



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 all units 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 units 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





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 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*

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

To achieve the qualification, learners must complete all units from Mandatory Group A, and six units from Optional Group B. However, if learners choose units ILM37, ILM38, WF4 or WF6 they will only need to complete a total of five units from Optional Group B.

Mandatory Group A

Ofqual Code	Unit Title	Credit Level	WAMITAB Code
A/503/9351	Understanding health and safety in the workplace	3	ILM25
L/503/9371	Understanding facilities management within the context of an organisation	3	ILM26
R/503/9372	Understanding and developing relationships in the workplace	3	ILM27
D/503/9374	Delivering facilities management service in the workplace	3	ILM28

Optional Units B

Ofqual Code	Unit Title	Credit Level	WAMITAB Code
D/503/9326	Solving problems and making decisions	3	ILM29
K/503/9328	Understanding innovation and change in an organisation	3	ILM30
R/503/9338	Understand how to establish an effective team	3	ILM31
L/503/9340	Developing yourself and others	3	ILM32
K/503/9345	Understanding recruitment and selection of new staff in the workplace	3	ILM33
M/503/9346	Understanding the induction of new staff in the workplace	3	ILM34
L/503/9354	Understanding costs and budgets in an organisation	3	ILM35
R/503/9355	Understanding how to manage the efficient use of materials and equipment	3	ILM36
F/503/9366	Understanding the need for effective management of space within own organisation	3	ILM37
L/503/9368	Understanding sustainability and environmental issues in an organisation	3	ILM38
R/503/9369	Understanding utility services and energy efficiency in the workplace	3	ILM39
Y/503/9373	Understand how to manage contracts and contractors in the workplace	3	ILM40
H/503/9375	Understanding incident management and disaster recovery in the workplace	3	ILM41
L/503/9337	Understanding leadership in the management role	3	ILM42
Y/503/9339	Understanding how to motivate to improve performance	3	ILM43
F/505/6815	Understanding security measures in the workplace	3	ILM44
L/505/6817	Understanding organising and delegating in the workplace	3	WF1
R/505/6818	Understanding performance management	3	WF2
L/505/6820	Understanding procurement and supplier management in the workplace	3	WF3
R/505/6821	Introduction to managing and maintaining property and assets	3	WF4



Y/505/6822	Managing workplace projects	3	WF5
A/505/6831	Understanding support services operations in an organisation	3	WF6