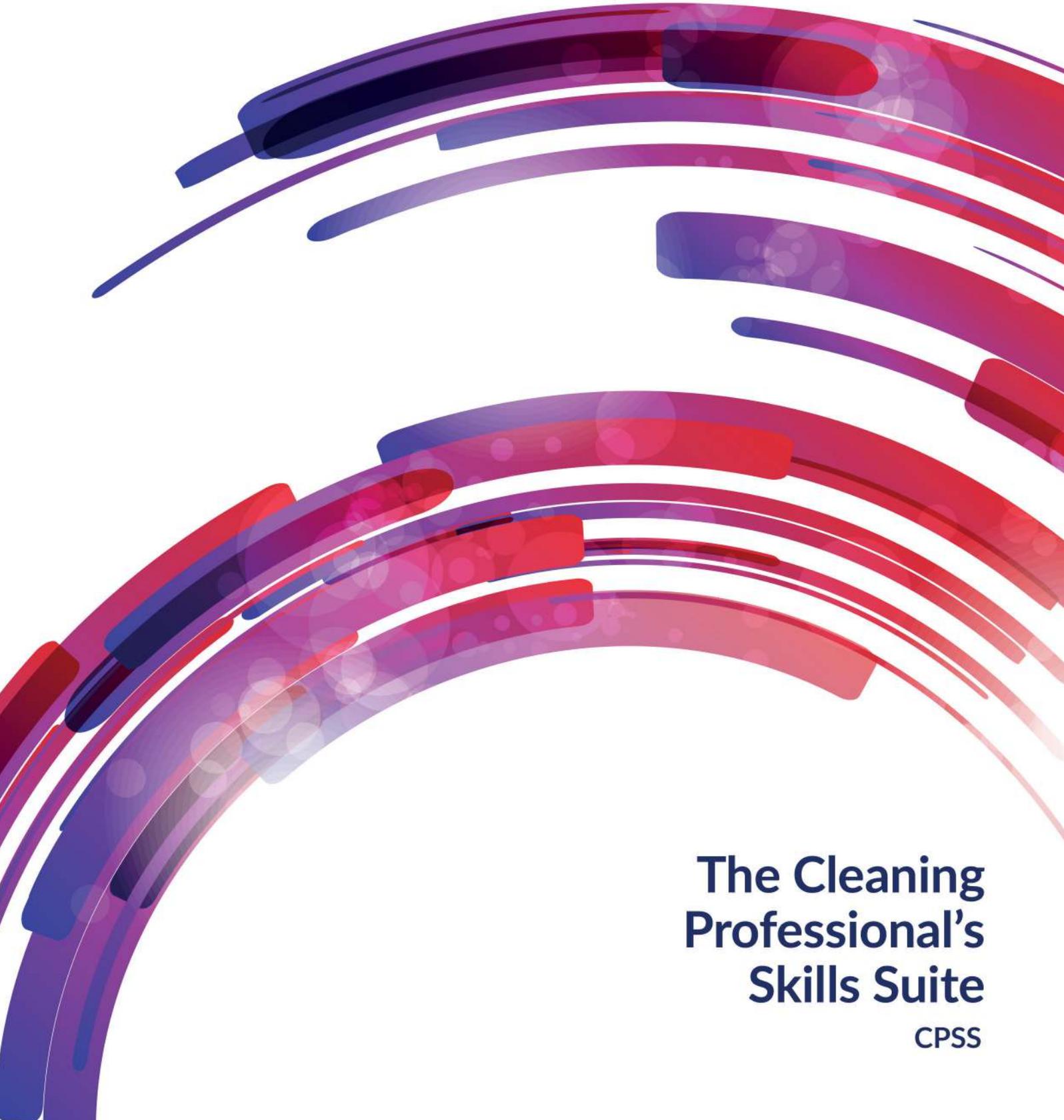


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THE BRITISH INSTITUTE OF CLEANING SCIENCE



The Cleaning Professional's Skills Suite

CPSS

The Cleaning Professional's Skills Suite

(CPSS)

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Accredited training for the cleaning industry



The Cleaning Professional's Skills Suite

For more than 50 years the British Institute of Cleaning Science has been raising the standards of the cleaning industry through accredited training for cleaning professionals.

Each year more than 1,000 professionals develop their skills and knowledge through CPSS skills training, which is recognised throughout the industry and worldwide.

The Cleaning Professional's Skills Suite has over 30 skills to choose from, allowing you to build and tailor your core cleaning competencies to your role; whether you are new to the industry, looking to improve your knowledge or specialise in particular tasks.

“

CPSS training has revolutionised how we deliver our services. Since training our staff we have seen significant improvements in productivity, efficiency and safety, and consider BICSc accredited training a key part of how we differentiate ourselves from other service providers.

