



CATAPULT

CPPCLO3018

Clean and maintain furniture and fittings

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/CPPCLO3018/>

Trainer/assessor guide

CPPCLO3018

Clean and maintain furniture and fittings

Welcome to this unit of study

This unit of competency specifies the outcomes required to wash furniture and fittings and to present rooms according to client requirements. The unit covers assessing the extent of the cleaning task; identifying the different surface types; selecting and using cleaning techniques and chemicals required for the task; and returning furniture and fittings, including loose items, to their original position.

The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential settings, including boardrooms, function rooms, hospital wards, offices and private residences.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set



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About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan and prepare
- » Clean furniture, fittings and loose items
- » Place furniture and fittings
- » Tidy work site
- » Clean and safety check equipment, and store equipment and chemicals

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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