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THE BRITISH INSTITUTE OF CLEANING SCIENCE





# The Cleaning Professional's Skills Suite (CPSS 2.0)

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# The Cleaning Professional's Skills Suite (CPSS 2.0)

## What is CPSS 2.0?

The Cleaning Professional's Skills Suite (CPSS 2.0) is a 'Best Practice' assessment scheme for accredited training in the cleaning industry, created by The British Institute of Cleaning Science.

This 'pick and mix' selection of cleaning skills are rapidly becoming the most widely used cleaning qualification in the UK and Internationally. CPSS has recently been updated by BICSc to bring you a more up to date skills suite that takes into account industry changes and the changing needs of today's cleaning operatives.

## Who is it for?

CPSS 2.0 is recommended for anyone involved in the cleaning industry, including cleaning operatives, housekeepers, industrial cleaning operatives, supervisors, managers, team leaders and apprentices. It allows candidates to only have to learn what is directly relevant to them and the environment within which they clean.

## 4 simple steps to CPSS 2.0 certification

### 1. Undertake the three Mandatory units and achieve your 'Licence to Practice' (PBICSc)

To be awarded the Licence to Practice (PBICSc), candidates must successfully complete three Mandatory units. These units have been made compulsory in order to protect the safety of the operatives, users of the building and to promote building sustainability. The minimum requirement for CPSS 2.0 is the Licence to Practice assessment.

### 2. Develop your skills with Base units & Additional units (CBICSc)

CPSS 2.0 also features further competent cleaning skills which cover a broad range of cleaning responsibilities which will enhance the skills of the cleaning operative. It is up to each individual or company to decide how many competent skills their operatives will need. All skills achieved will be listed on the certificate awarded to the candidate. A minimum of three unit skills are needed to achieve a CBICSc grade.

### 3. Become a cleaning specialist with our Specialist units (CBICSc)

Within the CPSS 2.0 assessment scheme there are also Specialist skills available if required. These specialist skills are ideal for cleaning operatives who work in a specific environment. Any Specialist skills that cleaning operatives achieve will also be listed on a CPSS 2.0 certificate.

### 4. As a learner you will receive on-going support and member benefits from the Institute!

If you have undertaken CPSS 2.0 training resulting in PBICSc or CBICSc status, you automatically become a member of the Institute and are entitled to member benefits.

Go to our website [www.bics.org.uk](http://www.bics.org.uk) to see what benefits our PBICSc and CBICSc members are entitled to.





# Mandatory units

## Licence to Practice (PBICSc Skills)

### Proficient skills (PBICSc)

Type of usage: Mandatory use

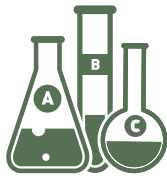
Course duration: 1 day

Maximum of 4 per group

These units are essentially the '**nuts and bolts**'. Every cleaning operative must have these three units in order to understand the reasons and practicalities of safe working.

MU1

### Chemical competence



Chemical competence will ensure operatives have an understanding relating to the correct use and dilution of chemicals.

**Training benefits:** A reduction of work related accidents regarding chemical use and the potential for lower chemical usage.

MU2

### Safe assembly & care of equipment



Safe assembly & care of equipment will help operatives understand the importance of checking and assembling equipment and how to care for the equipment.

**Training benefits:** Creates a safe working environment, a reduction of accidents and saving money with equipment lasting longer.

MU3

### Storage of equipment & materials



Storage of equipment & materials will teach operatives best practice on keeping the storage area clean and safe.

**Training benefits:** A reduction in potential accidents, storage areas being easier to access and less odours from storage of dirty materials (mop heads, cloths etc).

RU1

### Licence to Practice renewal (PBICSc)



The Licence to Practice (PBICSc) refresher unit has been created for operatives that would like to renew their Licence to Practice (PBICSc) Qualification. In order for your Licence to Practice card to remain valid you must renew every three years.

