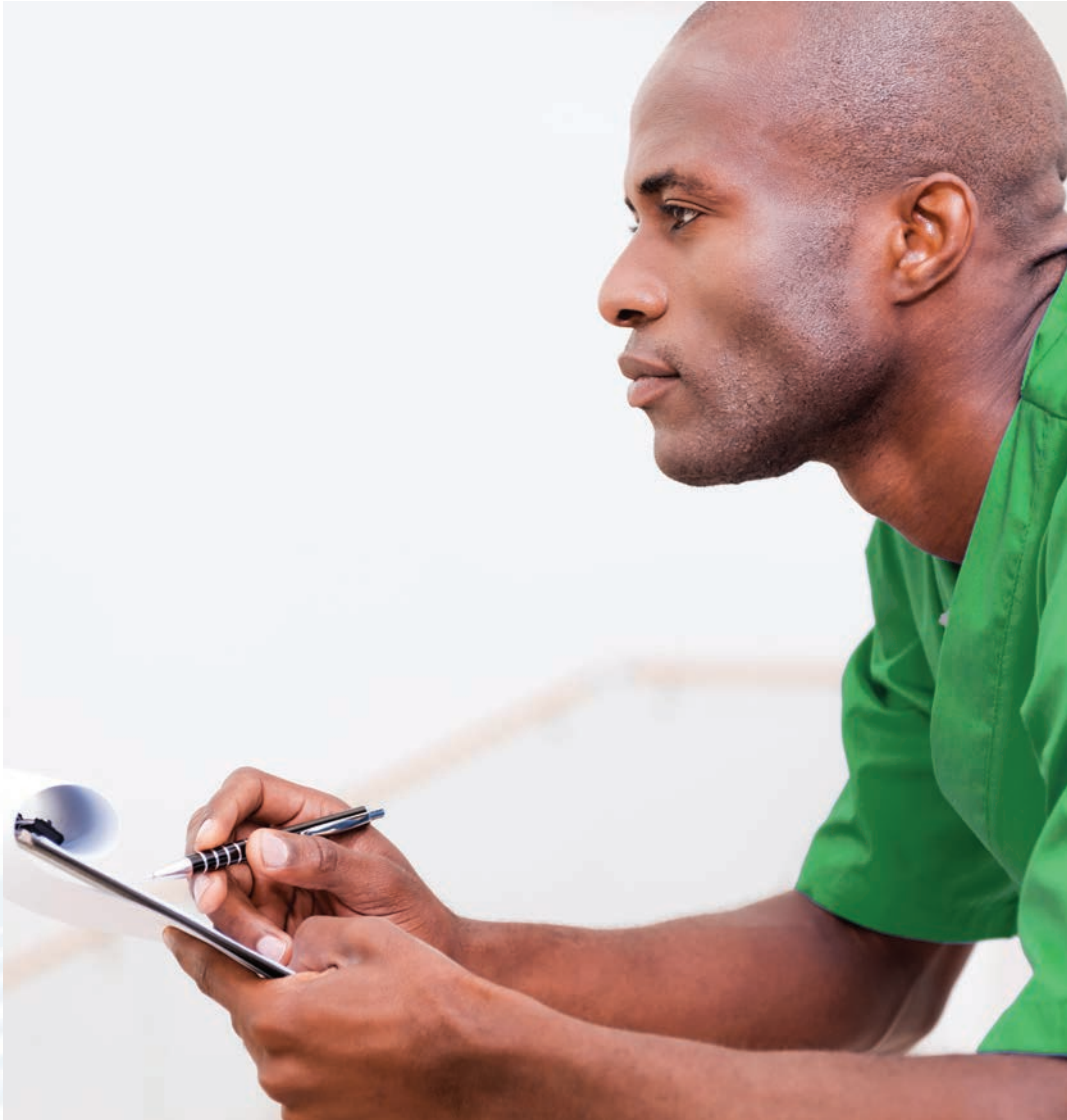
- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations, Unit Standard (9010)
- Investigate life and work related problems using data and probabilities, Unit Standard (9012)
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts, Unit Standard (9013)

ELECTIVES

- Coach Learners, Unit Standard (9926)
- Participate in the implementation and utilization of equity related processes, Unit Standard (10983)
- Remove spots and Spillages from carpets at a Specialist Level, Unit Standard (110460)
- Demonstrate knowledge to advise on the application of commercial and industrial cleaning chemicals, Unit Standard (110459)
- Maintain Batteries in automatic scrubber-driers and auto sweepers, Unit Standard (110451)

Module	US NO.		NAME	LEVEL	CREDITS
The Organisation	11813	Fundamental	Apply Knowledge of Self in order to make life decision	2	3
	13919	Core	Investigate and explain the structure of a selected workplace or organisation	3	10
	10980	Core	Induct a new employee	4	6
Team Performance	13912	Core	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
	13917	Core	Indicate the role of a team leader ensuring that a team meets an organisation's standards	3	6
	13911	Core	Induct a new member into a team	3	3
	13916	Core	Identify and keep the records that a team manager is responsible for keeping	3	4
	13947	Core	Motivate a team	4	6
Team Operations	13914	Core	Conduct a formal meeting	3	3
	7839	Core	Maintain the receipt, storage and issue of goods	4	5
Team Supervisor	110461	Core	Implement the maintenance of equipment in the cleaning industry	3	8
	13918	Core	Manage time and work process in a business environment	3	4
	8555	Fundamental	Contribute to information distribution regarding HIV/AIDS in the workplace	4	4
Safety at Work	13915	Core	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.	3	4
	12085	Core	Apply personal safety practices on a wastewater treatment works	2	4
Finance	7456	Core	Use mathematics to investigate and monitor the financial aspects of personal business and national issues	3	5
	13941	Core	Apply the budget function in a business unit	4	5
Communication	8968	Fundamental	Accommodate audience and context needs in oral communication	3	5
	8973	Fundamental	Use language and communication in occupational learning programs	3	5
	8970	Fundamental	Write texts for a range of communicative contexts	3	5
Mathematical literacy	8969	Core	Interpret and use information from texts	3	5
	9010	Fundamental	Demonstrate an understanding of the use of different number bases etc.	3	5
	9013	Fundamental	Describe, apply, analyse and calculate shape and motion in 2 different contexts	3	4
	9012	Fundamental	Investigate life and work related problems using data and probabilities	3	5

10983	Elective	Participate in the implementation and utilisation of equity related processes	4	5
110460	Elective	Remove spots and spillages from carpets at a specialist level	5	8
110459	Elective	Demonstrate knowledge to advise on the application of commercial and industrial cleaning chemicals	4	10
110451	Elective	Maintain batteries in automatic scrubber-driers and auto sweepers	2	5
TOTAL CREDITS REQUIRED FOR THE QUALIFICATION				120



Visit www.siyayaskills.co.za for any further information
or contact us directly on 0861 00 99 04

Level 1 B-BBEE Company