



WAMITAB Level 3 Certificate in Facilities Management Practice

About this qualification

This qualification supports learners to develop the practical skills needed to successfully run and maintain a facility on behalf of clients. It ensures that learners gain the customer service, management and leadership skills that are vital for progression within the facilities management industry.

Individuals with this qualification are in high demand amongst Local Authorities, private companies and contractors responsible for operating facilities and delivering a range of services.

Who is it for?

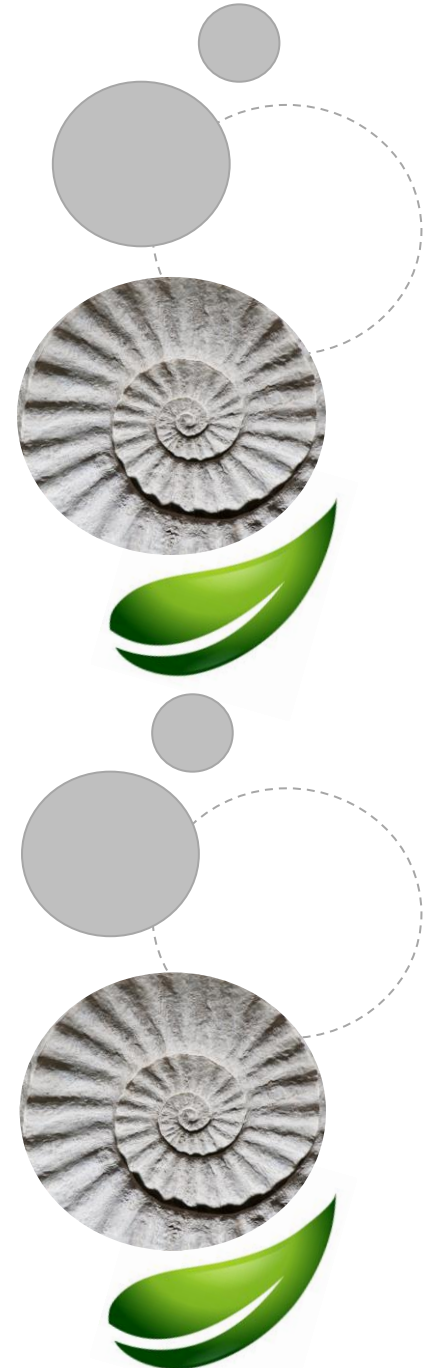
- Apprentices
- Individuals working in (or wishing to progress to) a supervisory or management role
- Experienced workers seeking a formal qualification

What does this qualification cover?

To achieve this qualification, learners must achieve 15 credits from the mandatory units group, with units which are designed to ensure learners are able to provide and monitor facilities for clients, develop good working relationships and develop effective risk assessment plans.

The learner must then gain a minimum of 5 credits from optional group 1; 8 credits from optional group 2 and a further 3 credits from optional group 3. These units allow learners to tailor their qualification to their job role and therefore cover a wide range of topics, such as:

- Customer service
- Managing incidents and emergencies
- Supporting team members
- Energy management
- Operational space management
- Leadership
- Financial management





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 Facilities Management Practice 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 many in the facilities management sector, this qualification will 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 associate professional and technical occupations in the following job roles:

- Property manager
- Facilities manager
- Contract manager
- Facilities management coordinator
- First line managers/ supervisors

What are the opportunities for progression to further learning?

This qualification can be taken alone, or as a component of the Facilities Management Apprenticeship framework. 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
- Level 3 Certificate in Property, Caretaking and Facilities Services
- Level 4 Diploma in Facilities Management Practice

General Information

Maximum Guided Learning Hours: 154* *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: 31

Ofqual Number: 600/0031/4

WAMITAB Code: FMP3

Assessment: Portfolio of evidence

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



Qualification Structure

Learners must achieve 15 credits from the Mandatory Units group, plus a minimum of 5 credits from Optional Group 1, 8 credits from Optional Group 2 and a further 3 credits from Optional Group 3.

Mandatory Units

| Title | Level | Credits | WAMITAB Unit Code |
|--|-------|---------|-------------------|
| Provide and monitor facilities for clients | 3 | 6 | FM301 |
| Develop working relationships with colleagues | 2 | 3 | MSCD1 |
| Develop and implement a risk assessment plan in own area of responsibility | 4 | 6 | MSCE6 |

Optional Group 1

| Title | Level | Credits | WAMITAB Unit Code |
|---|-------|---------|-------------------|
| Monitor and solve customer service problems | 3 | 6 | ICSC5 |
| Contribute to the management of incidents and emergencies | 3 | 5 | FM305 |
| Set objectives and provide support for team members | 3 | 5 | MSCB5 |
| Procure supplies | 3 | 2 | MSCE15 |

Optional Group 2

| Title | Level | Credits | WAMITAB Unit Code |
|--|-------|---------|-------------------|
| Operate security measures | 3 | 3 | FM311 |
| Monitoring operational performance | 3 | 5 | FM310 |
| Maintain property and assets | 3 | 5 | FM312 |
| Contribute to disaster recovery and contingency planning | 3 | 5 | FM314 |
| Manage space | 3 | 6 | FM315 |
| Carry out energy management | 3 | 6 | FM316 |
| Manage facilities management projects | 3 | 6 | FM308 |

Optional Group 3

| Title | Level | Credits | WAMITAB Unit Code |
|---|-------|---------|-------------------|
| Provide leadership and direction for own area of responsibility | 4 | 5 | MSCB6 |
| Understanding sustainability and environmental issues and the impact on facilities management | 4 | 3 | FM4.19 |
| Recruit staff in own area of responsibility | 5 | 4 | MSCD3a |
| Manage a budget for own area or activity of work | 5 | 7 | MSCE1 |
| Implement change in own area of responsibility | 4 | 6 | MSCC6 |
| Specify, commission and manage external contracts and agreements | 4 | 9 | HF18 |