**Training benefits:** Cleaning operative health & safety awareness and quality assurance.



# Base units

**Competent skills (CBICSc)**  
Type of usage: Daily use  
Course duration: Typically 3 units per day  
Maximum of 4 per group

Base units are the skills that cleaning operatives use on a **daily basis**. These units can be selected on their own following the Mandatory units or combined with other units.

BU1

**Dust control mop sweeping**



Dust control mop sweeping is a means of ensuring that the floor surface is cleaned in a controlled manner.

**Training benefits:** Clean hard floor surfaces.

BU2

**Damp mopping**



Damp mopping is the method most commonly used to clean the floor surface.

**Training benefits:** Clean hard floor surfaces with reduced risks of slips

BU3

**Suction cleaning hard or soft floor coverings**



Suction cleaning hard or soft floor coverings removes dirt and debris from the surface leaving the surface clean.

**Training benefits:** The surfaces are clean, free of debris and can assist in areas where dust levels may cause further issues with equipment etc.

BU4

**Manual brush sweeping**



Manual brush sweeping is the method of removing dust and debris from areas such as washroom facilities where other methods of floor cleaning are not possible.

**Training benefits:** Removal of dust and particles from the surface.

BU5

**Emptying & cleaning general waste bins**



Emptying & cleaning general waste bins allows the cleaning operative to safely remove general waste.

**Training benefits:** Reduced risks of accidents through incorrect handling.

BU6

**Dusting/damp wiping of surfaces**



Dusting / damp wiping of surfaces is the removal of dust in a controlled manner and the removal of light stains.

**Training benefits:** Surfaces will be clean improving the quality of the work area.



BU7

### Cleaning kitchen work surfaces & kettle (non commercial)



With kitchen work surfaces (non commercial) the surfaces will be left hygienically clean in the correct manner.

**Training benefits:** Reduced risk of cross infection where food may be prepared.

BU8

### Cleaning kitchen sinks



Kitchen sinks can harbour many unwelcome guests. Effective cleaning will lower the risks to those on your premises.

**Training benefits:** Reduced risk of infection and unpleasant odours.

BU9

### Auto scrubber drying



Auto scrubber drying is a means of cleaning hard floor surfaces in large areas.

**Training benefits:** Dries as it goes reducing the risk of slips.

BU10

### Glass cleaning



Glass cleaning effectively will remove dust and smears from the surface particularly mirrors and door glazing panels.

**Training benefits:** Clean smear free glass.

BU11

### Cleaning hand hygiene basins



Hand hygiene basins are free standing basins located in areas such as wards, surgeries and food areas.

**Training benefits:** Effective cleaning reduces the risk of cross contamination.

BU12

### Cleaning toilet facilities



Cleaning toilet facilities in a manner that will leave the area clean and free from odours.

**Training benefits:** Hygienic facilities for the benefit of users & reduced risk of cross contamination from one area to another.

BU13

### Cleaning washroom facilities



Cleaning washroom facilities will leave the area fresh and hygienically clean for all users following effective cleaning.

**Training benefits:** Hygienic facilities for the benefit of users and reduced risk of cross contamination from one area to another.





# Additional units

**Competent skills (CBICSc)**  
Type of usage: Frequent use  
Course duration: Typically 3 units per day  
Maximum of 4 per group

Additional units are skills that cleaning operatives will use **frequently**. These skills can be selected on their own following the Mandatory units or combined with other skills.

AU1

## Spray cleaning hard floor surfaces



Spray cleaning hard floor surfaces is a means of interim maintenance of hard floor cleaning with the use of a high speed rotary floor machine with the aid of a maintainer cleaning agent.

**Training benefits:** Enhances the appearance of floor surfaces in between main cleaning regimes.

AU2

## Buffing hard floors



Buffing hard floors will give a uniform appearance to the floor surface after damp mopping has been carried out.

**Training benefits:** An even and uniform appearance of the surface.

AU3

## Machine scrubbing and drying (with a wet suction machine)



Machine scrubbing and drying (with a wet suction machine) is an effective way of removing built up soiling from hard floor surfaces. With the use of a rotary machine followed by the removal of water from the surface using the wet pick up machine.

