

## APPLICATION FORM FOR IWFM LEVEL 3 QUALIFICATIONS

We are delighted you have chosen to study the IWFM Level 3 qualification with Quadrilect Ltd. Please confirm you have referenced our online information pages at [www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm) and you are happy with your qualification selection, indicated below.

I would like to apply for the following IWFM Level 3 Qualification [tick chosen route]:

	Award	Certificate	Diploma	Standalone unit
Online delivery				
Blended delivery				

I already attended the 3-day Understanding FM course: Yes / No

**PLEASE NOTE:** WE ARE UNABLE TO PROCESS YOUR APPLICATION WITHOUT YOUR SIGNATURE ON THE LAST PAGE.

### SECTION A: YOUR DETAILS

Please note the name you put below will appear on your qualification certificate

<b>TITLE</b> [Mr, Miss, Mrs, Ms]	
<b>FIRST &amp; LAST NAME</b>	

<b>COMPANY</b>	
<b>JOB TITLE</b>	
<b>COMPANY ADDRESS</b>	
<b>TELEPHONE</b>	<p><b>Personal:</b></p> <p><b>Work:</b></p> <p>Please indicate which is your preferred phone for contact:</p> <p>Personal <input type="checkbox"/> Work <input type="checkbox"/></p>
<b>EMAIL ADDRESS</b>	<p><b>Personal:</b></p> <p><b>Work:</b></p> <p>Please indicate which is your preferred address for contact:</p> <p>Personal <input type="checkbox"/> Work <input type="checkbox"/></p> <p>I do not want to receive updates on Quadrilect Ltd Services <input type="checkbox"/></p>

### SECTION A (CONT.): YOUR DETAILS

<b>HOME ADDRESS</b>	
<b>PREFERRED POSTAL ADDRESS FOR REGISTRATION WITH THE AWARDING ORGANISATION</b>	Please indicate which is your preferred postal address for registration with the Awarding Organisation: <i>Personal</i> <input type="checkbox"/> <span style="margin-left: 200px;"><i>Work</i> <input type="checkbox"/></span>
<b>IWFM MEMBERSHIP NUMBER</b> <i>[If Applicable]</i>	<b>INDIVIDUAL</b> <input type="checkbox"/> <b>CORPORATE</b> <input type="checkbox"/> <b>GROUP</b> <input type="checkbox"/> <b>NUMBER:</b>

### SECTION A (CONT.): INVOICE INFORMATION

(If different from company address above)

<b>COMPANY NAME</b>	
<b>CONTACT NAME</b>	
<b>PURCHASE ORDER No.</b>	
<b>SPONSORSHIP</b> <i>[eg. Your Organisation]</i>	<b>FULL</b> <input type="checkbox"/> <b>SOME</b> <input type="checkbox"/> <b>NONE</b> <input type="checkbox"/>

### SECTION B: EQUALITY OF OPPORTUNITY INFORMATION

The promotion of equality of opportunity for all is central to ensuring fair provision of all Quadrilect Ltd services to our customers. Our 'Policy on Equality of Opportunity' is available on request and included in the Learner Induction Handbook.

Quadrilect Ltd and IWFM will use this information to monitor registrations and meet statutory requirements. Some of this information may be required by the regulator Ofqual who maintain national statistics

<b>GENDER</b>	<b>MALE</b> <input type="checkbox"/> <b>FEMALE</b> <input type="checkbox"/> <small>[This field is optional if you prefer not to select]</small>
<b>DATE OF BIRTH</b>	<b>DATE:</b> <b>MONTH:</b> <b>YEAR:</b>
<b>MARITAL STATUS</b>	
<b>IS ENGLISH YOUR FIRST LANGUAGE</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

## SECTION B (CONT.): EQUALITY OF OPPORTUNITY INFORMATION

<b>ETHNICITY</b>	White - British 023 <input type="radio"/> White - Irish 024 <input type="radio"/> Other WHITE background 025 <input type="radio"/> Mixed - White & Black Caribbean 021 <input type="radio"/> Mixed - White & Black African 020 <input type="radio"/> Mixed - White & Asian 019 <input type="radio"/> Other Mixed background 022 <input type="radio"/> Asian or Asian British – Indian 012 <input type="radio"/> Asian or Asian British – Pakistani 013 <input type="radio"/> Asian or Asian British –Bangladeshi 011 <input type="radio"/> Other Asian background 014 <input type="radio"/> Black or Black British – Caribbean 016 <input type="radio"/> Black or Black British – African 015 <input type="radio"/> Other Black background 017 <input type="radio"/> Chinese 018 <input type="radio"/>
<b>NATIONALITY</b>	
<b>DISABILITIES</b>	Do you have any disabilities or conditions which might affect your study programme?      YES <input type="checkbox"/> NO <input type="checkbox"/>  <b>If yes, please ask us for more information on how we can support you.</b>