- The Transguard Group

Three steps to CPSS certification

1

Complete the Licence to Practice Unit

To be awarded the Licence to Practice, candidates must complete the Licence to Practice Unit. This unit has been made compulsory to protect the safety of cleaning operatives, users of buildings as well as to promote sustainability. The minimum requirement for CPSS is the Licence to Practice assessment.

2

Enhance your skills with Base Units and Additional Units

CPSS features a range of competent cleaning skills designed to enhance the knowledge of cleaning operatives. It is up to the individual or company to decide how many competent skills their operatives require. All skills achieved will be listed on a skills card awarded to the candidate on completion of their training.

3

Become a cleaning specialist with our Specialist Units

In addition to the Base and Additional Units there are also a variety of Specialist Units available. These skills are ideal for cleaning operatives who work in a specific environment requiring specialist knowledge. Any specialist skills that cleaning operatives achieve will be listed on a skills card awarded to the candidate on completion of their training.

Licence to Practice Unit

Proficient skills

Type of usage: Mandatory use

Course duration: One day

The Licence to Practice Unit (LTP) covers the essential skills required for anyone working in the cleaning industry. Every cleaning operative must complete this unit to understand the reasons and practicalities of safe working before progressing onto further skills training with the Cleaning Professional's Skills Suite.

The Licence to Practice Unit covers the following:

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 to lower chemical usage resulting in increased cost efficiency.

Safe assembly and care of equipment

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

Training benefits: Creates a safe working environment, a reduction of accidents and cost savings with equipment lasting longer.

Storage of equipment and materials

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

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

At the end of the LTP Unit candidates must complete a practical assessment lasting a minimum of 30 minutes. On successful completion of the assessment, candidates will receive a skills card listing the Licence to Practice Unit.

Please note for the Licence to Practice to remain valid, candidates must renew the unit every three years.

Base Units

Competent skills

Type of usage: Daily use

Course duration: Typically three units per day

Base Units cover the skills that cleaning operatives use daily. These units can be selected on their own following the LTP Unit, or combined with other skills from the Cleaning Professional's Skills Suite.

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

Vacuum cleaning

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 and cleaning general waste bins

Emptying and 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 (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.

BU14

Care and preparation of a microfibre system

Preparation and care of a microfibre system will provide the operative with the correct procedures for the use, preparation and laundry of a full microfibre system.

Training benefits: Ensure microfibre functions as designed.

Additional Units

Competent skills

Type of usage: Frequent use

Course duration: Typically three units per day

Additional Units are skills that cleaning operatives use frequently. These skills can be selected on their own following the LTP Unit or combined with other skills from the Cleaning Professional's Skills Suite.

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. Use of a rotary machine is followed by the removal of water from the surface using a 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 workplace 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 with 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 residual cleaning agent.

AU13

Cleaning squat toilets

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

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

Specialist Units

Competent skills

Type of useage: Occasional use

Course duration: Typically three units per day

Specialist Units are skills that give cleaning operatives enhanced knowledge in a specific area relating to their job role. These skills require rules of combination to ensure candidates have the foundation skills required before moving on to more specialist units.

SU1

Body fluids and sharp objects

Body fluids and 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 and 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 benefits: Reduced risk to the operative through incorrect use and damage to surfaces, leaving 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, as well as a 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

High level dusting 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 higher surfaces.

SU14

Upholstery extraction cleaning

Upholstery extraction cleaning will ensure the operative can safely carry out the cleaning of the upholstery without causing damage.

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

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 to undertake these units (as per the rules of combination).

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

Specialist Units		Base Units	Additional Units
SU1	Body fluids and sharp objects	BU2, BU6	AU5
SU2	Biohazard 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 and reapply emulsion polish	BU1, BU2	AU2, AU3
SU8	Graffiti removal (hard surfaces)	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
SU14	Upholstery extraction cleaning	BU3	AU7





Course duration

The number of days required to train will depend on the number of skills chosen. You can expect to complete the Licence to Practice Unit in one day. Typically, three units can be completed in one day.



Location

Training can be delivered at the BBS Training Centre in Northampton or at one of our Associate Training Provider's training centres across the UK and internationally. You can find more details about our associate training providers at [bics.org.uk/training/training-providers](https://www.bics.org.uk/training/training-providers). Alternatively, training can be delivered in-house at your own site.



Book

To book training or to discuss your training requirements in more detail contact BICS Business Services (BBS)

Telephone: +44(0)1604 678712

Email: bbs@bicsbusinessservices.com

Website: [bics.org.uk/training](https://www.bics.org.uk/training)