**Training benefits:** Clean floor surface with reduced risk of slips as floor surface is left dry on completion.

AU4

## Cylindrical brush machines



Cylindrical brush machines are a popular choice in areas where the floor surface may be textured but may also be used on soft surfaces and to remove ingrained dirt.

**Training benefits:** Clean surface with an even appearance.

AU5

## Washing surfaces



Washing surfaces will leave the surface clean and smear free. This skill applies to horizontal or vertical surfaces.

**Training benefits:** The surface will be left clean and smear free.

AU6

## Polish application



Polish application is a means of treating surfaces that require the application of different types of polish in a manner that will enhance the appearance of the surface.

**Training benefits:** Protection of surfaces with correct polish application dependant on surface type.



AU7

### Stain removal



Stain removal is necessary to enhance the appearance of the surface and this skill will ensure the cleaning operative can identify the type of stain and surface.

**Training benefits:** Reduced risk of further damage through wrong methods or choice of stain removal agent.

AU8

### Cleaning domestic refrigerators



Cleaning domestic refrigerators in the work place reduces old food being left creating odours.

**Training benefits:** Clean facility for all users with reduced risk of contamination.

AU9

### Cleaning domestic microwaves



Cleaning domestic microwaves in the work place will ensure that the microwave is clean and pleasant to use.

**Training benefits:** Reduces unpleasant odours and unsightly impacted food debris.

AU10

### Cleaning domestic toasters



Cleaning domestic toasters in the work place will reduce the effects of crumbs building up and causing a burning smell.

**Training benefits:** Reduces unpleasant odours and potential fire alarm activity.

AU11

### Cleaning telephones



Cleaning telephones will leave the item hygienically clean and fresh particularly in areas of multi users.

**Training benefits:** Reduced risk of cross contamination between users.

AU12

### Multi bucket floor mopping



Multi bucket floor mopping can be used as an alternative to damp mopping and will leave the floor surface clean.

**Training benefits:** Surface that has been cleaned and rinsed to remove any residue cleaning agent.

AU13

### Cleaning squat toilets



Cleaning squat toilets in a manner that will leave the area odour free and hygienically clean.

**Training benefits:** Reduced risk of cross contamination through effective cleaning.





# Specialist units

## Competent skills (CBICSc)

Type of usage: Occasional use

Course duration: Typically 3 units per day

Maximum of 4 per group

Specialist units are skills that operatives may be required to perform **occasionally** or as circumstance dictates. These skills require rules of combination (in order to ensure you have a foundation before moving on to more specialist units).

SU1

Body fluids & sharp objects



Body fluids & sharp objects will ensure the operative can clean up body spills in a safe and controlled manner and remove sharp objects safely.

**Training benefits:** Reduced risks to the cleaning operative & reduced risk of cross contamination.

SU2

Biohazard decontamination cleaning



Biohazard decontamination cleaning deals with the removal of substances from surfaces which may be excessive and contain higher risks to the operative.

**Training benefits:** A thorough understanding of the risks and how to effectively contain and clean the area.

SU3

Cleaning computers



Cleaning computers will ensure cleaning is carried out effectively and safely.

**Training benefits:** reduced risk of damage or loss of work through incorrect cleaning procedure.

SU4

Cleaning lifts



Cleaning lifts will ensure the operative understands the importance of the procedures in how to clean the lift effectively and safely.

**Training benefits:** This will provide a safe cleaning procedure and protect the operative and others during the cleaning process leaving the lift surfaces clean and pleasant to use.

SU5

Carpet skimming



Carpet skimming will ensure the operative can safely check and carry out remedial cleaning of the soft surface.

**Training benefits:** Reduced risk of damage to the surface and an even appearance of the surface on completion.

SU6

Carpet extraction cleaning



Carpet extraction cleaning will ensure the operative can safely carry out the cleaning of a soft surface without causing damage.

