



# HYGIENE AND CLEANING

LEVEL 1

SAQA ID - 57937



ADDING VALUE  
CHANGING LIVES

WE SOLVE  
**BEE RELATED**  
SKILLS DEVELOPMENT CHALLENGES  
IN A MEANINGFUL WAY



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# NATIONAL CERTIFICATE: HYGIENE AND CLEANING

SAQA ID - 57937  
CREDITS - 120  
NQF LEVEL - 1

## ENTRY REQUIREMENTS:

As this is an NQF Level 1 qualification, and therefore the starting point of a career and of training and development in the cleaning industry, no formal learning is assumed to be in place. It is preferable however that a learner accessing this qualification has attained competence in Communication and Mathematical Literacy at ABET Level 2 or the equivalent.

## OBJECTIVE:

The primary purpose of this qualification is to develop the foundational, practical and reflexive competencies required for a career in the Hygiene & Cleaning Services Industry. A main focus of this qualification, is the development of a culture of quality service and professionalism in a cleaning services environment. This qualification intends to produce cleaners who can find gainful employment in the cleaning industry. The range of learners that will benefit from this qualification will include : cleaners, team leaders, supervisors, temporary or relief cleaners and emerging entrepreneurs who currently, or who aspire, to operate in the cleaning industry at large. Also, It is recognised that Cleaning is a 'feeder' industry from which learners can move into other related sectors.

This qualification is designed as the first qualification in the learning pathway in the cleaning sector and is suited to the following occupations:

- Cleaner
- Laundry assistant
- Car wash attendant
- Garden services
- Relief cleaner
- Room attendants
- Ward hostess
- Domestic worker
- Sculler

The second qualification in the sector will expand on this knowledge and is suited for the following occupations: Specialist cleaners in the cleaning industry (notably Textile, Laundry, Industrial and Health Care Cleaning), Team Leaders, and Care givers.

EDGE TRAINING CONSULTANCY (PTY) LTD



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Fully Accredited Training Provider

BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: 2017 / 349079 / 07



## QUALIFICATION OUTCOME:

*This qualification aims to:*

- Allow employees within the industry to identify and pursue a career within the Hygiene and Cleaning Industry
- Provide a vehicle to enhance the dignity of workers in this industry and develop their sense of pride and job satisfaction
- Develop a better understanding of the industry amongst employees.
- Enhance a code of ethics that includes viable and sustainable environmental management practices.
- Provide consistent quality and safety standards.
- Educate learners, clients and society at large about hygiene, for the purpose of improving general health by implementing best practice cleaning methods.
- Expose aspirant entrepreneurs to opportunities to enter the formalised cleaning industry thus stimulating the economy.
- Recognise the importance of a healthy lifestyle by accepting own responsibility for life skills and wellness including HIV/AIDS.
- Demonstrate understanding of the application of cleaning principles according to international/world class standards and best practice.
- Clean generalised areas using cleaning principles according to international/world class standards and best practice.
- Clean ablution areas using cleaning principles according to international/world class standards and best practice.
- Clean floors using cleaning principles according to international/world class standards and best practice.
- Demonstrate knowledge of and apply environmental awareness during the cleaning process.

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## RESPONSIBILITIES:

### *Edge Training will provide:*

- Full project management of learnership
- Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership
- Course material, pens, and workbooks
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements
- Certificates of completion and competence
- SETA certificate of competence

### *The Client will provide:*

- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

### *Combined responsibilities of Edge Training and Client:*

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting

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## QUALIFICATION OUTLINES:

### *Learning Programme 1 - Induction: Learning Strategies*

- Explore and use a variety of strategies to learn
- Read/view and respond to a range of text types
- Write/Sign for a variety of different purposes

### *Learning Programme 2 - Cleaning Principles and Teamwork*

- Understand basic cleaning principles
- Participate effectively in a team or group

### *Learning Programme 3 - Cleaning Chemicals*

- Use chemicals in the cleaning services environment
- Working with numbers in various contexts

### *Learning Programme 4 - Cleaning Floors and Windows*

- Sweep floors
- Wet mop floors
- Clean windows

### *Learning Programme 5 - Cleaning Surfaces and Bathrooms*

- Vacuum dry surfaces
- Clean above the floor surfaces
- Remove spots and spillages from carpets and upholstery
- Clean toilets and bathrooms

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## QUALIFICATION OUTLINES:

### *Learning Programme 6 - Grooming, Health and Safety*

- Practice good health and grooming habits
- Portray a professional image within a cleaning team
- Monitor compliance to safety, health and environmental requirements in a workplace
- Identify and process waste

### *Learning Programme 7 - Financial Literacy*

- Manage personal finances
- Critically analyse how mathematics is used in social, political and economic relations
- Collect, analyse, use and communicate numerical data

