



BIFM Qualifications in Facilities Management

Level 3 Qualifications

Develop a broad understanding and knowledge of the facilities management profession and services. They are suitable for first line managers and supervisors in facilities management as well as new recruits to the industry.

How do they work

All qualifications are made up of units of learning, which have credit values [see overleaf]. Within each level there are 3 sizes of qualification in the Qualifications and Credit Framework (QCF): Award, Certificate and Diploma and you can upgrade between these carrying your credits forward. For each unit you will need to complete a work based assessment to be submitted post your tuition and tutorial support.

Quadrilect Ltd

offer a comprehensive study plan to achieve the Level 3 Qualifications using a selection of highly regarded Quadrilect Ltd Programmes with full course documentation and online learning, where appropriate, further recommended reading and expert tutorial support.

In House Delivery

We offer delivery of the Level 3 qualifications for individual organisations. Please contact us to discuss an individual structure and fee quotation.

BIFM Membership

"Non-members receive one year free membership upon registration. Existing and lapsed members need to renew their membership if they wish to benefit from membership during the qualification. Concessionary rates apply for unemployed learners."

The Award - 11 credits

3 DAYS - Understanding Facilities Management &/OR Q on-line Level 3

Firstly choose your study route from:

- 1 a blend of our 3 day Understanding FM face to face course plus the Q online L3
- 2 a fully online tuition package Q online L3

Our 3 day flagship course Understanding FM 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 2/3 years experience looking to broaden their range of responsibilities and skills

Complimenting the face to face program we have a fully comprehensive online tuition package focussed on understanding and awareness of the key roles and responsibilities of FM, including a range of 8 modules: FM & the Organisation; Property & Asset Management; Managing Space; Planning FM Support Services; Delivering FM Support Services; Facilities Management Projects; Risk Management & Health & Safety, CSR & sustainability

After completing your tuition you will need to undertake the following unit assessments: FM3.01 & FM3.03 [please see overleaf for detail]

The Certificate - 28 credits

As above for the award

After completing your tuition you will need to undertake the following unit assessments: FM3.01; FM3.02; FM3.03; FM3.04 [please see overleaf for detail]

Plus any of the units listed overleaf to the value of 7 credits

The Diploma - 48 credits

As above for the Award/Certificate

Please note if you wish to undertake the Unit FM3.07 on budget management you will need to attend the face to face course on Finance management alternatively if you would prefer an online only route to the Diploma you can select to do unit FM3.14 on Access & Inclusion to achieve the necessary credits.

After completing your tuition you will need to undertake the following unit assessments: FM3.01; FM3.02; FM3.03; FM3.04; FM3.05 [please see overleaf for detail]

Plus any of the units listed overleaf to the value of 22 credits

Our Tuition is based upon a selection of short courses and on-line learning from the long-established Quadrilect Ltd programme. It is designed to give you a fully rounded learning experience, so we not only cover all the unit learning outcomes, but the wider context too. So studying with Quadrilect Ltd helps to make you more effective in your day-to-day role, while you gain your qualification.

Your Study Plan

Once you are sure you have selected the correct qualification we will agree a study and assessment plan with you.



020 7489 7628

info@quadrilect.co.uk

www.quadrilect.com/FMQualifications.htm

REGISTERED ADDRESS: QUADRILECT LTD, 2 BURGON STREET,
LONDON EC4V 5DR [REGISTRATION 02939410] VAT REGISTRATION.
791 4806 05

LEVEL

3

Helping you select your units to achieve BIFM Level 3 Qualifications

The table below shows a possible combination of units to achieve the level 3 Award, Certificate, Diploma with Quadrilect Ltd, a BIFM recognised centre. Although as you will see we do offer a number of optional units and if you would like to vary your combination of units to support your specific development requirements we would be happy to discuss this with you.

***A = Award *C = Certificate *D = Diploma**

BIFM L3 Qual. Unit	Credits	Delivery model of tuition	* A	* C	* D	Duration	
Mandatory Units							
FM3.01	Introduction to Facilities Management	6	Understanding FM & Q online L3		M	M	3 days
			Q online L3 only				on demand
FM3.02	Corporate Social Responsibility & Sustainability in Facilities Management	4	Understanding FM & Q online L3			M	See above
			Q online L3 only			M	See above
FM3.03	Customer & Stakeholder Relations in Facilities Management	5	Understanding FM & Q online L3		M	M	See above
			Q online L3 only			M	See above
FM3.04	Specification & Procurement of Facilities Supplies & Services	6	Understanding FM & Q online L3			M	See above
			Q online L3 only			M	See above
FM3.05	Health & Safety Responsibilities	5	Understanding FM & Q online L3			*M	See above
			Q online L3 only			M	See above
Optional Units							
FM3.07	Budget Management of Facilities Management Operations	4	Finance Management 1			*O	1 day
FM3.08	Understanding Facilities Management within the context of an Organisation	4	Understanding FM & Q online L3				3 days
			Q online L3 only			*O	on demand
FM3.09	Understanding Support Services Operations in an Organisation	3	Understanding FM & Q online L3			*O	See above
			Q online L3 only			*O	See above
FM3.10	Space Allocation in Current Facilities	4	Understanding FM & Q online L3				See above
			Q online L3 only			*O	See above
FM3.11	Building Maintenance in Facilities Management	5	Understanding FM & Q online L3				See above
			Q online L3 only			*O	See above
FM3.12	The Estate Management Function	4	Understanding FM & Q online L3				See above
			Q online L3 only			*O	See above
FM3.14	Access Management & Inclusion	5	Q online L3 only			* O	on demand

Sum of total credits blended route 11 29 50

Sum of total credits online route 11 29 48

Required credits for qualification 11 28 48

M = Mandatory
 * M = Our recommended route
 *O = Our recommended optional unit route
 **O = If you choose FM3.14 as part of your blended route for the Diploma, you will not be required to attend FM3.07 which will reduce your fee to £1670 + VAT.

Fees ex VAT start from: Your tuition fee is the sum of all the fees for your selected course programmes. If you choose different courses to those selected above this fee may vary.

Fees	Award	Certificate	Diploma
Total fees for blended delivery	£1330	£1420	£2055
Total fees for online delivery only	£410	£550	£800

If you choose the blended route and require 2 nights full board accommodation whilst attending the Understanding FM course there is a further charge of £295 + VAT

5 easy steps to become a qualified facilities manager

Step 1

Go to www.quadrilect.com/FMQualifications.htm or contact us on 020 7489 7628 to check that this level of qualification is suitable

Step 2

Receive and complete your application form

Step 3

Receive your assessment plan

Step 4

Confirm the registration and make payment

Step 5

Start your study programme and submit assessments

Congratulations

Once all assessments are successfully achieved you will receive your Level 3 qualification

Contact Details:



Tel: 020 7489 7628

www.quadrilect.com/FMQualifications.htm

Registered address: Quadrilect Ltd,
 2 Burgon Street, London EC4V 5DR
 [Registration 02939410] VAT Registration No. 791 4806 05

All fees include:
 Registration with the Awarding Organisation
 Access to online resources
 Tutorial & Administrative support
 Assessment, feedback, marking and certification

Note the fees for the blended route also include
 Face to face expert tuition
 Face to face qualification induction
 Comprehensive course documentation for training courses