

# LEVEL 3 NVQ IN FACILITIES MANAGEMENT (7694) **CENTRES' INFORMATION**



Facilities management is devoted to the maintenance and care of office buildings, shopping centres, hospitals, educational centres and sports stadiums.

The Facilities Management industry employs approximately 90,000 people in 12,000 companies. In response to this growing industry City & Guilds has developed the level 3 NVQ in Facilities Management. This qualification is designed for those working in the industry and provides a wide choice of units covering the many varied skills the occupation requires.

### **WHAT IS THE ROLE OF THE FACILITIES MANAGER?**

The Facilities Manager provides the services that ensure the smooth running of the environment in which they are working.

Facilities Management is a vital management and organisational function and often they work behind the scenes supporting all operations from building maintenance through to catering, cleaning, reception and security.

In many cases the Facilities Manager will also be responsible for environmental management, business continuity planning, risk management and sustainability.

### **WHO IS THE QUALIFICATION AIMED AT?**

The qualification is aimed at those already working within the Facilities Management industry. This can either be Facilities Managers or those currently performing a supervisory role. It is ideal for people with good management skills who are looking to develop further and gain specialist knowledge to progress in the industry.

The qualification has been designed to enable the learner to develop their skills in areas such as:

- Managing quality, budgets, projects, incidents and energy

- Allocating space and implementing change
- Leading a team and ensuring productive working relationships
- Procurement, contracts and agreements
- Maintenance and environmental good practice.

### **QUALIFICATION STRUCTURE**

In order to achieve the level 3 qualification learners must complete 3 mandatory units and 5 optional units. The mandatory units are as follows:

- Establish and monitor the facilities required by clients
- Develop productive working relationships with colleagues and stakeholders
- Ensure health and safety requirements are met in your area of responsibility.

More information can be found in the qualification handbook, available to download from the Facilities Management web page.

### **HOW IS THE QUALIFICATION DELIVERED AND ASSESSED?**

The qualification is delivered through work based learning and your learners will be assessed by portfolio.

Learners will need to successfully complete all 3 mandatory units and 5 optional units to achieve the full qualification.

### **CENTRE APPROVAL**

To offer this qualification, organisations that are not already City & Guilds centres must apply for centre and qualification approval. Existing City & Guilds centres will only need to apply for qualification approval.

### **PROGRESSION**

Learners currently working in a supervisory role will benefit from completing this qualification as it allows career progression to more senior roles.

### **KEY POINTS**

- Designed for those currently working in the industry.
- A wide choice of units covering the many varied skills required for the role.
- Enables career progression to senior management roles.

Learners may also be interested in further learning such as:

- ILM Level 4 NVQ in Management
- City & Guilds Level 3 Diploma in Cleaning Services Supervision (7643-03)
- ILM Level 3 Certificate in Facilities Management.

### **WHAT IS MY NEXT STEP?**

You can find out more by contacting your nearest City & Guilds office. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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#### **IF YOU'RE ASKED FOR A QUALIFICATION NUMBER, PLEASE QUOTE 7694**

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