## SECTION C: LEARNING RECORDS SERVICE

This is a central Government database set up to:

- Introduce common data definitions to be used and shared by all organisations across the sector
- Create a [UK Register of Learning Providers](#)
- Introduce a [Unique Learner Number](#) for everyone in education and training, accessed through a web based [Learner Registration Service](#)
- Establish a mechanism for enabling learners to create their own records of participation and achievement, which they can share with advisers, providers and potential employers

If you already have a Unique Learner Number please provide it: \_\_\_\_\_

If you do not have a Unique Learner Number please view the [LRS privacy notice - GOV.UK \(www.gov.uk\)](#) and if you would like us to apply for a ULN on your behalf please tick the box:

**NOTE:** You will be asked to provide proof of your ID on attendance at the Understanding FM Training Programme in order for us to provide you with the ULN and give you access to your learning records.

**SECTION D: YOUR POSITION**

**1. Briefly summarise your current job responsibilities:**

**2. Are you likely to be changing your role or taking on any new responsibilities in the next 6-12 months? If yes, please give brief details:**

**3. Do you hold any qualifications? Please list with date of completion below:**

## SECTION E: BLENDED ROUTE UNIT PATHWAYS

Face to face course PLUS online learning. These are recommended packages constituting the most cost effective or straightforward route for the completion of each qualification size. You may choose other units to complete your qualification as outlined below.

The fees will vary depending on the units chosen and the mode of delivery. We will create a study plan for you confirming the tuition and application fees once you have chosen the units and course delivery. Please note there is no commitment until you have reviewed, signed and returned your application form and signed study plan.

### LEVEL 3 AWARD (BLENDED ROUTE)

11 credits. 2 units.

I wish to complete the Level 3 Award (Blended Route)

	IWFM L3 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration
<b>FM3.01</b>	Introduction to FM	6	Understanding FM + online course	3 days
<b>FM3.03</b>	Customer and stakeholder relations	5		

### LEVEL 3 CERTIFICATE (BLENDED ROUTE)

Min. 28 credits – Max. 31 credits. 6 units.

I wish to complete the Level 3 Certificate (Blended Route)

	IWFM L3 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration
<b>FM3.01</b>	Introduction to FM	6	Understanding FM + online course	3 days
<b>FM3.02</b>	Environmental Social Governance and Sustainability	4		
<b>FM3.03</b>	Customer and Stakeholder Relations	5		
<b>FM3.04</b>	Specification and Procurement	6		
	Health and Safety Responsibilities	5		
<b>FM3.09</b>	Support Services Operations	3		

*Other combination of units possible. See Section E for the list of optional units above. Maximum 6 units in total. Note additional cost if choosing FM3.07 Budget Management for attendance on our Financial Management course.*

### LEVEL 3 DIPLOMA (BLENDED ROUTE)

Min. 48 credits – Max. 52 credits. 10-11 units.

I wish to complete the Level 3 Diploma (Blended Route)

	IWFM L3 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration
<b>FM3.01</b>	Introduction to FM	6	Understanding FM + online course	3 days
<b>FM3.02</b>	Environmental Social Governance and Sustainability	4		
<b>FM3.03</b>	Customer and Stakeholder Relations	5		
<b>FM3.04</b>	Specification and Procurement	6		
<b>FM3.05</b>	Health and Safety Responsibilities	5		
<b>FM3.08</b>	FM in the context of an organisation	4		

<b>FM3.09</b>	Support Services Operations	<b>3</b>		
<b>FM3.10</b>	Space Allocation	<b>4</b>		
<b>FM3.11</b>	Building Maintenance in FM	<b>5</b>		
<b>FM3.12</b>	The Estate Management Function	<b>4</b>		
<b>FM3.07</b>	Budget Management	<b>4</b>	Financial Management 1	1 day

*Alternatively, you can do the same unit selection as that of the online solution (below). This means you will only need to attend one face to face course instead of two.*

## **SECTION F: ONLINE ROUTE PATHWAYS**

Online learning only. These are recommended packages constituting the most cost effective or straightforward route for the completion of each qualification size. You may choose other units to complete your qualification as outlined below. The price will vary depending on the units chosen.

