

LOOKING FOR A QUALIFICATION IN FACILITIES MANAGEMENT?

We are a BIFM
recognised and
ILM approved centre

BIFM
RECOGNISED CENTRE

ilm
Approved
Centre

Whatever
stage of your
FM career
BIFM Training
[Quadrilect Ltd]
can deliver a
qualification to
suit you.

We offer a suite of specialist qualifications in Facilities Management at Levels 3, 4, 5 and 6, in addition to qualifications in related areas including health & safety, first line management and team leading.

Specialist FM qualifications

- > Choose a level to suit your experience:
ILM Level 3, BIFM Level 4, BIFM Level 5, BIFM Level 6
- > Choose a size to suit the time & commitment you want to put into your chosen level:

AWARD

A succinct overview of the basic skills and knowledge needed

CERTIFICATE

A more comprehensive coverage of the subject

DIPLOMA

The full package of skills, knowledge and understanding required

nb you can upgrade from one size to another carrying your credits forward

- > Choose your units - some qualifications offer the option to select from a range of optional units to match your development needs.

A centre you can count on

We offer a comprehensive study plan to achieve your chosen facilities management qualification from a selection of highly regarded BIFM Training programmes. Our tuition is designed to give you a fully rounded learning experience, so we not only cover all the unit learning outcomes and assessment criteria you need for your qualification, but the wider context too. Our aim is to provide added value throughout your study programme, whether it's through comprehensive course documentation, online learning, recommended reading or expert tutorial support. So studying with BIFM Training [Quadrilect Ltd] helps to make you more effective in your day-to-day role, while you gain your qualification.

Many of our qualifications are available for in-house groups, and we can tailor study programmes to fit your team's needs.

See what our learners have to say - www.bifm-training.com/fmqualifications.htm

BIFM Training
QUADRILECT LTD

020 7242 4141

info@bifm-training.co.uk

www.bifm-training.com/fmqualifications.htm

MANAGED BY
Quadrilect
LTD



ILM LEVEL 3 QUALIFICATIONS IN FACILITIES MANAGEMENT

Award or Certificate

The qualifications at Level 3 are for anyone new to FM and with less than two years' experience in an FM role, or first line managers seeking an FM qualification. Especially designed by BIFM in conjunction with the Institute of Leadership & Management (ILM), they will help learners develop specific skills in facilities management alongside a wide range of leadership and management skills. As vocational qualifications, the focus is on work based assessments rather than examinations, and they concentrate on developing key FM skills which are immediately transferable to the workplace.



Our delivery model

We have put together a specific package for achieving either the Award or Certificate at Level 3. Following attendance on our 3-day flagship training programme Understanding FM and with the aid of full course documentation, further recommended reading and expert tutorial support; delegates are required to undertake four online learning courses in preparation for the unit assessments that follow – four for the Award and seven for the Certificate.

We recommend all elements, including the work based assessments, be completed and submitted to us within three months for the Award and six months for the Certificate. You can apply for an extension, however we do urge you to complete your assessments as soon as possible following the Understanding FM course to ensure optimal success.

IN-HOUSE DELIVERY

For further information or to arrange an informal discussion on in-house training please contact Jane Bell, Director of Learning & Development Services via jane@quadrilect.co.uk

ilm MEMBERSHIP - LEVEL 3

For ILM Qualification, all learners gain free studying membership of ILM for six months, giving you access to further learning resources through the Institute of Leadership & Management.

BIFM MEMBERSHIP - LEVELS 4, 5 & 6

For BIFM Qualifications, existing members will be eligible for studying concession for the duration of their study. Non-members will gain one year's free studying membership with BIFM. The fees quoted for BIFM Qualifications include the 20% discount offered to all BIFM members for attendance on BIFM Training programmes.

BIFM Training

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info@bifm-training.co.uk

www.bifm-training.com/fmqualifications.htm

3 DAYS Understanding Facilities Management

Our popular flagship course, which is consistently sold out, provides an excellent introduction to the FM profession and best practice in day-to-day operations. It is suitable for newly appointed staff and those with less than two to three years' experience looking to broaden their range of responsibilities and skills. The course includes a site visit which provides an invaluable insight into FM in practice, and two nights' full board accommodation is available as part of our residential package.



