



CAR VALETING CERTIFICATE SCHEME

How to -

- Improve the quality of valeting
- Benefit from cost effective training
- Motivate and give recognition to those **directly engaged** on valeting cars

The Scheme provides for qualification of car valeting and highlights the professional approach of the employing organisation. It does so by setting a standard for the training and level of achievement of basic grade personnel in the skills it is essential that they should have.

HOW DOES IT WORK?

The kit contains everything needed to operate the scheme in a simple, user friendly format.

The kit contains the following:

ASSESSMENT CARDS - Each card details the resources and competencies needed to pass a given task.

The tasks covered are:

- Stain removal *
- Pressure washing *
- Exterior cleaning *
- Exterior polishing and waxing *
- Interior cleaning *
- Upholstery cleaning
- Hot water extraction
- Paint renovation
- Engine cleaning

* The skills indicated are mandatory. Six of the nine tasks must be completed to gain a Car Valeting Certificate.

MARKING SHEETS - for use with the above cards.

CERTIFICATE REQUEST - showing test results of successful candidates.

BRIEFING NOTES - to assist the person responsible for operating the scheme inside the organisation.

Once an organisation has joined the BICSc Car Valeting Certificate Scheme, an 'in house' assessor is trained and appointed. This is normally, but not necessarily, the person directly responsible for the training of cleaning staff within the operation. BICSc appoints an independent moderator, who helps the organisation and ensures that the scheme is operated fairly and to a proper standard. Details of the appointment of assessors and an application form is available on request.

When cleaning staff have successfully completed all the required assessments, BICSc is notified and Certificates are issued. At the same time, the employing organisation receives an official record from BICSc of the personnel who have qualified for the Certificate.

The Scheme

- is simple and inexpensive to operate
- is designed to operate 'in house'
- is flexible - fits easily into existing training
- allows cleaning staff to take pride in their work through a certificate listing their acquired skills
- yields improved efficiency and better motivated staff
- provides visible evidence of training and standard achieved

Highlights the professional standards of organisations employing qualified operators.

HOW MUCH DOES IT COST?

The Kit is charged at £45.00 per copy Excl VAT and P&P.
Certificates are issued at one per stage at £12.50 Excl VAT.
Candidate registration - £3.00 Excl VAT.

The Moderators expenses incurred when setting up and auditing the scheme are charged in accordance with the rates advised. There are no hidden extras.

WHAT TO DO

- Contact BICSc for detailed information
- Decide to join the Scheme
- Buy assessment kit(s)
- Select appropriate tasks
- Arrange for centre approval*
- Assessor competence*
- Trainer competence
- Candidate competence
- Request certificates

* This involves a Moderator visit.

The British Institute of Cleaning Science

9 Premier Court, Boarden Close, Moulton Park, Northampton, NN3 6LF
Tel: 01604-678710
Fax: 01604-645988
E-mail: info@bics.org.uk
www.bics.org.uk