**Training benefits:** Reduced risk of damage to the surface and a uniform appearance on completion.



SU7

### Strip dry and reapply emulsion polish

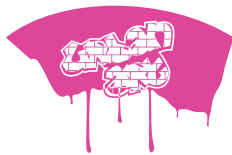


Strip dry and reapply emulsion polish will ensure the operative can remove previous application of emulsion polish safely and in the correct manner prior to applying new emulsion.

**Training benefits:** Safe and effective way of carrying out this skill which will reduce costs through incorrect application and leave a uniform appearance on completion.

SU8

### Graffiti removal (hard surfaces)



Graffiti removal will ensure the graffiti is removed safely and effectively.

**Training benefits:** Reduced risk to the operative through incorrect use of chemicals and reduced risk of damage to the surface.

SU9

### Chewing gum removal (hard surfaces)



Chewing gum removal (hard surfaces) will ensure that chewing gum is removed in a safe and controlled manner.

**Training benefits:** Reduced risk of incorrect product use and damage to the surface.

SU10

### Steam cleaning



Steam cleaning is the use of a steam machine for effective cleaning of walls and floors particularly tiled surfaces where there are accumulation of scum and fats.

**Training benefit:** Reduced risk to the operative through incorrect use and damage to the surface will also leave the surface smear free.

SU11

### Pressure washing

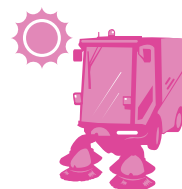


Pressure washing will ensure the operative can safely and effectively use a pressure washer.

**Training benefits:** Reduced risk to the operative and others and reduced risk of damage to the surface.

SU12

### Machine sweeping



Machine sweeping will provide the operative with the correct procedures of machine sweeping and the associated risks.

**Training benefits:** Reduced risk to the operative and others through incorrect use.

SU13

### High level dusting & cleaning



High level dusting and cleaning will ensure the operative can carry out the skill in a safe and controlled manner.

**Training benefits:** Reduced risk to the operative and others during the cleaning process leaving surfaces free from accumulated dust and debris on ledges and higher surfaces





# Rules of Combination

The rules of combination outline the units that you must have completed to demonstrate your competency before you can gain specialist units.

You must have a valid Licence to Practice (PBICSc) to undertake these units (as per the rules of combination displayed on the right).

For example, to achieve SU1, you must also have BU2, BU6 and AU5 (in addition to your Licence to Practice (PBICSc)).

Please contact BBS if your licence has expired.

Specialist units		Base units	Additional units
SU1	Body fluids & sharp objects	BU2 BU6	AU5
SU2	Bio-hazard decontamination Cleaning	BU2	AU3 AU5
SU3	Cleaning computers	BU6	
SU4	Cleaning lifts	BU1 BU2 BU3	AU5
SU5	Carpet skimming	BU3	AU7
SU6	Carpet extraction cleaning	BU3	AU7
SU7	Strip dry & reapply emulsion polish	BU1 BU2	AU2 AU3
SU8	Graffiti removal	BU2 BU6	AU5
SU9	Chewing gum removal (hard surfaces)	BU2 BU6	AU5
SU10	Steam cleaning	BU2 BU6	
SU11	Pressure washing		
SU12	Machine sweeping		
SU13	High level dusting	BU1 BU2 BU3	AU5

Do you want to understand the scientific facts behind infection control?

Do you want to learn more about infection prevention and cross contamination principles?

