

Blue-Eye Training

Facilities Management, Project Management and Soft-Skills Training

Facilities Management Courses Information Pack: **Short Version**

Please obtain or download the full version for:

- Study unit contents, learning outcomes and assessment criteria
- A learning levels course suitability checker
- An explanation of the qualification types: 'Award', 'Certificate' and 'Diploma'
- Assessment format and arrangements
- Exemptions and Recognition of Prior Learning
- Training venue(s)



About Blue-Eye Training

Blue-Eye Training has one main aim:

To provide our customers with the training solutions they are looking for.

Blue-Eye Training is a privately owned business providing training services to both the public and private sectors. Although incorporated in 2005, the Blue-Eye Training tutors have been providing facilities management training services collectively for over 30 years. Over the course of studying for the subject areas, you will meet and work with different tutors. They come from a variety of backgrounds and will have significant knowledge in the subject areas being taught.

Furthermore, all the training staff have worked within the facilities management industry and have considerable hands on experience in the field. Blue-Eye Training is dedicated to providing exceptional training services and dedicated customer service with an aim to educate as many people in FM as possible with the skills they need to help the profession strengthen and grow.

Contact Details

For all enquiries please contact the Blue-Eye Training Student Support Manager:
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 Web: www.blue-eye-training.co.uk

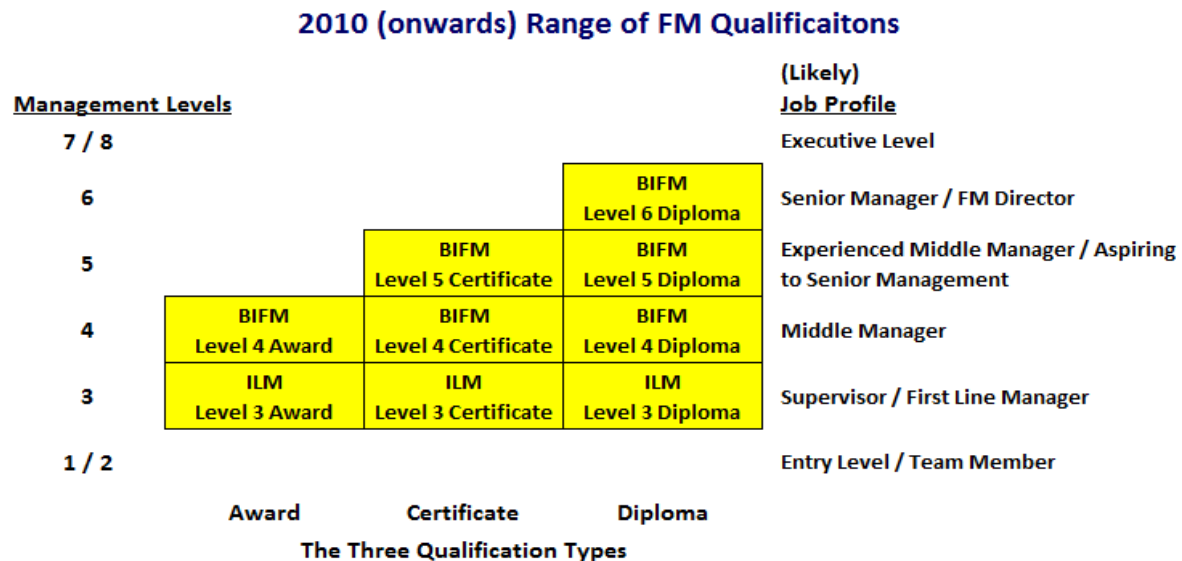
Our Client Portfolio

The sampling given below constitutes just a selection of clients our trainers have been working with over the last few years:



Facilities Management Courses Overview

From 2010 the range of qualifications on offer from tuition providers increased, from a previously limited range, to take in a much wider range of options, as indicated in the diagram below which shows different qualification types (Award, Certificate and Diploma) at different management, or job function, levels. Loosely speaking, the difference between the Award, Certificate and Diploma is one of quantity, or range of subjects covered.



In looking for a new qualification to study for, learners are advised to follow our step by step process for choosing a qualification and a study route that is suitable for their personal circumstances. The full instructions regarding this process is given in the **full version** of our facilities management courses information booklet. This process is outlined below.

