



# IWFM Qualifications in Facilities Management

## Quadrilect Online Option - Level 3

### Level 3 Qualifications

Level 3 is for anyone new to FM with less than two to three years' experience in an FM role, or first line managers seeking an FM qualification. They will help learners to develop knowledge and specific skills in facilities management alongside a wide range of leadership and management skills.

### How do they work?

Within each level there are 3 sizes of qualification (Award, Certificate and Diploma). All qualifications are made up of units of learning, which have credit values [see overleaf]. For each unit you will need to complete a work based assessment to be submitted post your course.

### In House Delivery

We offer in-house delivery of the Level 3 qualifications based on blended learning (online and face-to face). Please contact us to discuss the program and fees.

### IWFM 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.

These courses have been designed to help you develop vital business skills for the workplace with adaptable online programs that can fit around your workload. For each module there is a range of learning, exercises to test your knowledge & downloadable resource documents for you to use throughout your career.

The 8 modules provide the tuition for our IWFM level 3 Qualification, so all you have to do to get started is sign up, login and have fun learning.

#### Module 1 - FM and the Organisation

- What is involved in the role of Facilities Manager
- FM within the context of an organisation
- FM Management functions

#### Module 2 - Property and Asset Management

- The structural elements of a building
- The mechanical and electrical services you will be responsible for
- The ownership or lease of a building

#### Module 3 - Managing Space

- How to analyse existing space
- Space metrics
- How to develop space plans
- Access management and inclusion

#### Module 4 - Planning FM Support Services

- How to identify which services are needed
- How to distinguish between different customer groups
- How to draft a service specification

#### Module 5 - Delivering FM Support Services

- How to deliver FM services
- How to select service providers
- How to manage contractors

#### Module 6 - Facilities Management Projects

- How to develop a project plan and get projects started
- How to replan your workplace
- How to select and manage suppliers and put together a project team
- How to keep a project on track

#### Module 7 - Risk Management and Health & Safety

- Risk management, Business Continuity and Disaster Recovery in FM
- Workplace (Health & Safety) risk
- Health and Safety management systems and relevant H&S regulations and guidelines

#### Module 8 - Environmental Social Governance and Sustainability

- What is meant by Environmental Social Governance and Sustainability
- The drivers and benefits of energy efficiency





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### KEY

M = Mandatory

O = Our suggested optional unit

A = Award C = Certificate D = Diploma

The table below shows a possible combination of units to achieve the Level 3 Qualification with Quadrilect Ltd. 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.

BIFM L3 QUALIFICATION UNIT		CR.	A	C	D
<b>Mandatory Units</b>					
FM3.01	Introduction to Facilities Management	6	M	M	M
FM3.02	Environmental Social Governance & Sustainability in Facilities Management	4		M	M
FM3.03	Customer & Stakeholder Relations in Facilities Management	5	M	M	M
FM3.04	Specification & Procurement of Facilities Supplies & Services	6		M	M
FM3.05	Health and Safety Responsibilities	5		O	M

BIFM L3 QUALIFICATION UNIT		CR.	A	C	D
<b>Optional Units</b>					
FM3.08	Understanding Facilities Management within the context of an Organisation	4			O
FM3.09	Understanding Support Services Operations in an Organisation	3		O	
FM3.10	Space Allocation in Current Facilities	4			O
FM3.11	Building Maintenance in Facilities Management	5			O
FM3.12	The Estate Management Function	4			O
FM3.14	Understanding Access Management and Inclusion	5			O

*Minimum and maximum number of units and credits apply. The Award is limited to FM3.01 and FM3.03, The Certificate must be 6 units (min 28-31 max credits) and Diploma must be 10-11 units (min 48-52 max credits)*

### Fees ex VAT start from:

Your tuition fee is the sum of all the fees for your selected course programme

FEES	AWARD	CERTIFICATE	DIPLOMA
Online only	£410	£550	£800

**NOTE:** In-house delivery of the Level 3 qualifications based on blended learning (online and face-to face) and prices are different. Please contact us for a quotation.

**Your Study Plan** - Once you have decided which qualification you would like to do we will agree a study and assessment plan with you timetabling your studies

## BECOME QUALIFIED IN 5 EASY STEPS

### 1 STEP

Go to [www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm) or contact us on 07483 348224/760 to check that this level of qualification is suitable

### 2 STEP

Receive and complete your application form

### 3 STEP

Receive your assessment plan

### 4 STEP

Confirm the registration and make payment

### 5 STEP

Start your study programme and submit assessments

## CONGRATULATIONS

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

## Contact Us



T: 07483 348224/760 E: [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)  
[www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm)

Registered address: c/o Geary Partnership,  
159a Chase Side, Enfield, EN2 0PW  
Postal address: 1433, Enfield EN1 9LU

[Registration 2939410]  
VAT Registration No. 791 4806 05