ONLINE LEARNING COURSES

- (1) MANAGING RELATIONSHIPS
- (2) MANAGING HIGH PERFORMANCE TEAMS
- (3) LEADERSHIP SKILLS
- (4) PROBLEM SOLVING

11 CREDITS Award

Unit assessments

M3.01 Solving problems and making decisions
M3.23 Managing Health & Safety at work
M3.44 Understanding FM in the context of an organisation
M3.45* Managing & developing relationships in the workplace

£1145+VAT BIFM members; £1330+VAT non-members
2 nights' residential option available for £275+VAT

22 CREDITS Certificate

Unit assessments

M3.01 Solving problems and making decisions
M3.23 Managing Health & Safety at work
M3.38 Intro to managing & maintaining property & assets
M3.39 Intro to effective management of space within own organisation
M3.40 Understanding support services operations
M3.44 Understanding FM in the context of an organisation
M3.45* Managing & developing relationships in the workplace

£1245+VAT BIFM members; £1430+VAT non-members
2 nights' residential option for available for £275+VAT

*NB M3.45 is a combined assessment with M3.47 Delivering service in the workplace

TOTAL CREDITS IN OUR UNIQUE AWARD PACKAGE: 13

TOTAL CREDITS IN OUR UNIQUE CERTIFICATE PACKAGE: 22

BIFM LEVEL 4 AND 5 QUALIFICATIONS IN FACILITIES MANAGEMENT

Award, Certificate or Diploma

We have put together specific packages for achieving the Award, Certificate and Diploma at Levels 4 and 5, as this is both the most cost and time effective way of achieving your chosen qualification with us. For each unit required, tuition will be delivered through the BIFM Training programme indicated. You will then need to complete a work based assessment to be submitted post your tuition and tutorial support.

BIFM MEMBERSHIP WITH THESE QUALIFICATIONS – see page 02



LEVEL 4 QUALIFICATIONS

The qualifications at Level 4 are for experienced operations managers who are responsible for a range of FM functions. They are also suitable for managers wishing to extend their operational activity. They provide a broad understanding of facilities management and equip learners to identify and use relevant understanding, methods and skills to address problems that are well-defined but complex and non-routine.

12 CREDITS **Award** *From* **£1385+VAT**

3 DAYS THE PROFESSIONAL FACILITIES MANAGER 1
Followed by assessment units:
FM4.01 Overview of FM
FM4.04 Understanding Support Services Operations

24 CREDITS **Certificate** *From* **£2560+VAT**

3 DAYS THE PROFESSIONAL FACILITIES MANAGER 1
FM4.01 Overview of FM
FM4.04 Understanding Support Services Operations

2 DAYS HEALTH & SAFETY REGULATIONS, RESPONSIBILITIES & RISK ASSESSMENTS
FM4.05 Managing Health & Safety in own area of FM
Plus optional unit[s] to the value of 6 plus credits*

48 CREDITS **Diploma** *From* **£4995+VAT**

3 DAYS THE PROFESSIONAL FACILITIES MANAGER 1
FM4.01 Overview of FM
FM4.04 Understanding Support Services Operations

2 DAYS HEALTH & SAFETY REGULATIONS, RESPONSIBILITIES & RISK ASSESSMENTS
FM4.05 Managing Health & Safety in own area of FM

3 DAYS THE PROFESSIONAL FACILITIES MANAGER 2 PLUS ONLINE LEARNING
FM4.02 Understanding FM Strategy
FM4.03 Understanding People Management
Plus optional units to the value of 19 plus credits*

***Optional units – please contact us for a full list of available units to choose from**

Already completed a Level 4 Qualification?
You can carry forward 6 credits towards a Level 5 Certificate or Diploma NB this will not exempt you from any mandatory units.

LEVEL 5 QUALIFICATIONS

The qualifications at Level 5 are for facilities managers at middle management level who have considerable experience and responsibility for more specialised and complex functions. They develop the ability to identify and use relevant understanding, methods and skills to address complex problems. They will support you in being able to take on the responsibility for planning and delivering solutions, exercising autonomy and judgement in your area, and will develop your specialised knowledge further so that you can approach your role with independent and critical thinking to deliver the best results.

12 CREDITS **Award** *From* **£1455+VAT**

3 DAYS FM BUSINESS SCHOOL
Followed by assessment units:
FM5.01 FM Developments & Trends
FM5.02 Organisational & FM Strategy

24 CREDITS **Certificate** *From* **£2770+VAT**

3 DAYS FM BUSINESS SCHOOL
FM5.01 FM Developments & Trends
FM5.02 Organisational & FM Strategy
FM5.22 Implementing Change in an Organisation & Managing the Impact on FM (optional)*

3 DAYS THE PROFESSIONAL FACILITIES MANAGER 2 PLUS ONLINE LEARNING
FM5.03 Managing People in FM

48 CREDITS **Diploma** *From* **£5450+VAT**

3 DAYS FM BUSINESS SCHOOL
FM5.01 FM Developments & Trends
FM5.02 Organisational & FM Strategy

3 DAYS THE PROFESSIONAL FACILITIES MANAGER 2 PLUS ONLINE LEARNING
FM5.03 Managing People in FM

2 DAYS DISASTER RECOVERY & BUSINESS CONTINUITY
FM5.04 Risk Management in FM

1 DAY FINANCIAL MANAGEMENT 2- GETTING RESULTS
FM5.05 Financial Management in FM
Plus optional units to the value of 16 plus credits*

You have two years to complete your chosen qualification, but you have the flexibility to complete it more quickly.
Once you are sure you have selected the correct qualification we will agree a study and assessment plan with you timetabling your tuition and assessment dates.