### *Learning Programme 8 - Mathematical Literacy*

- Demonstrate an understanding of and use the numbering system
- Describe and represent objects and the environment in terms of shape, space, time and motion
- Analyse cultural products and processes as representations of shape, space and time
- Use maps to access and communicate information concerning routes, location and direction

### *Learning Programme 9 - Customer Service*

- Engage in a range of speaking/signing and listening interactions for a variety of purposes
- Provide good customer service in a cleaning services environment

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## QUALIFICATION STRUCTURE AND OUTLINE:

### *Learning Programme 1 - Induction: Learning Strategies*

NLRD	Unit Standard Title	NQF	CR
119631	Explore and use a variety of strategies to learn	1	6
119640	Read/view and respond to a range of text types	1	6
119636	Write/Sign for a variety of different purposes	1	6
Total Credits:		17	

### *Learning Programme 2: Cleaning Principles and Teamwork*

NLRD	Unit Standard Title	NQF	CR
243204	Understand basic cleaning principles	1	15
114936	Participate effectively in a team or group	2	2
Total Credits:		17	

### *Learning Programme 3: Cleaning Chemicals*

NLRD	Unit Standard Title	NQF	CR
243203	Use chemicals in the cleaning services environment	1	8
7447	Working with numbers in various contexts	1	5
Total Credits:		13	





## QUALIFICATION STRUCTURE AND OUTLINE:

### Learning Programme 4: Cleaning Floors and Windows

NLRD	Unit Standard Title	NQF	CR
243194	Sweep floors	1	4
243198	Wet mop floors	1	4
243207	Clean windows	1	4
Total Credits:		12	

### Learning Programme 5: Cleaning Surfaces and Bathrooms

NLRD	Unit Standard Title	NQF	CR
243201	Vacuum dry surfaces	1	4
243199	Clean above the floor surfaces	1	4
243197	Remove spots and spillages from carpets and upholstery	1	5
243206	Clean toilets and bathrooms	1	6
Total Credits:		19	

### Learning Programme 6: Grooming, Health and Safety

NLRD	Unit Standard Title	NQF	CR
243193	Practice good health and grooming habits	1	4
243191	Portray a professional image within a cleaning team	1	4
115091	Monitor compliance to safety, health and environmental requirements in a workplace	2	2
9909	Identify and process waste	2	4
Total Credits:		14	



## QUALIFICATION STRUCTURE AND OUTLINE:

### *Learning Programme 7: Financial Literacy*

NLRD	Unit Standard Title	NQF	CR
243189	Manage personal finances	1	8
7449	Critically analyse how mathematics is used in social, political and economic relations	1	2
7451	Collect, analyse, use and communicate numerical data	1	2
Total Credits:		12	

### *Learning Programme 8: Mathematical Literacy*

NLRD	Unit Standard Title	NQF	CR
14084	Demonstrate an understanding of and use the numbering system	1	1
7463	Describe and represent objects and the environment in terms of shape, space, time and motion	1	2
7464	Analyse cultural products and processes as representations of shape, space and time	1	2
7461	Use maps to access and communicate information concerning routes, location and direction	1	1
Total Credits:		6	

### *Learning Programme 9: Customer Service*

NLRD	Unit Standard Title	NQF	CR
119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	1	6
243195	Provide good customer service in a cleaning services environment	1	4
Total Credits:		10	



## NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

Learning Programmes	Credits	Notional Hours	Days	Contact Session 30%			Experiential Learning 70%		FSA	TOTAL
				Prescribed reading & coaching	Theory (class)	Practical & Formative Assessment	WPE	Summative Assesment (PoE)		
LP1: Induction - Learning Strategies	17	170	5	16	25	10	95	24	8	178
				51 hrs (30%)			119 hrs (70%)			
LP2: Cleaning Principles and Teamwork	17	170	5	16	25	10	103	16	8	178
				51 hrs (30%)			119 hrs (70%)			
LP3: Cleaning Chemicals	13	130	5	4	25	10	75	16	8	138
				39 hrs (30%)			91 hrs (70%)			
LP4: Cleaning Floors and Windows	16	130	5	13	25	10	88	24	8	138
				48 hrs (30%)			112 hrs (70%)			
LP5: Cleaning Surfaces and Bathrooms	19	190	5	22	25	10	73	40	8	198
				57 hrs (30%)			113 hrs (70%)			
LP6: Grooming, Health and Safety	14	140	5	12	20	10	78	20	8	148
				42 hrs (30%)			98 hrs (70%)			
LP7: Financial Literacy	12	120	5	1	25	10	60	24	8	128
				36 hrs (30%)			84 hrs (70%)			
LP8: Mathematical Literacy	6	60	5	0	25	10	17	8	8	68
				35 hrs (58%)			25 hrs (42%)			
LP9: Customer Service	10	100	5	0	25	10	49	16	8	108
				35 hrs (35%)			65 hrs (65%)			

