


FACILITIES MANAGEMENT



LEVEL	1	2	3	4	APPRENTICESHIP	ADVANCED APPRENTICESHIP
						
COURSE LENGTH						17 MTHS
START DATE						FLEXIBLE

The Facilities Manager is responsible for the smooth running of the environments we encounter in our working and personal lives whether that is office buildings, shopping centres, hospitals, council buildings, educational establishments or big sports stadiums. They work behind the scenes to support all operations from building maintenance through to catering, cleaning, reception and security. This course is suited to Facilities Managers or Facilities Manager Assistants.

Who would benefit from these qualifications?

The Apprentice

Designed to give you a great start to your career, Apprenticeships offer the opportunity for practical experience and training whilst earning a wage and working towards industry-recognised qualifications.



You will need to be employed within your chosen area and have the support of your employer to start an Apprenticeship. If you can't find an employer, we may be able to help, as we often have immediate vacancies available.

Apprentices are paid a wage by the employer. Under the National Minimum Wage this is a minimum of £2.50 per hour. Your employer is required to give you a contract of employment, which will include holiday entitlement and all other benefits.

The Employer

As an employer you will benefit from low cost, value-added training that is tailored to your requirements. You will also gain from having motivated and well-trained staff with essential skills, enhanced staff morale, better employee retention rates and improved efficiency and productivity. Your staff will receive relevant industry training that can have an immediate impact on your business, and you are involved at every step in the planning of their training programme.

The Employee

Currently employed, our qualifications will increase your skills set and gain industry-recognised qualifications, meaning you will maximise your career development potential. You will be equipped with the skills and knowledge to work more efficiently, productively and with more motivation and confidence. Throughout your course you will benefit from receiving structured training that is tailored to your needs, fully supported by a personally-assigned assessor and your employer.

Costs

- 16-18 years old - fully-funded
- 19+ years old - partially-funded (fees apply).

Eligibility

- Candidates have been a U.K. resident for the last 3 years
- Candidates are not currently on a New Deal programme or any other government funded training
- Apprenticeship candidates must not have prior attainment of level 4 or above.

Fully and partially
FUNDED TRAINING
available now*

* funding subject to government restrictions and eligibility. Terms and conditions apply.

Interested? Contact us on:

Tel: 01223 418778

Email: training@camre.ac.uk www.camre.ac.uk

Employment & Skills

Cambridge Regional College,
Science Park Campus,
Kings Hedges Road,
Cambridge CB4 2QT

Advanced Apprenticeship in Facilities Management

A Facilities Management qualification offers a range of units covering services such as building maintenance, procurement, security, reception and customer care.

Course Content

The Facilities Management Advanced Apprenticeship Framework is made up four components.

1. **Practical Element:** City & Guilds Level 3 NVQ in Facilities Management.

Candidates must complete all mandatory units in Group A, plus three units from Group B1 and two from Group B2 (total eight units).

Group A mandatory units are:

- Develop productive working relationships with colleagues and stakeholders
- Ensure health and safety requirements are met in your area of responsibility
- Establish and monitor the facilities required by clients

Group B1 optional units are:

- Monitor and solve customer service problems
- Allocate and monitor the progress and quality of work in your area of responsibility
- Contribute to maintaining sustainable development and environmental good practice at work
- Monitor and report on progress and the use of resources
- Provide leadership for your team
- Supplying information for management control
- Contributing to the management of performance and the enhancement of value
- Support equality, diversity and individual rights in the workplace
- Maintain the quality of service delivery
- Manage facilities management projects
- Reassessing operational performance
- Contribute to the management of incidents and emergencies.

Group B2 optional units are:

- Implement change
 - Remote support for products or services 3
 - Manage a budget
 - Recruit, select and keep colleagues
 - Specify, commission and manage external contracts and agreements
 - Contribute to the procurement of supplies
 - Disaster recovery and contingency planning
 - Allocate and manage the efficient use of space
 - Manage and monitor the efficient use of energy
 - Determine the effectiveness of security measures
 - Prioritise and implement the maintenance of property, systems and services.
2. **Technical Element:** ILM Level 3 Certificate in Facilities Management (QCF).
3. **Key Skills / Functional Skills** in Application of Number Level 2 and Communications Level 2.
4. **Employment Rights and Responsibilities workbook.**

Entry Requirements

There is no prescribed recommended prior knowledge, attainment or experience needed to gain access to this qualification. Candidates will be employed within the industry or in a realistic working environment and such would have been through a selection process.

Assessment

Learners will be assessed in the workplace using a variety of methods including products, observations, professional discussions, and personal statements.

Delivery

These qualifications are delivered mostly in the workplace with one afternoon a week College release required.

We also offer a wide range of short courses including:

- First Aid at Work
- Emergency First Aid
- IOSH Managing Safely.

As well as a wide range of Management Development Short Course Workshops, held in Corpus Christi's superb conference and training rooms.

Other qualifications that may interest you:

- Team Leading
- Management Levels 3 to 7
- Marketing
- Warehousing and Storage
- Logistics Operations Management
- Information Technology
- Business Administration
- Customer Service.



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