BIFM LEVEL 6 QUALIFICATIONS IN FACILITIES MANAGEMENT

Award, Certificate or Diploma

The qualifications at Level 6 develop the strategic skills and knowledge for those facilities professionals working at or aspiring to senior positions. By achieving a Level 6 qualification, you will reflect the ability to refine and use relevant understanding, methods and skills to address complex problems. They will help ensure that you are able to underpin substantial change or development, as well as exercising broad autonomy and judgement.



BIFM MEMBERSHIP WITH THESE QUALIFICATIONS – see page 02

As with Levels 3, 4 and 5, we have put together specific packages for achieving the Award, Certificate and Diploma at Level 6, as this is both the most cost and time effective way of achieving your chosen qualification with us. For each unit required, tuition will be delivered through the BIFM Training programme indicated. You will then need to complete a work based assessment to be submitted post your tuition and tutorial support. Once you are sure you have selected the correct qualification we will agree a study and assessment plan with you timetabling your tuition and assessment dates.

10 CREDITS

Award

From
£1935+VAT

3 DAYS THE FM BUSINESS SCHOOL
1 DAY EXPLORING INNOVATION IN FM
3 HOURS ONLINE LEARNING COURSE: PROBLEM SOLVING
 Followed by assessment unit:
 FM6.01 Strategic Facilities Management

60 CREDITS

Diploma

From
£5785+VAT

3 DAYS THE FM BUSINESS SCHOOL
1 DAY EXPLORING INNOVATION IN FM
3 HOURS ONLINE LEARNING COURSE: PROBLEM SOLVING
 FM6.01 Strategic Facilities Management
1 DAY FM GOVERNANCE AND RISK
 FM6.02 FM Governance and Risk
1 DAY FM QUALITY MANAGEMENT & CUSTOMER SERVICE
 FM6.03 FM Quality Management & Customer Service in FM
1 DAY USING YOUR FINANCIAL KNOWLEDGE TO MAKE A DIFFERENCE
 FM6.04 Financial Management in FM
2 DAYS STRATEGIC PROCUREMENT IN FM
 FM6.05 Strategic FM Support Services Operations
 FM6.12 Procurement Strategy for FM
2 DAYS INTRODUCING & LEADING CHANGE IN FM
 FM6.08 Human Resource Management in FM
 FM6.16 Introducing & Leading Change in an Organisation & Managing the Impact on FM
2 DAYS PROPERTY MANAGEMENT & MAINTENANCE STRATEGY FOR FM
 FM6.13 Property Management & Maintenance Strategy for FM

TOTAL CREDITS IN OUR UNIQUE DIPLOMA PACKAGE: 62

30 CREDITS

Certificate

From
£3405+VAT

3 DAYS THE FM BUSINESS SCHOOL
1 DAY EXPLORING INNOVATION IN FM
3 HOURS ONLINE LEARNING COURSE: PROBLEM SOLVING
 FM6.01 Strategic Facilities Management
1 DAY FM GOVERNANCE AND RISK
 FM6.02 FM Governance and Risk
1 DAY FM QUALITY MANAGEMENT & CUSTOMER SERVICE
 FM6.03 FM Quality Management & Customer Service in FM
1 DAY USING YOUR FINANCIAL KNOWLEDGE TO MAKE A DIFFERENCE
 FM6.04 Financial Management in FM

OTHER QUALIFICATIONS

ILM LEVEL 2 AWARD IN TEAM LEADING



3 days training
Team Leading

Followed by assessments:
Segment reviews and work-based assignments

£995+VAT BIFM members;
£1180+VAT non-members

ILM LEVEL 3 AWARD IN FIRST LINE MANAGEMENT



5 days training
Management Development

Followed by assessments:
Segment reviews and work-based assignments

£1655+VAT BIFM members;
£1960+VAT non-members

NEBOSH LEVEL 3 CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY



10 days training
Split into Week 1 and Week 2

Followed by assessments:
Two 2-hour written papers & Practical assessment (1 day)

£1500+VAT BIFM members;
£1700+VAT non-members

PLEASE NOTE WE ALSO DO THE FOLLOWING IOSH COURSES:



IOSH MANAGING SAFELY
IOSH MANAGING SAFELY REFRESHER DAY
IOSH SAFETY FOR SENIOR EXECUTIVES
Please contact us for further details.