



## Level 4 Qualifications

V 10928.60

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.

No previous Facilities Management (FM) knowledge is required to join the programme but learners are expected to have at least three years management or leadership experience. Knowledge from the tuition will be relevant to the FM industry, will be up to date and will be applicable to the workplace. Tuition sessions are highly interactive.

### Subject Choices

	Credit Value	Award	Certificate	Diploma
Overview of facilities management (FM)	6	✓	✓	✓
Assessment techniques workshop, dedicated to assessment preparation	n/a	✓◆	✓◆	✓◆
Understanding facilities management support services operations	6	✓	✓	✓
Managing health & safety in own area of facilities management	6		✓	✓
Developing relationships with suppliers and specialists in FM	3		✓◆	✓
Understanding property, fabric and building services maintenance for FMs	8		✓	✓
Understanding people management in facilities management	8			✓
Understanding risk management in facilities management	6			✓
Managing customer service in facilities management	4			✓
Understanding facilities management strategy	3			✓
<p><b>Other study topics are available to corporate clients who may wish to tailor their own study programme. Our full course information booklet identifies the additional topics which are available</b></p> <p style="text-align: right;"><b>Number of credits required to achieve qualification</b></p> <p style="text-align: right;"><b>Number of tuition days learners will attend *</b></p> <p style="text-align: right;"><b>Typical calendar duration to complete programme (number of months)</b></p>	<p>Learners will attend, and be assessed upon, all units marked with a tick (✓) as part of their tuition programme.</p> <p>Units marked with the ◆ symbol are not assessed for the indicated programme</p>			
	Minimum 12 in total	Minimum 24 in total	Minimum 48 in total	
	3	6	11	
	3 to 4	5 to 7	11 to 14	

Assessment, which is fully supported, is via a series of written assignments which are issued against an agreed schedule devised during the induction session.

Study workshops are normally held in Newbury, Berkshire. We tend to run two consecutive study sessions every 6 weeks or so. The full schedule is given in our full course information booklet.

Learners may wish to study the given qualifications by a distance learning, home study basis; this is particularly useful for those who may not be able to find time away from work, have geographical constraints, are on a reduced budget, enjoy the challenge of the additional study regime that distance learning requires.

### Course Information:

Full course information, including course content and learning outcomes can be found in our full course information booklet which can be downloaded from our web site.

The booklet also includes information regarding course dates, prices, our Newbury training venue and other arrangements.

### For All Enquiries:

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