



WAMITAB Level 3 Certificate in Property, Caretaking and Facilities Services

About this qualification

This qualification supports learners to develop the knowledge and skills required by employees to efficiently operate facilities within the public or private sectors.

Learners will develop the skills to maintain service delivery (in areas such as cleaning, maintenance and waste management) by effectively managing staff, finances and resources to meet client expectations.

Who is it for?

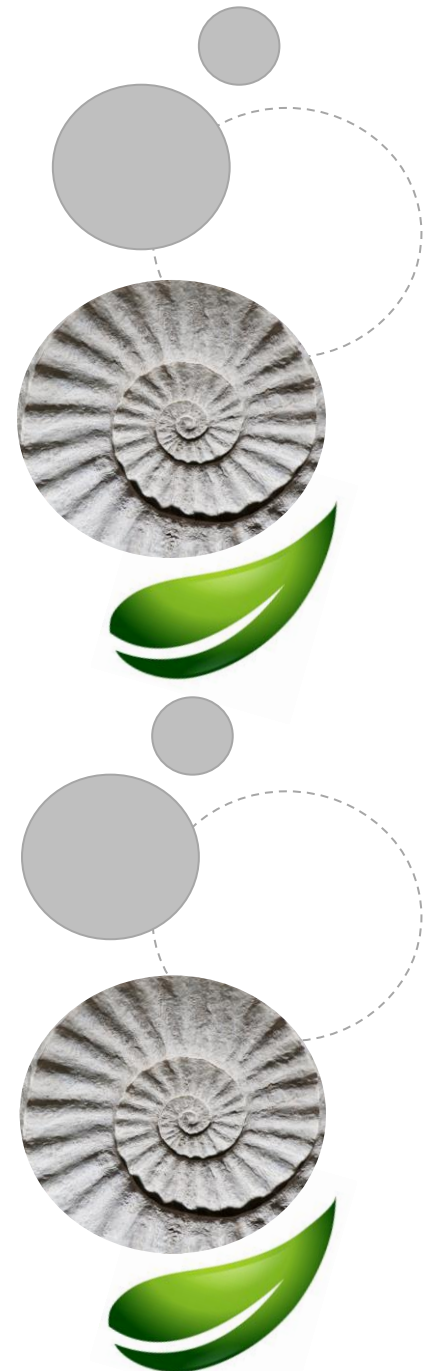
- Facilities managers, caretakers, property or estate managers
- Newly appointed supervisors or first line managers
- Experienced workers seeking a formal qualification

What does this qualification cover?

To achieve this qualification, learners must complete all the mandatory units (16 credits) which ensure individuals can monitor procedures, provide leadership, manage own professional development and develop working relationships.

Learners must then achieve 7 credits from optional group 1 to tailor the qualification to their job role. These units cover planning service provision, quality management systems, maintenance and caretaking, improving supplier performance, health and safety.

Learners must then achieve a further 7 credits from optional group 2 to tailor the qualification to their job role. These units cover budget management, performance management, problem solving, customer service and supporting learning and development.





What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking the WAMITAB Level 3 Certificate in Property, Caretaking and Facilities Services do not require any other qualifications or levels of attainment. However, learners will need to be employed in a suitable position, or have access to the working environment, as the qualification is assessed 'on the job'.

What job role could this qualification lead to or support?

For people in the facilities management sector, this qualification will therefore act as a gateway to new jobs, opportunities for career progression and as an introduction to further education by building the confidence of employees and providing the workforce with the skills required to facilitate sector growth.

There are currently over 207,800 people employed in the facilities management sector (ONS, 2013) and this qualification is ideal for those employed in associated professional and technical occupations in the following job roles:

- Specialist caretaker
- Property manager
- Facilities assistant or manager
- Senior cleaner

What are the opportunities for progression to further learning?

Learners that are interested in advancing their careers through further education can go onto study several qualifications at a higher level, including:

- Level 3 Certificate in Facilities Management Practice
- Level 3 Certificate in Facilities Management
- Level 4 Diploma in Facilities Management Practice

General Information

Maximum Guided Learning Hours: 160* *this is the amount of time the average learner is expected to spend in supervised learning and practice, but may vary by learner

Maximum Total Qualification Time: TBC*

Credits: 30

Ofqual Number: 600/0028/4

WAMITAB Code: PCFS3

Assessment: Portfolio of evidence

Available in the following countries: England, Northern Ireland, Scotland and Wales



Qualification Structure

Learners must achieve 16 credits from the Mandatory Units group, plus 7 credits from Optional Group 1 and a further 7 credits from Optional Group 2.

Mandatory Units

Title	Level	Credits	WAMITAB Unit Code
Monitor procedures to safely control work operations	3	4	HSS3
Provide leadership and direction for own area of responsibility	4	5	MSCB6
Manage own professional development within an organisation	3	4	MSCA2
Develop working relationships with colleagues	2	3	MSCD1

Optional Group 1

Title	Level	Credits	WAMITAB Unit Code
Assess requirements and plan service provision	3	5	PS05
Implement quality management systems	3	2	PS06
Co-ordinate provision of equipment for maintenance and caretaking operations	3	5	PS07
Co-ordinate provision of supplies for maintenance and caretaking operations	3	4	PS08
Contribute to improving supplier performance	3	2	PS09
Monitor and control access, security and safety	3	3	PS10
Handle maintenance problems	3	3	PS11
Conduct a health and safety risk assessment of the workplace	3	6	HSS6

Optional Group 2

Title	Level	Credits	WAMITAB Unit Code
Manage a budget for own area or activity of work	5	7	MSCE1
Support individuals to develop and take responsibility for their performance	4	4	MSCD13
Address performance problems affecting team members	4	3	MSCD8
Support learning and development within own area of responsibility	4	5	MSCD7
Deal with problems, unexpected situations and emergencies	3	4	PS14
Develop customer relationships	2	6	ICSD1