



LEARN THE SKILLS TO  
**BECOME JOB READY**

## CPP30316 CERTIFICATE III IN CLEANING OPERATIONS

Funded by the Queensland government.

### WHAT IS QUEENSLAND CERTIFICATE 3 GUARANTEE?

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school Certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

### ELIGIBILITY

1. Must be 15 years or over
2. No longer at school (with the exception of VET in Schools students)
3. Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
4. Must not have or be enrolled in a Certificate III level or higher qualification (not including qualifications completed at school and foundations skills training)

### CO-CONTRIBUTION FEES

Total course concessional price \$50

Total course non-concessional price \$150

### COURSE OVERVIEW

This qualification reflects the role of cleaners responsible for undertaking a range of routine and non-routine tasks according to work schedules, liaising with clients and in some cases members of the public, and operating in a range of general residential and commercial settings as well as specialist cleaning environments. The cleaner may work alone, with or without supervision, and has responsibility for selecting, preparing and using appropriate cleaning methods for a range of cleaning situations while ensuring safe work practices.

### JOB OPPORTUNITIES

Job roles that may be available to you after successful completion of the course include:

- Carpet Cleaner
- Commercial Cleaner
- Room Attendant

### ENTRY REQUIREMENTS

1. Students must be 15 years of age or over.
2. Students are required to successfully complete the Language Literacy and Numeracy test. Prospective students who have completed year 12 or provide an AQF Certificate III or above in any discipline will be deemed as meeting the LLN entry requirements. Satisfactorily complete a pre-training review interview to determine student's suitability for the chosen course.
3. Students are required to have access to a computer and internet in order to complete assessments and read information on the units of competency.

### COURSE MODE OF DELIVERY AND DURATION

The course is provided through face-to-face delivery or distance; however blended learning is an option with block delivery. This course will be delivered and assessed in 12 months.

### RECOGNITION OF PRIOR LEARNING

Many of our students already have a high level of skills, knowledge and expertise that can be recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

### CREDIT TRANSFER

If you have completed previous study that is the same as your intended qualification with another organisation you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for a credit transfer.

WORLD-CLASS TRAINING

# WORLD-CLASS LEADERS



## COURSE OUTLINE (UNITS OF COMPETENCY)

**TOTAL NUMBER OF UNITS = 14**

- 5 core units
- 9 elective units

CORE UNITS	
CPPCLO3003	Clean using safe work practices
CPPCLO3005	Confirm and apply privacy and security requirements for cleaning work
CPPCLO3019	Remove waste and recyclable materials
CPPCLO3035	Maintain cleaning storage areas
CPPCMN3006	Provide effective client service
ELECTIVE UNITS	
HLTINF001	Comply with infection prevention and control policies and procedures
CPPCMN3004	Respond to enquiries and complaints
CPPCLO3009	Clean glass surfaces
CPPCLO3011	Clean using environmentally sustainable work practices
CPPCLO3013	Clean window coverings
CPPCLO3014	Maintain clean-room environments
CPPCLO3017	Clean wet areas
CPPCLO3018	Clean and maintain furniture and fittings
CPPCLO3038	Clean food-handling areas

### ASSESSMENTS

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays / observations

### HOW TO ENROL

Applying to Australian Academy (AA) is easy. You can submit your enrolment application any time at [australianacademy.edu.au/pre-enrolment-application-form](http://australianacademy.edu.au/pre-enrolment-application-form) or call **1300 656 693**. You will be contacted by AA to arrange a follow up appointment for a pre-training review.

Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.

**Enrol Now**



#### Gold Coast (QLD)

10 Scarborough Street  
Southport, Gold Coast  
QLD 4215  
P 1300 656 693

#### Brisbane (QLD)

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