

## Course Outline

### PRM30104 Certificate III in Asset Maintenance (Cleaning Operations)

This qualification is aimed at those individuals who have some experience as a cleaner or similar and wish to develop further skills, are seeking recognition for skills they have developed over their career or wish to develop some new skills within the industry.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Work Plus Development + Training use a number of different approaches to facilitate learning and assessment for this qualification and they include:

- Work Books to provide knowledge as well as activities to enable you to practice your skills
- Work Book Assessment Activities to enable you to prove competence once you have gained the knowledge and skills necessary
- Classroom or Workshop style training session for specialty units like: *Participate in workplace safety procedures*, and *Apply basic first aid*.
- Visits to the workplace to conduct coaching session, facilitate workplace learning and conduct assessments
- Contact via telephone, email and other forms of communication outside of workplace visits

In order to ensure that the business and the individuals gain the most out of this qualification, a flexible approach is taken by Work Plus Development + Training, which includes:

Undertaking a Training Needs Analysis with the business and the individuals  
Negotiating the “Planned Outcomes” with the business and the individuals  
Conducting all learning and assessment activities at dates, times and locations suitable to all involved

## Certificate III in Asset Maintenance (Cleaning Operations) - the qualification rules

To complete the Certificate III, the participant must demonstrate competency in all 5 core units plus elective units (total of 19 units)

The elective units must include a minimum of 7 units from Group A and a minimum of 4 units from Group B. In addition, up to 3 elective units may be selected from any other approved Training Package as long as the unit(s) is not the same or similar to those units listed below or being selected from other Training Package(s). At least 2 of the units selected from another Training Package(s) must be level III units.

### Core Units

- PRMCL33B Plan for safe and efficient cleaning operations
- PRMCL35B Maintain a cleaning storage area
- PRMCL39A Support leadership in the workplace
- PRMCMN201A Participate in workplace safety arrangements
- PRMCMN301A Contribute to workplace safety arrangements

### Group A elective units

- PRMCL01B Maintain a hard floor surface
- PRMCI02B Restore a hard floor surface
- PRMCL04B Maintain a carpeted floor
- PRMCL09B Clean glass surfaces
- PRMCL10B Clean ceiling surfaces and fittings
- PRMCI15B Maintain furniture and fittings and room dressing
- PRMCL17B Clean a wet area
- PRMCL19B Remove waste
- PRMCL37A Clean external surfaces
- PRMCL38A Clean a food handling area
- PRMCMN202A Provide effective client service
- HLTFA1A Apply basic First Aid
- HLTIN1A Comply with infection control policies and procedures
- MTMPS201A Clean work area during operations
- MTMPS205A Clean chillers
- MTMP2191A Clean ironwork
- MTMP2196A Overview cleaning programs
- MTMP2197A Clean after operations – boning room
- MTMP2198A Clean after operations – slaughter floor
- PRMCC02A Use bonnet cleaning
- PRMCC07A Perform basic stain removal
- THHBH03B Prepare rooms for guests

**❑ Group B elective units**

- ❑ PRMCI03B Replace a hard floor finish
- ❑ PRMCL13B Clean window coverings
- ❑ PRMCL14B Maintain a 'clean room' environment
- ❑ PRMCL16B Wash furniture and fittings
- ❑ PRMCL20B Clean using pressure washing
- ❑ PRMCL21B Clean industrial machinery
- ❑ PRMCL36B Clean at high levels
- ❑ PRMCMN302A Respond to client inquiries and complaints
- ❑ BSZ404A Train small groups
- ❑ HLTIN3A Implement and monitor infection control policy and procedure
- ❑ PRMCC01A Use hot water extraction
- ❑ PRMCC03A Use dry foam shampoo
- ❑ PRMCC04A Use dry absorbent compound
- ❑ PRMCC05A Use wet foam shampoo

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or call 03 6344 3747 to talk to a  
Work Plus Development + Training representative today**