



# Cleaning

# ⇒ Course 01: Microsoft Excel Level 3

## **Module 1: An Introduction to the Cleaning Job**

- Expected Pay
- A Day in the Life of a Cleaner

## **Module 2: The Diversity of Cleaning Jobs**

- Cleaning Offices
- Cleaning Pubs and Leisure Premises

## **Module 3: Cleaning Equipment, Products and Clothing**

- Self-Employed Equipment for Domestic and Business Purposes
- Products and Clothing

## **Module 4: House Cleaning**

- Techniques and Standards Expected

## **Module 5: Food Kitchen and Commercial Kitchen Cleaning**

- Domestic and Hospitality Kitchen Cleaning
- Commercial Kitchen

## **Module 6: Bathrooms and Toilets**

- Professional Toilet Cleaning Equipment
- Bathroom Cleaning Routine
- Key Steps in Bathroom Cleaning

## **Module 7: Office Cleaning**

- Trying and Clearing Up Rubbish in Office
- How to Clean Staff Toilets

## **Module 8: Cleaning External Surfaces and Areas**

- Outdoor Cleaning and Its Potential Hazards
- Wastewater Management

### **Module 9: Dealing with Non-Routine Waste**

- Waste Handling
- PPE for Different Purposes and Non-Routine Waste Handling
- Waste Segregation and Product Recycling
- Pharmaceutical disposal

### **Module 10: Chemical Safety, Keyholding and Alarm Codes for Cleaners**

- Required Actions in case of a Chemical Injury
- Correct Way of Cleaning Chemical Storing
- Purchasing Cleaning Chemicals
- Security Alarm Codes

### **Module 11: Starting a Cleaning Business and Planning for it**

- Local Area Market Research Concerns
- Target Market

### **Module 12: Running the Business with Quality Service**

- Providing Your Clients with a Service
- Auditing
- Producing Detail Lists

### **Module 13: Customer Satisfaction**

- Ensuring Client Satisfaction
- How Clients Regard Cleaning

#### **Module 14: Management of Staff**

- Employing Staff
- Local Advertising
- Word of Mouth

#### **Module 15: Marketing, Advertising and Sales**

- Marketing and Advertising
- Emailing

#### **Module 16: Expansion Management**

- Recruiting Service Managers
- Employing Administrative Staff
- Managing the Payroll

#### **Module 17: Business Insurance, Tax and Additional Equipment**

- Insurance for Cleaning Businesses
- Tax Regulations for Cleaners Who are Self-Employed

# ⇒ Course 02: Working at Height Awareness Diploma

- Introduction, Regulations and Duties
- Risk Assessment and Prevention
- Work at Height Equipment

# ⇒ Course 03: Spill Management Training

- Introduction to Spill Management
- Hazardous Substances
- Pollution Incident Response Planning
- Managing a Spill
- Spill Clean-Up Guideline
- Spills on a Road or Highway
- Diesel Spillages: An Overview
- Site-Specific Pollution Control Options

# ⇒ Course 04: Working in Confined Spaces

- Working in Confined Spaces and the Laws
- Risk Assessment
- Control Measures
- Emergency Procedures

## ⇒ Course 05: COSHH Awareness Level 3

- COSHH Explained
- COSHH Regulations
- Health Problems Related to Hazardous Substances
- Identifying Hazardous Substances
- COSHH Risk Assessments
- Control Measures and Monitoring
- Implementing Control Measures



## ⇒ Course 06: First Aid at Work

- Introduction to Workplace First Aid
- Legal Framework for Workplace First Aid
- Incident Management at Work
- Primary Survey
- Secondary Survey
- Basic First-Aid Techniques
- Dealing With Fractures and Dislocations

# ⇒ Course 07: Facilities Management Level 3

- Introduction to Facility Management
- Space Management
- Managing Workplace Services
- Human Resource and Contract Management
- Lease-Purchase and Vendor Management
- Health and Safety at Work

# ⇒ Course 08: Fire Safety Awareness Level 2

- Introduction to Fire Safety
- Fire Safety Law
- Measures of Fire Safety
- Evacuation Procedures

## ⇒ Course 09: Workplace Safety Course

- Health and Safety at Work and the Laws
- Managing for Health and Safety
- Risk Assessment and Common Risks
- Workplace Health, Safety and Welfare

# ⇒ Course 10: Personal Hygiene

- Introduction to Personal Hygiene and a Brief History
- Looking Clean, Smelling Clean
- Improving and Maintaining Oral Health

# ⇒ Course 11: Time Management

- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style



Thank You