1. **Decide on a qualification learning level (Levels 1 to 8)**
Level 2 suits those learning and developing their skills or awareness of a selected range of FM competences, but who are not necessarily in a supervisory position.
Level 3 suits those in a supervisory or junior management position who are carrying out FM functions as a significant part of their FM role.
Level 4 is for those in a middle management position, whose key role includes operational organisation with an emphasis on people and task management.
2. **Decide which qualification type to start with (Award, Certificate or Diploma)**
 Learners can start with any qualification type they so choose. There is no need for learners to necessarily have studied an Award or Certificate in order to gain a Diploma, for instance.
3. **Look at the study subjects that are being offered against each option**
 Study units will vary from one qualification level to another and different qualification types concentrate on selected subject choices.
4. **Review the possible training programmes**
 There will be various options and a package will be available to suit your needs.

Institute of Leadership and Management Level 3 Programme Overview



The new Institute of Leadership and Management (ILM) Level 3 qualification is particularly appropriate to first line managers who are developing their management potential, their understanding of the FM industry and their ability to apply their knowledge in the workplace.

Application of knowledge is the theme to this qualification and learners can fully develop their management potential and the knowledge required to perform their job functions to their full potential.

- No previous qualifications are required to join the programme
- Available at Award, Certificate or Diploma
- Study units consist of mandatory units (as indicated like this on next page) and optional choice of assessed units
 - All subjects are covered at Diploma but choice of assessment units is given
- Flexibility with scheduled programme: See next page for programme of events which indicates dates and subject combinations
- The learner has up to 2 years to complete their chosen qualification
- Workshop learning (Courses held in Newbury, Berkshire)
 - Distance learning option available for learners (Spring 2011 onwards)
 - Blended learning also available (Spring 2011 onwards)
- Learners are able to apply their knowledge to their own workplace
- Homework assignments and study packs issued for assessed units
- Assessment is via workplace assignment(s)- 28 days assessment period per unit
 - Assessment at a time to suit the learner
- Tailored / on site courses available for organisations with groups
- Tutor support and mentoring during learning, assignments and assessment
- Possibility that recognisable prior learning of similar qualifications could lead to study exemption
- Discounts available to existing learners / group booking

Though a list of study units and a programme of training dates is given on the next page, a more detailed insight into the course aim, content and learning outcome is provided in the **full version** of this course information booklet, along with information on assessment and other arrangements.

Programme of Events / Course Date Options (Spring & Autumn Intakes)

Level 3 Qualification Types and Subject Choices	Credit Values	Award	Certificate	Diploma
Subjects (Management Units)	(See page 22)	Qualification requires 11 Credits: 7 Mandatory/ 4 Optional	Qualification requires 22 Credits: 11 Mandatory/ 11 Optional	Qualification requires 37 Credits: 20 Mandatory/ 17 Optional
Understanding facilities management within the context of an organisation (Our ref: 3.44) <i>(2 day session)</i>	4	22 & 23/09/10 30 & 31/03/11	22 & 23/09/10 30 & 31/03/11	22 & 23/09/10 30 & 31/03/11
Delivering service in the workplace (Our ref: 3.47)	2	09/11/10 am 11/05/11 am	09/11/10 am 11/05/11 am	09/11/10 am 11/05/11 am
Managing and developing relationships in the workplace (Our ref: 3.45)	2	09/11/10 pm 11/05/11 pm	09/11/10 pm 11/05/11 pm	09/11/10 pm 11/05/11 pm
Understanding procurement and supplier management in the workplace (Our ref: 3.43)	2	10/11/10 am 12/05/11 am	10/11/10 am 12/05/11 am	10/11/10 am 12/05/11 am
Introduction to managing and maintaining property and assets (Our ref: 3.38)	3	10/11/10 pm 12/05/11 pm	10/11/10 pm 12/05/11 pm	10/11/10 pm 12/05/11 pm
Managing health and safety at work (Our ref: 3.23)	3	08/02/11 29/06/11	08/02/11 29/06/11	08/02/11 29/06/11
Managing sustainability and the environmental issues (Our ref: 3.41)	3	n/a	09/02/11 am 30/06/11 am	09/02/11 am 30/06/11 am
Managing utility services and energy efficiency in the workplace (Our ref: 3.42)	2	n/a	09/02/11 pm 30/06/11 pm	09/02/11 pm 30/06/11 pm
Understanding incident management and disaster recovery in the workplace (Our ref: 3.48)	2	n/a	07/12/10 am 08/06/11 am	07/12/10 am 08/06/11 am
Understanding security measures in the workplace (Our ref: 3.49)	2	n/a	07/12/10 pm 08/06/11 pm	07/12/10 pm 08/06/11 pm
Introduction to leadership and management (Our ref: 3.50)	2	n/a	n/a	08/12/10 am 09/06/11 am
Building the team (Our ref: 3.11)	1	n/a	n/a	08/12/10 pm 09/06/11 pm
Solving problems and making decisions (Our ref: 3.01)	2	n/a	n/a	01/03/11 am 19/07/11 am
Developing yourself and others (Our ref: 3.13)	2	n/a	n/a	01/03/11 pm 19/07/11 pm
Motivating to perform in the workplace (Our ref: 3.12)	2	n/a	n/a	02/03/11 am 20/07/11 am
Organising and delegating (Our ref: 3.21)	1	n/a	n/a	02/03/11 pm 20/07/11 pm
Introduction to the effective management of space within own organisation (Our ref: 3.39)	3	n/a	n/a	12/04/11 21/07/11
Duration:		5 days	7 days	11 days

