



**"Best value through partnership....."**

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## Training Policy

Training within Ridge Crest is in accordance with the British institute of Cleaning Science.

At least two of our managers/supervisors are given a leading role in training and will be selected to undergo the required training first.

### Assessor's briefing notes

#### Testing Requirements

- The chosen member of Ridge Crest's staff is required to successfully complete tests for a minimum of 10 tasks before they are deemed fit to train other members of staff.
- Any 19 of the tasks can be selected.
- Ridge Crest's management selects those tasks most closely related each client's specific needs.
- A further 10 tasks must be completed before the candidate completes this assessment.
- If the skills identified for a task intended assessment do not correspond to the skills associated with method employed "in house" for carrying out that task, any differences in skills should be agreed with the trainer

#### When to test

Ideally the testing will be carried out 'On the job' as part of the usual training programme.

Each trainee is assessed in the skills associated with a particular task as soon as they are judged to be conversant with those skills.

Each task may be assessed separately. However where a task requires another task to have been completed immediately before it, it may be convenient to ask the candidate to complete and be assessed for both tasks on the same occasion e.g.

Task Code A1. Mop Sweeping could follow by Task Code A2. Single Solution Mopping.