



## Understanding FM - 15-17 May 2018 (Foundation)

2 DAYS

### "An introduction to the FM profession"

This course is an intensive three-day introduction to the FM profession and best practice in day-to-day operations. It is intended for newly appointed staff, or those with less than two years' operational experience looking to broaden their understanding.



This course provides tuition for BIFM Award / Certificate & ILM Level 3 qualifications in FM



## IOSH Managing Safely 4 - 6 September 2018

3 DAYS

### "A nationally recognised IOSH Managing Safely certificate for Facilities Managers"

This course introduces practical controls to enable best practice in H&S for your organisation. Managing common hazards will help you to reduce sickness and absenteeism; improve the quality and productivity of your workforce and reduce costs such as healthcare, insurance premiums and compensation claims. Accredited by the Institution of Occupational Health & Safety, the world's leading professional body for H&S practitioners.



This course provides tuition for BIFM Level 4 qualification unit FM4.05 and BIFM Level 5 qualification unit FM5.07

## The Professional FM - Operational Management 30 October - 1 November 2018

2 DAYS

### "Stepping up to a senior management role in FM"

Recommended for FMs with more than two years' operational experience this course aims to develop managerial abilities for those on the path to a more senior FM position. Explores the scope, extent and diversity of the FM function, and examines techniques that will add value to the FM operation and align it to organisational objectives.



This course provides tuition for BIFM Level 4 qualifications in FM



## HOW TO MAKE A BOOKING IN 4 EASY STEPS

### STEP 01

Choose your course or courses

### STEP 02

Your course registration checklist:

- Membership status: professional body member or non member
- Company postal address (*also supply if invoice address is different*)
- Email address for joining instructions and invoice
- PO Number (*if your company requires for invoicing purposes*)
- Qualification option (*where applicable*)

### STEP 03

Complete your registration

Email us at [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) with the information from steps 1 & 2 or fill out the form on the overleaf.

### STEP 04

What happens next?

You will get a **confirmation of your booking**. If you do not receive any acknowledgement of registration please contact us.

**Joining instructions and an invoice** will be emailed approximately 4-6 weeks prior to your start date. Payment is required upfront before you attend the course

## CPD Recognition

**Please note** that all these courses are CPD accredited and attendees will receive a Quadrilect CPD Certificate on completion of the course for their lifelong learning records.



## Contact Us

T: 020 7489 7628 | E: [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)  
[www.quadrilect.com](http://www.quadrilect.com)

- [twitter.com/quadrilect](https://twitter.com/quadrilect)
- [facebook.com/quadrilect](https://facebook.com/quadrilect)
- [linkedin.com/company/quadrilect](https://linkedin.com/company/quadrilect)



Please send to:  
Quadrilect Ltd,  
2 Burgon Street,  
London, EC4V 5DR

Please photocopy for multiple bookings

T: 0207 248 5942 E: info@quadrilect.co.uk W: www.quadrilect.com

## Course(s) Booking

Course Title

Course Date(s)

Delegates Name

Job Title

Organisation

Address

Phone Number

Member of Professional Body (if you are a member of a professional body please specify)

## Payment Details

Invoice Address (if different from above)

Purchase Order No. (if applicable)

## Signature

I have read and accepted the terms and conditions

Signed

Date

## Personal Background

Please complete these details in full. They are very important for pre-course planning and preparation.

Do you hold any qualifications in any discipline? if so, which?

What are your current job responsibilities?

How long have you held these?

Please advise us if you have any special access requirements.

Would you like email updates on our current programme?

Yes

No

Email address

## Fees (ex-VAT)

Duration	Prof. Body Mbrs*	Non-Mbrs
1 day course	£327.25	£408.00
2 day course	£590.75	£709.75

Please note no accommodation is included in the above fees.

All fees include course documentation, refreshments and lunch.

\*Professional Body Discounted rate - who is eligible?  
Members of the BIFM, RICS, ILM, CIOB, CIBSE.

## Terms and Conditions

### CANCELLATIONS:

For most courses a £35 + VAT (per course) admin fee will be charged if you cancel in writing more than 10 working days before an event. Registered delegates who cancel after this time or do not attend are liable for the full fee.

Substitutions can be made at any time. We reserve the right to change the venue and we also reserve the right in its absolute discretion to cancel the event.

We can accept payment by cheque (made payable to Quadrilect Ltd) or by BACS