British Institute of Facilities Management Level 4 Programme Overview



The new British Institute of Facilities Management (BIFM) qualifications are particularly appropriate to **middle managers** who have practical experience of working in the facilities management field. The three different qualifications (Award, Certificate and Diploma) provide a range of choices for the extent of subjects to be learned. With a range of mandatory and optional subjects, a package is available to suit all needs and learning directions. Application of knowledge is the theme to these qualifications and learners can fully develop their management capabilities and the knowledge required to perform their job functions to their full potential.

- No previous qualifications are required to join the programme
- Available at Award, Certificate or Diploma
- Study units consist of mandatory units (as indicated like this on next page) and optional choice of assessed units
 - All subjects covered at Diploma but choice of assessment units is given
- Flexibility with scheduled programme: See next page for programme of events which indicates dates and subject combinations
- From initial registration, the learner has 2 years to complete their chosen qualification
- Workshop learning (Courses held in Newbury, Berkshire)
 - Distance learning option available for learners
 - Blended learning also available
- Learners are able to apply their knowledge to their own workplace
- Homework assignments and study packs issued for assessed units
- Assessment is via workplace assignment(s)- 28 days assessment period per unit
 - Assessment at a time to suit the learner
- Tailored / on site courses available for organisations with groups
- Tutor support and mentoring during learning, assignments and assessment
- Possibility that recognisable prior learning of similar qualifications could lead to study exemption
- Discounts available to existing learners / group booking

Though a list of study units and a programme of training dates is given on the next page, a more detailed insight into the course aim, content and learning outcome is provided in the **full version** of this course information booklet, along with information on assessment and other arrangements.

Programme of Events / Course Date Options (Spring & Autumn Intakes)

