

**NCFE**



**Cleaning &  
Facilities Management  
SWAPs Product  
Information Guide**





# Sector-based Work Academy Programmes (SWAPs) Overview

**A SWAP is a short programme of training lasting up to six weeks and includes three components:**

- Pre-employment training
- Work placement opportunity within business
- Guaranteed job interview or assistance with the job application process.

A key strength of SWAPs are their flexibility, enabling programmes to be tailored to local employer, sector and regional needs. In a short timeframe, learners build industry knowledge, practical skills and confidence and quickly progress towards work-readiness.

## Cleaning & Facilities Management SWAP Pathway Overview

This SWAP provides entry and progression routes into cleaning, caretaking and facilities management roles. Its purpose is to build workplace confidence, sector awareness and practical skills for operational environments.

Sector and Job Roles: Retail & Commercial Enterprise – Cleaning, Facilities Management, Estates and Environmental Services.





## Example:

Level 1			
<b>Sector Specific Training</b>	NCFE Level 1 Award in Health and Safety Awareness (600/5207/7)	This qualification is designed for a wide range of learners who want to develop their knowledge and understanding of health and safety.	18 GLH
	Maintenance of a Safe, Hygienic and Secure Working Environment (M/505/4171/UNIT) – Level 1	In this unit the learner will know about and be able to maintain personal health and hygiene in a safe and secure workplace.	25 GLH
<b>Transferable Skills</b>	Environmental Awareness (Y/502/0659/UNIT) – Level 1	The aim of this unit is to encourage learners to take responsibility for their environment by identifying environmental issues and how they can improve the local environment.	20 GLH
	ICT for Employment (M/502/3602/UNIT) – Level 1	This unit is focused on how ICT is used in the place of work. The unit looks at computers and other technology commonly found in the place of work and explores the skills needed to use these.	20 GLH
<b>Total</b>			<b>83 GLH</b>

**83 GLH** = 17 hours/week for 5 weeks





Level 2			
<b>Sector Specific Training</b>	NCFE Level 2 Certificate in Cleaning Principles (601/0791/1)	This qualification aims to provide learners with a range of underpinning knowledge in both generic and specialist cleaning principles and meet the needs of those who work or want to work in the cleaning sector. The objective of this qualification is to help learners to develop their knowledge and understanding of the skills required for working in the cleaning sector.	110 GLH
<b>Transferable Skills</b>	NCFE Level 1 Award in Employability Skills (601/4680/1)	This qualification aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.	36 GLH
<b>Total</b>			<b>146 GLH</b>

**146 GLH** = 24 hours/week for 6 weeks

These are selected examples from our portfolio. There are more units and qualifications available, please contact us for more information.





## Supporting Workforce Need

This SWAP supports a priority sector with sustained demand across hospitals, schools, housing and commercial estates. It allows for rapid entry into the workplace while supporting progression towards recognised Level 2 standards and continued regional workforce priorities.

## Progression

Participation in our SWAPs supports progression into employment by equipping learners with sector-specific skills, practical experience and direct access to recruitment opportunities.

Through pre-employment training, a structured work placement and a guaranteed interview or support with the employer's recruitment process, learners are well prepared to secure roles in the sector or progress into apprenticeships or further study, such as the [NCFE Level 2 Certificate in Principles of Customer Service \(601/7070/0\)](#).

## Further Information

For further information on SWAP delivery please visit the government's [Employer Guide](#).

### Get in touch:

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