

Entry 3 - Unit 1 - Cleaning Services

Assessor's guide to interpreting the criteria

General Information

- Entry Level 3 in the Qualification Credit Framework. It is mapped to the National curriculum at levels 3 and 4.
- The definition of an entry level qualification is to recognize basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.
- The criteria are designed to provide opportunities to promote numeracy, literacy and social skills as well as ICT capability and are fully compatible with the UK National Curriculum programmes of study with some strengthening of important contemporary issues related to open systems providing support for PLTS and citizenship.
- Bronze 3 is designed to promote a wider range of participation by providing a progression pathway from Bronze 2 to Level 1 in the RQF and from national curriculum levels 3 and 4 to level 5.
- The specification for the Entry Level 3 certificate provides an outcome framework for assessment and is not intended to dictate any particular context for learning and so can be used with young children or adults.

Requirements

- Standards must be confirmed by a trained Bronze Assessor or higher
- Assessors must at a minimum record assessment judgements as entries in the on-line mark book on the INGOTs.org certification site
- It is expected that there will be routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work. Samples should be available at the annual visit and/or by video conference.
- Different approaches to learning will be required in order to match differing needs, for example, the needs of children will be different from the needs of adults with learning disabilities.
- Completing the criteria for this unit entitles the candidate to the Award of the Entry level 3 Unit . In general, the candidate should demonstrate that criteria related to co-operative behaviour can be sustained over time.
- We expect at least 15 hours of guided study to be under-taken before this Unit Award is made to those new to computers but discretion can be used to take account of prior learning where this is sensible in individual cases. In terms of making the award, what matters is outcomes.
- Certificates must be printed on INGOT logo template paper for which there is a charge of 50p per template

Assessment Method

Assessors can use the criteria to determine levels of prior learning through dialog with the candidate, direct observation and any other appropriate and relevant evidence. They can score each of the criteria "L", "S", "H". An "N" indicates no evidence and this is the default setting. "L" indicates some capability but some help still required and the candidate is not secure with that particular criterion. "S" indicates secure mastery of the criterion. "H" indicates that the candidate is operating beyond the basic requirements of the criterion. If all criteria are matched with "S" or "H" the unit is passed. All criteria must be at least "S" for a pass.

Expansion of the assessment criteria

The Entry 3 learner will be becoming increasingly capable of making use of skills, knowledge and understanding to carry out simple structured tasks and activities with occasional guidance and intervention. They will start to relate tasks to contexts and be aware of consequences of actions for themselves and others. While support and guidance are still needed they will demonstrate increasing capability of working self-sufficiently with simple structured tasks.

An activity will typically be 'structured' when:

- * there are several steps that need to be sequential; and
- * the learner has opportunities to practice the sequence or clear guidance is provided.

1. The candidate will clean and disinfect, applying relevant techniques, tools and materials

1.1 I can use a range of cleaning materials effectively

The candidate should be able to show basic competence in cleaning

Evidence: Relevant information in their publications and documents.

Additional information and guidance

Different surfaces and materials will require different cleaning products and practices. Candidates should show a good level of awareness of some of the main cleaning materials available for a range of situations they might encounter.

1.2 I can use hand tools for cleaning

Candidates should be able to work without machinery

Evidence: From portfolio files and assessor verification.

Additional information and guidance

Candidates will not always have the luxury of power based tools, for various reasons, so will need to know how to apply "elbow grease" and work with their hands.

1.3 I can operate different types of cleaning machines (e.g. vacuum cleaners, polishers)

Candidates should be able to work with a variety of machines

Evidence: From portfolio files.

Additional information and guidance

Most work places will have a variety of cleaning machines from small hand held ones to much larger units, depending on the size of the area to be cleaned. Candidates need to demonstrate they are comfortable using all of the ones in their remit.

1.4 I can match cleaning techniques to the particular environment

Candidates will be able to demonstrate basic evaluation skills

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Candidates need to demonstrate they know the correct tool for the job at hand. It is no good using a powerful mechanical cleaner on delicate glassware.

1.5 I can set up and use ladders and scaffolding, safely

Candidates will be able to work safely

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Some cleaning instances will require working at height and setting up the tools to achieve this. Care and attention to safety must be applied in setting up the equipment (i.e. making sure scaffolds are tight and secure) and using tools, i.e. ladders are on a firm and non-slip surface.

1.6 I can empty, clean and prepare litter bins and ashtrays

Candidates will be able to carry out tasks effectively and efficiently

Evidence: Assessors observation of finalised published work.

Additional information and guidance

In areas where there is a danger of pests, bins need to be well cleaned and areas need to be cleared of anything dangerous. Care and attention should be shown to all bins and other areas with waste products.

1.7 I can disinfect areas that need it

Candidates will be able to work safely

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Candidates should understand the need to minimise germs and infections in certain tasks and environments. Clearly, working in hospitals and restaurants demands more attention to disinfecting working areas, but equally, any area where people are likely to touch and interact with surfaces need to be thoroughly cleaned and disinfected.

1.8 I can collect, sort and manage different types of waste

Candidates will be able to manage waste appropriately

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Depending on where they work, candidates will come into contact with a range of waste. Some will be quite general, while other waste might be quite hazardous and needs to be dealt with in that respect.

Moderation/verification

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialog with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements should it be required by the Principal Assessor or their Account Manager/external moderator. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound.

Source URL: <https://theingots.org/community/sendicsl3u1x>