



Blue-Eye Training



# Facilities Management Qualification Courses Information Overview

Course & programme information pack for BIFM qualifications at Levels 3, 4 and 5

## The Process of Choosing the Right Qualification

### Step 1 Choose the Most Appropriate Learning Level

Level 3 qualifications are devised for junior, or developing managers who will be able to broaden their understanding of the facilities management industry and what is expected of progressive managers.

Level 4 qualifications are particularly suitable for middle managers wishing to enhance their organisational skills at an operational level and develop their knowledge in key industry competences.

Levels 5 qualifications are useful as a development route from middle management into strategic management positions, drawing upon management experiences and evaluating workplace practices.

*Our 2 minute on-line course suitability checker helps learners with this step of the process.*

### Step 2 Choose the Qualification Type

The Award at your chosen level requires the study of a **basic** range of subjects.

The Certificate at your chosen level requires the study of a **broad** range of subjects.

The Diploma at your chosen level requires the study of a **comprehensive** range of subjects.

Learners may choose to join whichever one they wish, as there is no need to complete one before any other.

### Step 3 Choose a Programme

On the next page the topic choices for each programme are given. Simply pick the combination that suits the study preferences.

### Step 4 Choose a Learning Style

Workshop study requires learners to attend approximately 1 day in every 6 calendar weeks, on average. About 15 hours of additional private study time will be required per topic.

Distance learning will require about 30 hours of private study time per topic.

*Our 2 minute on-line course suitability checker helps learners with this step of the process.*

### Step 5 Choose a Suitable Tuition Provider

Whilst there are several tuition providers in the UK, we ask you to please consider what we offer in contrast to others:

- ✓ Blue-Eye Training are the longest running UK FM qualifications provider (21 years experience)
- ✓ Our students enjoy pass rates consistently in excess of 95% (100% since July 2012)
- ✓ Learners will get tuition from experienced professionals (not just lecturers)
- ✓ We provide learners with our acclaimed interactive workbooks, examples of which are freely available from our website
- ✓ Our tutors will coach and mentor learners throughout their programme
- ✓ Learners will have a dedicated student support manager (what other provider offers this?)
- ✓ Support includes assessment techniques tuition, guidebooks, examples, templates etc
- ✓ Tailored packages are available for groups and for Armed Service leavers
- ✓ A full courses information booklet is available to download from our website

### Step 6 Check Pricing

All prices are published on our website and are always competitive, with no hidden fees. Discounts are available for some schemes and payment plans are available for those who are self funding.

### Step 7 Make a Booking

We have two intakes a year for most programmes: The Spring intake / The Autumn intake.

Booking forms are available on line. We can tailor packages for learners, and are happy to discuss individual needs.



## Topic Combinations per Level

Level 3	Award	Certificate	Diploma
Introduction to facilities management	✓	✓	✓
Customer and stakeholder relations in facilities management	✓	✓	✓
Specification and procurement of facilities supplies and services		✓	✓
Corporate social responsibility and sustainability in facilities management		✓	✓
Building maintenance in facilities management		✓	✓
Understanding support services operations in an organisation		✓	✓
Health and safety responsibilities in facilities management			✓
Project management within facilities management operations			✓
Contribute to disaster recovery and contingency planning			✓
Space allocation in facilities management			✓

Available as classroom workshops or as distance learning / Read about the assessment process overleaf.

Level 4	Award	Certificate	Diploma
Overview of Facilities Management	✓	✓	✓
Developing Relationships with Suppliers and Specialists in FM	✓	✓	✓
Understanding Space Management for Facilities Managers	✓	✓	✓
Managing Health & Safety in Own Area of Facilities Management		✓	✓
Understanding Property, Fabric and Building Services Maintenance		✓	✓
Understanding People Management in Facilities Management			✓
Understanding Project Management in FM			✓
Understanding Facilities Management Support Services Operations			✓
Understanding Facilities Management Strategy			✓