Level 4	Credit Value	Award Qualification requires 12 Credits: 6 Mandatory / 6 Optional	Certificate:	Certificate:	Diploma Qualification requires 48 Credits: 29 Mandatory/ 19 Optional
Qualification Types and Subject Choices			Soft Services profile Qualification requires 24 Credits: 12 Mandatory/ 12 Optional	Hard Services profile Qualification requires 24 Credits: 12 Mandatory/ 12 Optional	
Subjects (Management Units)	See page 30				
Overview of Facilities Management (Our ref: 4.01) (2 day session)	6	14 & 15/09/10 13 & 14/04/11	14 & 15/09/10 13 & 14/04/11	14 & 15/09/10 13 & 14/04/11	14 & 15/09/10 13 & 14/04/11
Understanding Property and Assets Management for Facilities Managers (Our ref: 4.16)	4	26/10/10 am 17/05/11 am	n/a	26/10/10 am 17/05/11 am	26/10/10 am 17/05/11 am
Understanding Property, Fabric and Building Services Maintenance for Facilities Managers (Our ref: 4.17) (1.5 days)	8	26 pm & 27/10/10 18 pm & 12/5/11	n/a	26 pm & 27/10/10 18 pm & 12/5/11	26pm & 27/10/10 18pm & 12/5/11
Assessment techniques workshop. An optional workshop dedicated to assessment preparation (Our ref: 4.ATW)	n/a	28/10/10 19/05/11	28/10/10 19/05/11	28/10/10 19/05/11	28/10/10 19/05/11
Understanding Procurement and Contract Management for Facilities Management (Our ref: 4.21)	3	23/11/10 am 15/06/11 am	23/11/10 am 15/06/11 am	23/11/10 am 15/06/11 am	23/11/10 am 15/06/11 am
Developing Relationships with Suppliers and Specialists in Facilities Management (Our ref: 4.13)	3	23/11/10 pm 15/06/11 pm	23/11/10 pm 15/06/11 pm	23/11/10 pm 15/06/11 pm	23/11/10 pm 15/06/11 pm
Understanding Financial Management in Facilities Management (Our ref: 4.07)	6	n/a	24/11/10 am 16/06/11 am	n/a	24/11/10 am 16/06/11 am
Understanding Space Management for FMs (Our ref: 4.18)	3	n/a	24/11/10 pm 16/06/11 pm	n/a	24/11/10 pm 16/06/11 pm
Understanding Facilities Management Support Services Operations (Our ref: 4.04)	6	n/a	n/a	n/a	02/02/11 06/07/11
Understanding Facilities Management Strategy (Our ref: 4.02)	3	n/a	n/a	n/a	03/02/11 am 07/07/11 am
Understanding Performance Measurement in FM (Our ref: 4.09)	3	n/a	n/a	n/a	03/02/11 pm 07/07/11 pm
Understanding Sustainability and Environmental Issues and the Impact on FM (Our ref: 4.19)	3	n/a	n/a	23/02/11 am 07/09/11 am	23/02/11 am 07/09/11 am
Understanding Energy and Utilities Management in Facilities Management (Our ref: 4.20)	3	n/a	n/a	23/02/11 pm 07/09/11 pm	23/02/11pm 07/09/11 pm
Understanding the Business Organisation and Its Impact on Facilities Management (Our ref: 4.08)	6	n/a	24/02/11 08/09/11	n/a	24/02/11 08/09/11
Managing Customer Service in Facilities Management (Our ref: 4.15)	4	n/a	23/03/11 28/09/11	n/a	23/03/11 28/09/11
Understanding Facilities Management Projects (Our ref: 4.12)	6	n/a	24/03/11 29/09/11	24/03/11 29/09/11	24/03/11 29/09/11
Managing Health & Safety in Own Area of Facilities Management (Our ref: 4.05)	6	n/a	04/05/11 19/10/11	04/05/11 19/10/11	04/05/11 19/10/11
Understanding Risk Management in FM (Our ref: 4.06)	6	n/a	n/a	n/a	05/05/11 20/10/11
Understanding People Management in Facilities Management (Our ref: 4.03) (2 day session)	8	n/a	01 & 02/06/11 16 & 17/11/11	01 & 02/06/11 16 & 17/11/11	01 & 02/06/11 16 & 17/11/11
Understanding Leadership and Management in FM (Our ref: 4.10)	6	n/a	n/a	n/a	28/06/11 06/12/11
Understanding Quality Management in FM (Our ref: 4.14)	4	n/a	n/a	n/a	29/06/11 am 07/12/11 am
Understanding the Management of Information and Knowledge in Facilities Management (Our ref: 4.11)	3	n/a	n/a	n/a	29/06/11 pm 07/12/11 pm
Duration:		5 days	10 days	10 days	18 days

Pricing

	Blue-Eye		Awarding Organisation	
	Training	Registration	Assessment Fees	Certification
ILM Level 3 Award	1290.00	40.00	73.00	0.00
ILM Level 3 Certificate	1750.00	40.00	102.00	0.00
ILM Level 3 Diploma *	2585.00	40.00	140.00	0.00
BIFM Level 4 Award	1350.00	40.00	50.00	10.00
BIFM Level 4 Certificate	2650.00	40.00	100.00	10.00
BIFM Level 4 Diploma *	4716.00	40.00	210.00	10.00

Key:

These elements are invoiced with initial booking	These elements are invoiced after the programme induction session
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* Invoicing for these qualifications is split into two chargeable periods (Spring / Autumn)

Prices are exclusive of vat which will be charged at the current rate. No vat is charged on BIFM registration or assessment fees.

Making Further Enquiries or Making a Booking

You can contact us if you need to ask us anything regarding the choices; we are more than happy to discuss your own situation or needs. We would like to remind you that much more course information can be found in the **full version** of this course information booklet, along with information on assessment and other arrangements.

Booking forms are available on-line and learners should follow the relevant links from our web site: www.blue-eye-training.co.uk.

Alternatively, you can call a member of our student support team on [02392 363 397](tel:02392363397) and we can e-mail a booking form to you, or help you find one on-line.

The third option is send us a request by e-mail for a booking form and we shall gladly e-mail you a copy. Contact us at: enquiries@blue-eye-training.co.uk