



# IWFM Qualifications in Facilities Management

Choose between blended learning (face to face or virtual & online) or online only.

## Level 3 Qualifications

Level 3 is for anyone new to FM with less than two to three years' experience in an FM role, or first line managers seeking an FM qualification. They will help learners to develop knowledge and specific skills in facilities management alongside a wide range of leadership and management skills.

## 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 3 qualifications for organisations. Please contact us to discuss the program and fees.

## IWFM Membership

Non-members receive one year free membership upon registration. Existing and lapsed members need to renew their membership if they wish to benefit from membership during the qualification.

Concessionary rates apply for unemployed learners.

### The Award - 11 CREDITS

#### Blended Route

##### Course(s) to attend:

**2 DAYS F2F or 3 HALF DAYS VT**  
Understanding Facilities Management  
+ L3 Online course

##### Written assessments:

**FM3.01** - 6 credits (overleaf)

**FM3.03** - 5 credits (overleaf)

#### L3 Online Route

##### Course

**Quadrilect** - L3 Online course

##### Written assessments:

**FM3.01** - 6 credits (overleaf)

**FM3.03** - 5 credits (overleaf)

### The Certificate - 28 CREDITS MIN. - 31 CREDITS MAX.

#### Course(s) to attend:

**2 DAYS F2F or 3 HALF DAYS VT**  
Understanding Facilities Management  
+ L3 Online course

#### Written assessments:

**FM3.01** - 6 credits (overleaf)

**FM3.02** - 4 credits (overleaf)

**FM3.03** - 5 credits (overleaf)

**FM3.04** - 6 credits (overleaf)

*Plus two of the units listed overleaf to the value of 7 plus credits*

#### Course

**Quadrilect** - L3 Online course

#### Written assessments:

**FM3.01** - 6 credits (overleaf)

**FM3.02** - 4 credits (overleaf)

**FM3.03** - 5 credits (overleaf)

**FM3.04** - 6 credits (overleaf)

*Plus two of the units listed overleaf to the value of 7 plus credits*

### The Diploma - 48 CREDITS MIN. - 52 CREDITS MAX.

#### Course(s) to attend:

**2 DAYS F2F or 3 HALF DAYS VT**  
Understanding Facilities Management  
+ L3 Online course

#### Written assessments:

**FM3.01** - 6 credits (overleaf)

**FM3.02** - 4 credits (overleaf)

**FM3.03** - 5 credits (overleaf)

**FM3.04** - 6 credits (overleaf)

**FM3.05** - 5 credits (overleaf)

*Plus a selection of the units listed overleaf to the value of 22 plus credits*

#### Course(s) to attend:

**Quadrilect** - L3 Online course

#### Written assessments:

**FM3.01** - 6 credits (overleaf)

**FM3.02** - 4 credits (overleaf)

**FM3.03** - 5 credits (overleaf)

**FM3.04** - 6 credits (overleaf)

**FM3.05** - 5 credits (overleaf)

*Plus a selection of the units listed overleaf to the value of 22 plus credits*

**Our Tuition** - is based upon a selection of short courses from the long-established Quadrilect 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 helps to make you more effective in your day-to-day role, while you gain your qualification. We also have a comprehensive online tuition package which has 8 modules ranging from Property Management, Space Planning, Health and Safety and more.

**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 3 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 L3 QUALIFICATION UNIT		CR.	A	C	D
<b>Mandatory Units</b>					
FM3.01	Introduction to Facilities Management	6	M	M	M
FM3.02	Corporate Social Responsibility & Sustainability in Facilities Management	4		M	M
FM3.03	Customer & Stakeholder Relations in Facilities Management	5	M	M	M
FM3.04	Specification & Procurement of Facilities Supplies & Services	6		M	M
FM3.05	Health and Safety Responsibilities	5		O	M

IWFM L3 QUALIFICATION UNIT		CR.	A	C	D
<b>Optional Units</b>					
FM3.07	Budget Management of Facilities Management Operations <i>(Face to face only)</i>	4			O*
FM3.08	Understanding Facilities Management within the context of an Organisation	4			O
FM3.09	Understanding Support Services Operations in an Organisation	3		O	O
FM3.10	Space Allocation in Current Facilities	4			O
FM3.11	Building Maintenance in Facilities Management	5			O
FM3.12	The Estate Management Function	4			O
FM3.14	Understanding Access Management and Inclusion <i>(online only)</i>	5			O

\* You need to select 5 or 6 optional units up to 22 credits minimum for the diploma.

**NOTE:** If you select FM3.07 an additional fee will apply

## Fees ex VAT start from:

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

FEES (BLENDED ONLY)	AWARD	CERTIFICATE	DIPLOMA
Per person	£335	£425	£675
Group tuition <i>[up to 15 learners]</i>	£4,500	£4,500	£4,500
Avg fee per person <i>[based on 15 attendees]</i>	£635	£725	£2,250

FEES (ONLINE ONLY)	AWARD	CERTIFICATE	DIPLOMA
Per person	£1,330	£1,420	£1,670
Group tuition <i>[up to 15 learners]</i>	£410	£550	£800
Avg fee per person <i>[based on 15 attendees]</i>	£1,330	£1,420	£1,670

**NOTE:** On registration, if you are not already a member you will receive one year's free IWFM membership. 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 STEP

Go to  
[www.quadrilect.com/  
FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm) or contact us  
on 020 7469 1398 to check that this level of  
qualification is suitable

### 2 STEP

Receive and complete your application  
form

### 3 STEP

Receive your assessment plan

### 4 STEP

Confirm the registration and make  
payment

### 5 STEP

Start your study programme and  
submit assessments

## CONGRATULATIONS

Once all assessments are successfully  
achieved you will receive your Level 3  
Qualification

## Contact Us



T: 07483 348224/760E: [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)  
[www.quadrilect.com/FMQualifications.htm](http://www.quadrilect.com/FMQualifications.htm)

Registered address: C/O Buzzacott LLP,  
130 Wood St, London EC2V 6DL  
Postal address: PO Box 1433, Enfield  
EN1 9LU

[Registration 2939410]  
VAT Registration No. 791 4806 05