



# IWFM Qualifications in Facilities Management

## Level 4 Qualifications

For experienced operations managers who are responsible for a range of FM functions. They are also suitable for managers wishing to extend their operational activity. They provide a broad understanding of facilities management and equip learners to identify and use relevant understanding methods, knowledge and skills to address problems that are well-defined but complex and non-routine.

## How do they work?

Within each level there are 3 sizes of qualification (Award, Certificate and Diploma). All qualifications are made up of units of learning, which have credit values [see overleaf]. For each unit you will need to complete a work based assessment to be submitted post your course.

## In House Delivery

We offer in-house delivery of the Level 4 qualifications for organisations. Please contact us to discuss the program and fees.

## IWFM Membership

Non-members receive two years free membership upon registration. Existing and lapsed members will also receive complimentary membership or a studying concession rate, depending on current status. Concessionary rates apply for unemployed learners.

### The Award - 12 CREDITS MIN. - 18 CREDITS MAX.

#### Course(s) to attend:

3 DAYS - FM - Operational Management

#### Written assessments:

FM4.01 - 6 credits (overleaf)

*Plus any of the optional units listed (value of 6 plus credits)*

*Depending on your selection further training may be required - see overleaf*

### The Certificate - 24 CREDITS MIN. - 31 CREDITS MAX.

#### Course(s) to attend:

3 DAYS - FM - Operational Management

3 DAYS - IOSH Managing Safely

#### Written assessments:

FM4.01 - 6 credits (overleaf)

FM4.05 - 6 credits (overleaf)

*Plus any of the optional units listed (value of 12 plus credits)*

*Depending on your selection further training will be required - see overleaf*

### The Diploma - 48 CREDITS MIN. - 55 CREDITS MAX.

#### Course(s) to attend:

3 DAYS - FM - Operational Management

3 DAYS - IOSH Managing Safely

3 DAYS - The Professional FM - Business & People

#### Written assessments:

FM4.01 - 6 credits (overleaf)

FM4.02 - 3 credits (overleaf)

FM4.03 - 8 credits (overleaf)

FM4.04 - 6 credits (overleaf)

FM4.05 - 6 credits (overleaf)

*Plus any of the optional units listed (value of 19 plus credits)*

*Depending on your selection further training will be required - see overleaf*

**Our Tuition** - is based upon a selection of short courses from the long-established Quadrilect Ltd programme. It is designed to give you a fully rounded learning experience, so we not only cover all the unit learning outcomes, but the wider context too. Quadrilect Ltd helps to make you more effective in your day-to-day role, while you gain your qualification.

**Your Study Plan** - Once you have decided which qualification you would like to do we will agree a study and assessment plan with you timetabling your tuition and assessment dates.





# IWFM Qualifications in Facilities Management

## KEY

M = Mandatory

O = Our suggested optional unit

A = Award C = Certificate D = Diploma

The table below shows a possible combination of units to achieve the Level 4 Qualification with Quadrilect Ltd. Although as you will see we do offer a number of optional units and if you would like to vary your combination of units to support your specific development requirements we would be happy to discuss this with you.

IWFM L4 QUAL. UNIT	CR.	QUADRILECT TRAINING PROG.	A	C	D	
<b>Mandatory Units</b>						
FM4.01	Overview of FM	6	3 day - FM - Operational Mngmt.	M	M	M
FM4.02	Understanding FM Strategy	3	3 day - The Professional FM 2 - Business & People			M
FM4.03	Understanding People Management	8	3 day - The Professional FM 2 - Business & People <i>plus online learning modules</i>			M
FM4.04	Understanding Support Services Operations	6	3 day - FM - Operational Mngmt.	O	O	M
FM4.05	Managing Health & Safety in own area of FM	6	3 day - IOSH Managing Safely		M	M

IWFM L4 QUAL. UNIT	CR.	QUADRILECT TRAINING PROG.	A	C	D	
<b>Optional Units</b>						
FM4.06	Understanding Risk Mngmt.	6	2 day - Business Risk Management & Recovery			O
FM4.07	Understanding Financial Mngmt.	6	2 sessions - Financial Management [1]		O	O
FM4.12	Understanding Facilities Management Projects	6	3 sessions - Project Management			
FM4.13	Developing Relations with Suppliers & Specialists	3	3 day - The Professional FM 2 - Business & People			O
FM4.15	Managing Customer Service	4	2 sessions - Maximising the Customer Experience			O
FM4.17	Understanding Property, Fabric & Building Services	8	2 days - Introduction to Asset Management & Building Maintenance			
FM4.18	Understanding Space Mngmt.	3	3 sessions - Effective Space Planning			
FM4.19	Understanding Sustainability & Environmental Issues & their impact on FM	3	3 sessions - ESG for FM's			
FM4.20	Understanding Energy & Utilities Management & their impact on FM	3	3 sessions - ESG for FM's			
FM4.21	Understanding Procurement & Contract Management	3	2 sessions - The Tender Process AND 2 sessions - Contract and SLA Management			

## Fees ex VAT start from:

Your tuition fee is the sum of all the fees for your selected course programme

If you require in-house delivery please contact us to discuss fees

FEES	AWARD	CERTIFICATE	DIPLOMA
Application Fee	£250	£350	£600
Tuition Fee	£1,195	£2,115	£4,500
<b>TOTAL</b>	<b>£1,445</b>	<b>£2,565</b>	<b>£5,100</b>

## UNIT TUITION FEES ARE BASED ON THE FOLLOWING STRUCTURE:

3 DAYS	2 DAYS/3 SESSIONS	1 DAY /2 SESSIONS	IOSH
£1,195	£700	£390	£630

**NOTE:** On registration, you will receive two year's free IWFM study membership [current or previous members will also receive complimentary or concessionary study membership depending on your status]. The fees quoted above include the 20% discount offer to all professional body members for attendance on Quadrilect Ltd programmes.

## BECOME QUALIFIED IN 5 EASY STEPS

### 1 STEPS

Go to [www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm) or contact us on 07483 348 224/760 to check that this level of qualification is suitable

### 2 STEPS

Receive and complete your application form

### 3 STEPS

Receive your assessment plan

### 4 STEPS

Confirm the registration and make payment

### 5 STEPS

Start your study programme and submit assessments

## CONGRATULATIONS

Once all assessments are successful achieved you will receive your Level 4 Qualification

## Contact Us



T: 07348 483 224/760 E: [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)  
[www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm)

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