### **LEVEL 3 AWARD (ONLINE ROUTE)**

**11 credits. 2 units.**

**I wish to complete the Level 3 Award (Online Route)**

	<b>IWFM L3 Qual. Unit</b>	<b>Credit</b>	<b>Quadrilect Ltd Training Program</b>
<b>FM3.01</b>	Introduction to FM	<b>6</b>	Level 3 Online course
<b>FM3.03</b>	Customer and stakeholder relations	<b>5</b>	

### **LEVEL 3 CERTIFICATE (ONLINE ROUTE)**

**Min. 28 credits – Max. 31 credits. 6 units.**

**I wish to complete the Level 3 Certificate (Online Route)**

	<b>IWFM L3 Qual. Unit</b>	<b>Credit</b>	<b>Quadrilect Ltd Training Program</b>
<b>FM3.01</b>	Introduction to FM	<b>6</b>	Level 3 Online course
<b>FM3.02</b>	Environmental Social Governance and Sustainability	<b>4</b>	
<b>FM3.03</b>	Customer and Stakeholder Relations	<b>5</b>	
<b>FM3.04</b>	Specification and Procurement	<b>6</b>	
<b>FM3.05</b>	Health and Safety Responsibilities	<b>5</b>	
<b>FM3.09</b>	Support Services Operations	<b>4</b>	

*Other combination of units possible. See **Section H** for the list of optional units above. Maximum 6 units in total. (Note additional cost if choosing FM3.07 Budget Management for attendance on our Financial Management course.*

### **LEVEL 3 DIPLOMA (ONLINE ROUTE)**

**Min. 48 credits – Max. 52 credits. 10-11 units.**

**I wish to complete the Level 3 Diploma (Online Route)**

	<b>IWFM L3 Qual. Unit</b>	<b>Credit</b>	<b>Quadrilect Ltd Training Program</b>
<b>FM3.01</b>	Introduction to FM	<b>6</b>	Level 3 Online course
<b>FM3.02</b>	Environmental Social Governance and Sustainability	<b>4</b>	

<b>FM3.03</b>	Customer and Stakeholder Relations	<b>5</b>	
<b>FM3.04</b>	Specification and Procurement	<b>6</b>	
<b>FM3.05</b>	Health and Safety Responsibilities	<b>5</b>	
<b>FM3.08</b>	FM in the context of an organisation	<b>4</b>	
<b>FM3.10</b>	Space Allocation	<b>4</b>	
<b>FM3.11</b>	Building Maintenance in FM	<b>5</b>	
<b>FM3.12</b>	The Estate Management Function	<b>4</b>	
<b>FM3.14</b>	Access management and inclusion	<b>5</b>	

## SECTION G: UNITS

These are the units that we offer for the Level 3 Award, Certificate, and Diploma. If you **do not wish** to do any of the recommended pathway in Section E and G (above) you can **pick and choose** your units from the table below.

Note the Award is FM3.01 and FM3.03 only. The Certificate is 6 units (min. 28 / max. 31 credits) and the Diploma is 10-11 Units (min. 48 / max. 52 credits).

### KEY:

**M = Mandatory**

**A = Award C = Certificate D = Diploma**

	Level 3 units we offer	Credits	A	C	D
<b>FM3.01</b>	Introduction to FM	<b>6</b>	<b>M</b>	<b>M</b>	<b>M</b>
<b>FM3.02</b>	Environmental Social Governance and Sustainability	<b>4</b>		<b>M</b>	<b>M</b>
<b>FM3.03</b>	Customer and Stakeholder Relations	<b>5</b>	<b>M</b>	<b>M</b>	<b>M</b>
<b>FM3.04</b>	Specification and Procurement	<b>6</b>		<b>M</b>	<b>M</b>
<b>FM3.05</b>	Health and Safety Responsibilities	<b>5</b>			<b>M</b>
<b>FM3.07</b>	Budget management of FM operations ( <i>face to face or virtual delivery only</i> )	<b>4</b>			
<b>FM3.08</b>	FM in the context of an organisation	<b>4</b>			
<b>FM3.09</b>	Understanding support services operations in an organisation	<b>3</b>			
<b>FM3.10</b>	Space Allocation	<b>4</b>			
<b>FM3.11</b>	Building Maintenance in FM	<b>5</b>			
<b>FM3.12</b>	The Estate Management Function	<b>4</b>			
<b>FM3.14</b>	Access management and inclusion ( <i>Online delivery only</i> )	<b>5</b>			

## SECTION H: UNIT ONLY FEES (only applicable if you wish to register on one unit only)

	Price £140 (excl. VAT)	Chosen unit(s) – please indicate
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## SECTION I: PAYMENT METHODS

We can accept payment by cheque [made payable to Quadrilect Limited], bank transfer (BACS) or debit/credit card. Please note you will not be registered with the IWFM until this application has been approved and payment has been made in full.