Take a look at our e-learning infection control course



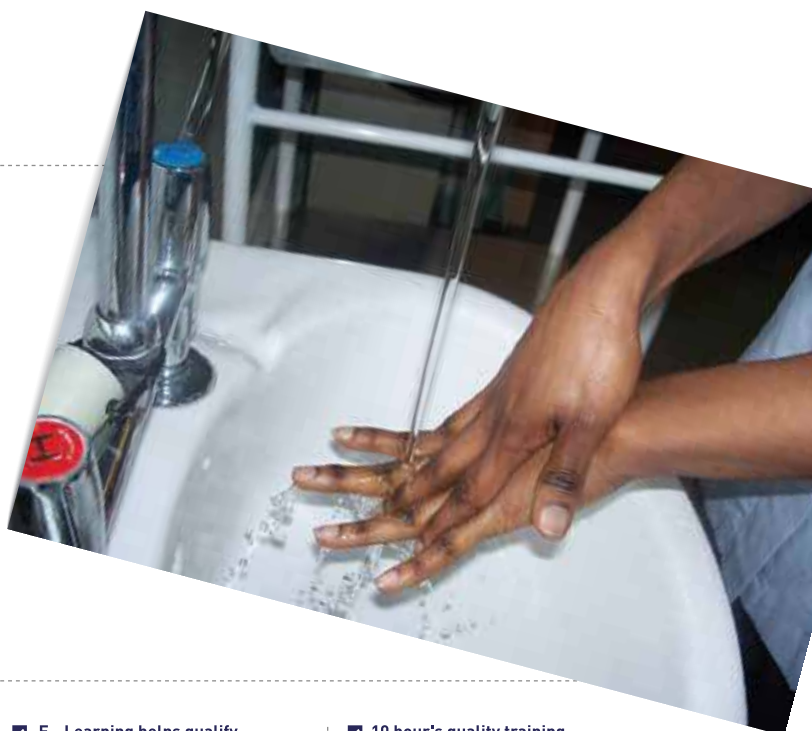
Need proof that you are qualified to carry out safe and hygienic practices?

## INFECTION CONTROL LEVEL 2 E- LEARNING COURSE

The University of Northampton / British Institute of Cleaning Science's certificate of achievement will further your education, your career and employment opportunities.

We particularly recommended this course for:

- The Private Sector (Cleaning and Facilities Management Roles)
- The Public Sector (Hospitals, Community settings, Care settings)
- Education Sector (Primary Schools, Nurseries)
- Food Production (Eg. Kitchens, Cruise Liners, Hospitality etc)



To be sent a course pack:  
E marketing@bics.org.uk  
T 01604 678 713

✓ Little time to gain certificated BICSc Cleaning Qualifications?

✓ E - Learning helps qualify you for safe and hygienic practices in the working environment

✓ 10 hour's quality training, In your own time...



# CPSS 2.0 Training Outcomes

At the end of the CPSS 2.0 training course, participants will be able to:

- ✓ Select the correct equipment and materials for a variety of cleaning skills as selected
- ✓ Deliver either proficient or competent performance of each of the chosen skills in a safe, effective and efficient manner
- ✓ Each participant that successfully completes the course will be able to show their appropriate certification awarded within the BICSc CPSS 2.0 scheme

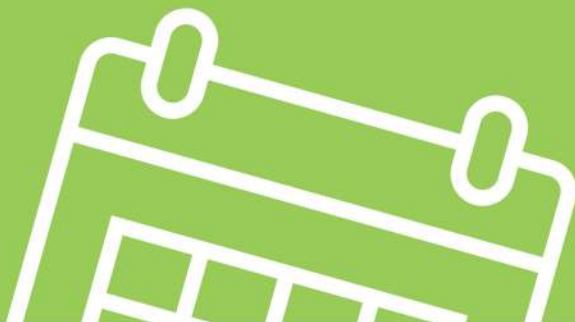
## Course Duration

The number of days required will depend upon the number of skills selected. Typically you can expect to complete the Licence to Practice in one day and a total of 3 units per day for up to 4 participants.



## Book Your Training

If you would like to book training at a BICSc training providers' venue please contact BBS (BICS Business Services) . We may also be able to deliver training onsite.



Telephone: +44 (0) 1604 678 712



Email: [bbs@bicsbusinessservices.com](mailto:bbs@bicsbusinessservices.com)



Online: [www.bicsbusinessservices.com](http://www.bicsbusinessservices.com)

## Do you regularly need to **train cleaning operatives?**

Eliminate future training costs and train your own staff!

Did you know that you can train and certificate members of your own staff to BICSc standards by becoming a BICSc Accredited Training Organisation (ATO)? Once accredited, these assessors can train & certificate your staff to BICSc standards.

### INTRODUCING CIMS

#### THE FIRST CLEANING INDUSTRY MANAGEMENT STANDARD

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