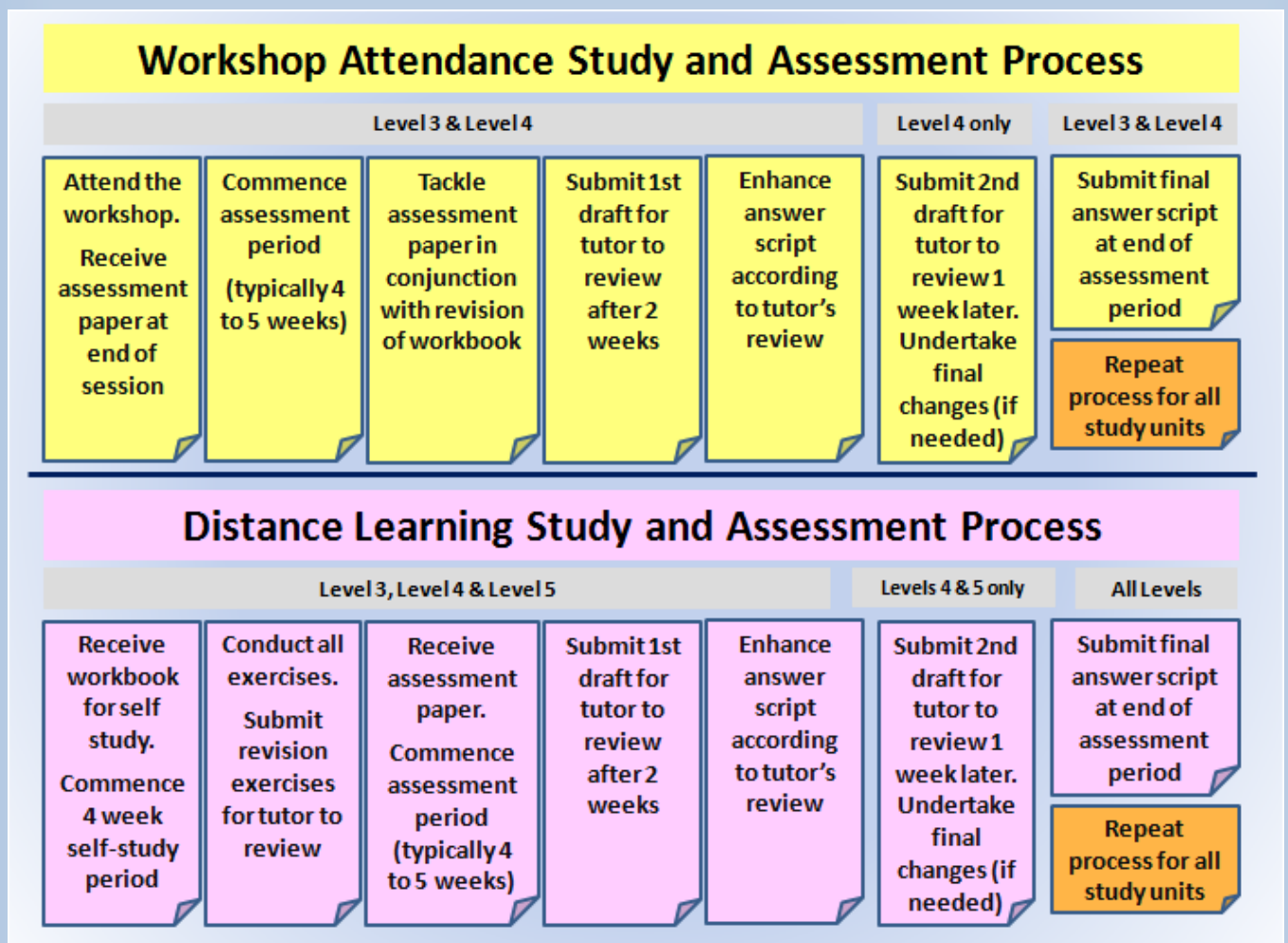
Available as classroom workshops or as distance learning / Read about the assessment process overleaf.

Level 5	Award	Certificate	Diploma
Organisational and facilities management strategy	✓	✓	✓
Managing people in facilities management	✓	✓	✓
Managing facilities management projects		✓	✓
Sustainability and environmental management and the impact on FM		✓	✓
Facilities management development and trends			✓
Property and asset management for facilities managers			✓
Risk management in facilities management			✓
Financial management in facilities management			✓

Available as self-study, distance learning only / Read about the assessment process overleaf.



## The Study and Assessment Process



### Contacting Us for More Details

You can contact us in various ways. Our normal office hours are Monday to Friday, 9.00 to 5.00

**Telephone:**

02392 363 397

**E-mail:**

enquiries@blue-eye-training.co.uk

**Website:**

www.blue-eye-training.co.uk

**Office:**

68 Kings Mede  
Horndean  
Hampshire  
PO8 9TH

**Workshops venue:**

