



## WAMITAB Level 3 Certificate in Facilities Management

### About this qualification

This qualification offers a range of units that cover the delivery of services within the public and private sectors. It ensures that learners have the underpinning knowledge and understanding to perform 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?

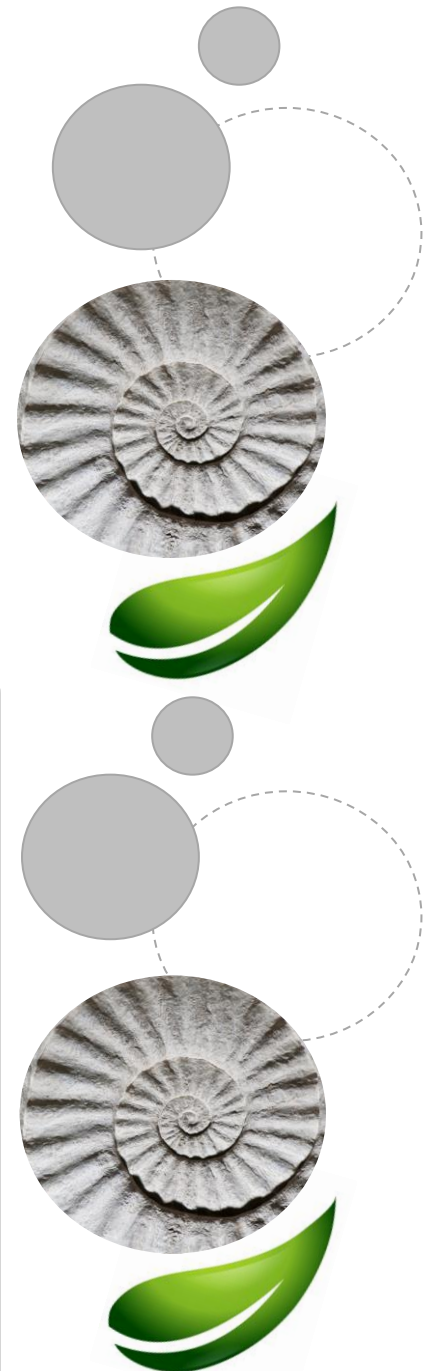
- Apprentices
- Newly appointed facilities managers, supervisors or first line managers
- Experienced workers seeking a formal qualification

### What does this qualification cover?

To achieve this qualification, learners must achieve 10 credits from the mandatory units group which is designed to ensure they understand the importance of delivering facilities management in the workplace and have the knowledge to maintain health and safety standards. Learner must then gain a minimum of 11 credits from the optional group. The units in this group allow learners to tailor their qualification to their job role and therefore cover a wide range of topics including:

- Problem solving
- Change management
- Project management
- Energy efficiency and sustainability
- Procurement and contract management
- Maintenance and security
- Supervisory, leadership and management skills
- Recruiting and supporting new staff

The learner must complete 21 credits in order to achieve the qualification.





## 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 do not require any other qualifications or levels of attainment.

## What job role could this qualification lead to or support?

For many 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 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?

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 Property, Caretaking and Facilities Services
- Level 4 Diploma in Facilities Management Practice

## General Information

**Maximum Guided Learning Hours:** 24\* \*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:** 76\*

**Credits:** 21

**Ofqual Number:** 601/1722/9

**WAMITAB Code:** FMCER3

**Assessment:** assignments or exams

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



## Qualification Structure

Learners must achieve 10 credits from the Mandatory Units group, plus a minimum of 11 credits from the Optional Group. The learner must complete 21 credits in order to achieve the qualification.

### Mandatory Units

Title	Level	Credits	WAMITAB Unit Code
Understanding health and safety in the workplace	3	2	ILM25
Understanding facilities management within the context of an organisation	3	4	ILM26
Understanding and developing relationships in the workplace	3	2	ILM27
Delivering facilities management service in the workplace	3	2	ILM28

### Optional Group

Title	Level	Credits	WAMITAB Unit Code
Solving problems and making decisions	3	2	ILM29
Understanding innovation and change in an organisation	3	2	ILM30
Understand how to establish an effective team	3	1	ILM31
Developing yourself and others	3	2	ILM32
Understanding recruitment and selection of new staff in the workplace	3	2	ILM33
Understanding the induction of new staff in the workplace	3	1	ILM34
Understanding costs and budgets in an organisation	3	1	ILM35
Understanding how to manage the efficient use of materials and equipment	3	2	ILM36
Understanding the need for effective management of space within own organisation	3	3	ILM37
Understanding sustainability and environmental issues in an organisation	3	3	ILM38
Understanding utility services and energy efficiency in the workplace	3	2	ILM39
Understand how to manage contracts and contractors in the workplace	3	2	ILM40
Understanding incident management and disaster recovery in the workplace	3	2	ILM41
Understanding leadership in the management role	3	2	ILM42
Understanding how to motivate to improve performance	3	2	ILM43



## Optional Group Continued.

Title	Level	Credits	WAMITAB Unit Code
Understanding security measures in the workplace	3	2	ILM44
Understanding organising and delegating in the workplace	3	1	WF1
Understanding performance management	3	2	WF2
Understanding procurement and supplier management in the workplace	3	2	WF3
Introduction to managing and maintaining property and assets	3	3	WF4
Managing workplace projects	3	2	WF5
Understanding support services operations in an organisation	3	3	WF6