## TERMS AND CONDITIONS

### Payment

You will not be registered until this application is accepted and payment in full has been made.

### Cancellations

For most courses a **£35 + VAT (per course)** admin fee will be charged if you cancel in writing more than **10 working days before an event**. Registered delegates who cancel after this time or do not attend are liable for the full fee. However substitutions will be accepted at any time.

We reserve the right to change the venue and we also reserve the right in its absolute discretion to cancel the event.

### Transfers

We accept transfers between training programmes if agreed within the study plan arrangements and provision of assessment materials. **If you transfer you will be asked to pay your original invoice for the full course fee and an additional fee of £75 + VAT per day will be applied for the transfer within 10 working days of the course.**

### Late Pass

IWFM imposes a **£35+VAT** fine for pass results uploaded and/or moderated after registration expiry. We reserve the right to pass this cost on to you if you do not submit your assessments by the deadlines and timescales agreed, and complete your assessments too close to registration expiry as a result.

### Fees

All prices shown excl. VAT. The training fees quoted include full course documentation and lunch & refreshments too at the face to face training.

Note: Once your registration has been confirmed with the Awarding Organisation, IWFM, we cannot refund your application fee but you can request to transfer your registration to another centre. Your qualification expiry date will not change.

Once the training course has been attended/accessed for the qualification tuition your course fees are non refundable

### Dress Code

Smart Casual

### Copyright

All training materials provided are owned or controlled by Quadrilect Ltd. All rights reserved

### Our Training Programmes

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. So studying with Quadrilect helps to make you more effective in your day-to-day role, while you gain your qualification.

## SECTION J: EXEMPTIONS AND RECOGNITION OF PRIOR LEARNING

### Exemptions

The IWFM may agree certain exemptions for certain qualifications or Credits that you may have already achieved. If you believe you may qualify for an exemption, please supply full details to Quadrilect Ltd who will seek confirmation from the IWFM.

### Recognition of Prior Learning [RPL]

This allows for potentially recognising previous learning [rather than assessment] which may be appropriate for the Learning Outcomes for IWFM qualifications. If agreed the learner may not have to attend the actual training course but just complete and submit the assessment for marking. In such cases the Learner must discuss in detail and agree with Quadrilect Ltd to confirm that no further learning is required for the Unit. Note we recommend learners write the assessments within two years of attending relevant training.

**Please download the Application for Exemptions and Recognition of Prior Learning for the Quadrilect Ltd online information Centre [www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm) and submit this with your application if appropriate.**



## SECTION K: GENERAL DATA PROTECTION REGULATION - IWFM LEARNER REGISTRATION AND STUDYING MEMBERSHIP

After you have enrolled with us to undertake a IWFM qualification, we will share some of the personal data you have provided on this form with IWFM to enable the registration and award of your qualification. If you are not already a member of IWFM, your data will also be used to create a one year studying membership of IWFM at Affiliate grade.

Studying membership will assist you in your studies by providing access to the IWFM website, resources, Facilitate, networking events and other member benefits. You will receive communications in relation to your membership, for example an email to welcome you to the Institute, email to notify when your membership is due for renewal, and how to make the most of your IWFM membership. You will also receive communications on other IWFM products and services that will support your studies, e.g. forthcoming webinars, events, conferences and training courses.

You can opt out of these communications when you receive your welcome email from IWFM or at any point during your studying membership.

IWFM's full Privacy Policy is available on the IWFM website, in the learner handbook and on Quadrilect's Moodle online learning platform. The policy provides information on how IWFM processes the personal data that it collects.

## SECTION L: LEARNER CONFIRMATION

### PLEASE SIGN BELOW TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD:

The study requirements for the qualification you wish to undertake  
[Reference the IWFM Learner Handbook for Information]

The IWFM General Data Protection Regulation notice above

Terms and Conditions

Signature: \_\_\_\_\_

## THANK YOU

Please ensure you have signed your application in the space provided above.

**You can return your application by email – remember to include the following forms where applicable:**

- Completed application for Exemptions and/or Recognition of Prior Learning
- Reasonable Adjustment Form

[www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm)

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#### Quadrilect Ltd

**Correspondence Address:** PO Box 1433, Enfield EN1 9LU **Telephone:** +44 (0)7483 348 224 / 760

**Company Registered Address:** c/o Geary Partnership, 159a Chase Side, Enfield, EN2 0PW

**Email:** [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) **Website:** [www.quadrilect.com](http://www.quadrilect.com)

**Company Registration** 02939410 **VAT Registration No.** GB791 4806 05