



Level 4 Qualifications

Provide a broad understanding of facilities management 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.

How do they work

All qualifications are made up of units of learning, which have credit values [see overleaf]. Within each level there are 3 sizes of qualification in the Qualifications and Credit Framework (QCF): Award, Certificate and Diploma and you can upgrade between these carrying your credits forward. For each unit you will need to complete a work based assessment to be submitted post your tuition and tutorial support.

Quadrilect Ltd

offer a comprehensive study plan to achieve the Level 4 Qualifications using a selection of highly regarded Quadrilect Ltd Programmes with full course documentation, online learning, where appropriate, further recommended reading and expert tutorial support.

In House Delivery

We offer delivery of the Level 4 qualifications for individual organisations. Please contact us to discuss an individual structure and fee quotation.

BIFM Membership

If you are not currently a member of BIFM when you register with a centre to undertake a BIFM qualification you will automatically gain two year's free studying membership of the BIFM. Thereafter, if still studying, the studying concession on membership fees will apply. If you are an existing BIFM member you will be eligible for studying concession on your membership fee, which will be effective from your next renewal date and will remain in place for the duration of your study towards a BIFM qualification.

BIFM Qualifications in Facilities Management

The Award - 12 credits

3 DAYS - The Professional FM - Operational Management

This course will help delegates understand the strategic impact of facilities management on organisations, and the business drivers that determine operational priorities. You will learn how to apply management techniques to add value to the facilities management operation and improve its performance in line with organisational objectives.

Ref units: FM4.01 / FM4.04 overleaf

The Certificate – 24 credits

3 DAYS - The Professional FM - Operational Management – see The Award for course details

3 DAYS - IOSH Managing Safely

To provide delegates with a comprehensive introduction to the key health, safety and welfare issues affecting all employers and users of premises.

Ref units: FM4.01 / FM4.04 / FM4.05 overleaf

Plus any of the units listed overleaf to the value of 6 plus credits

The Professional Facilities Manager - Business & People offers tuition for the BIFM Level 4 Certificate, covering 3 units and up to 14 credits. For further information on this please call us direct on tel. 020 7248 5942.

The Diploma - 48 credits

3 DAYS - The Professional FM - Operational Management – see The Award for course details

3 DAYS - IOSH Managing Safely

3 DAYS - The Professional FM - Business & People

To provide the managerial skills and knowledge that will improve the effectiveness of facilities managers, with particular focus on building successful relationships and commercial awareness.

Plus online learning for unit FM4.03 Understanding People Management

Ref units: FM4.01 / FM4.02 / FM4.03 / FM4.04 / FM4.05 overleaf

Plus any of the units listed overleaf to the value of 19 plus credits

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 Ltd helps to make you more effective in your day-to-day role, while you gain your qualification.

Your Study Plan

Once you are sure you have selected the correct qualification we will agree a study and assessment plan with you timetabling your tuition and assessment dates.



020 7489 7628

info@quadrilect.co.uk

www.quadrilect.com/FMQualifications.htm

REGISTERED ADDRESS: QUADRILECT LTD, 2 BURGON STREET,
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Helping you select your units to achieve BIFM Level 4 Qualifications

The table below shows a possible combination of units to achieve the level 4 Award, Certificate, Diploma with Quadrilect Ltd, a BIFM recognised centre. 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.

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

BIFM L4 Qual. Unit	Credits	Quadrilect Ltd Programmes	* A	* C	* D	Duration	
Mandatory Units							
FM4.01	Overview of FM	6	The Professional FM - Operational Management	A	C	D	3 days
FM4.02	Understanding FM Strategy	3	The Professional FM - Business & People			D	3 days
FM4.03	Understanding People Management	8	The Professional FM - Business & People plus online learning modules	*	*	D	3 days plus online learning
FM4.04	Understanding Support Services Operations	6	The Professional FM - Operational Management	A	C	D	3 days
FM4.05	Managing Health & Safety in own area of FM	6	IOSH Managing Safely		C	D	3 days
Optional Units							
FM4.06	Understanding Risk Management	6	Disaster Recovery & Business Continuity			D	2 days
FM4.07	Understanding Financial Management	6	Financial Management [1]		C	D	1 day
FM4.12	Understanding Facilities Management Projects	6	Project Management				2 days
FM4.13	Developing Relationships with Suppliers and Specialists	3	The Professional FM - Business & People			D	3 days
FM4.15	Managing Customer Service	4	Customer Focused FM			D	1 day
FM4.16	Understanding Property & Asset Management	4	Property Mngmt. AND The Professional FM - Operational FM				2 days AND 3 days
FM4.17	Understanding Property, Fabric & Building Services	8	Building Surveying & Maintenance AND Understanding & Managing Building Services				1 day AND 2 days
FM4.18	Understanding Space Management	3	Space Planning				2 days
FM4.19	Understanding Sustainability & Environmental Issues and their impact on FM	3	Environmental Management				1 day
FM4.20	Understanding Energy & Utilities Management and the impact on FM	3	Energy Management				1 day
FM4.21	Understanding Procurement & Contract Management	3	The Tender Process AND Contract Mngmt.				1 day AND 1 day

Fees ex VAT start from: Your tuition fee is the sum of all the fees for your selected course programmes. If you choose different courses to those selected above this fee may vary.

Fees	Award	Certificate	Diploma	Unit Only
Application Fee	£250	£350	£600	£155
Tuition Fee	£1,190	£2,204	£4,469	£385/£695
Total	£1,440	£2,549	£5,069	£540/£850

Note: On registration, if you are not already a member, you automatically get BIFM Studying Membership. The fees quoted above include the 20% discount offered to all BIFM members for attendance on Quadrilect Ltd programmes.

5 easy steps to become a qualified facilities manager

Step 1

Go to www.quadrilect.com/FMQualifications.htm or contact us on 020 7489 7628 to check that this level of qualification is suitable

Step 2

Download and complete your application form

Step 3

Receive your assessment plan

Step 4

Confirm the registration and make payment

Step 5

Start your study programme and submit assessments

Congratulations

Once all assessments are successfully achieved you will receive your Level 4 qualification

Contact Details:



Tel: 020 7489 7628

www.quadrilect.com/FMQualifications.htm

Registered address: Quadrilect Ltd, 2 Burgon Street, London EC4V 5DR [Registration 2939410] VAT Registration No. 791 4806 05

Unit tuition fees are based on the following structure:

1 day	2 days	3 days	IOSH
£385	£695	£1,190	£624

SPECIAL NOTICE - for all learners with a BIFM Level 3 Qualification

If you have achieved a BIFM Level 3 Qualification, you can carry forward 6 credits towards a Level 4 Certificate or Diploma. Note: This will not exempt you from any mandatory units.