



# IWFM Qualifications in Facilities Management

## Level 4 Qualifications

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. They provide a broad understanding of facilities management and equip learners to identify and use relevant understanding methods, knowledge and skills to address problems that are well-defined but complex and non-routine.

## 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 4 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 - 12 CREDITS MIN. - 18 CREDITS MAX.

#### Course(s) to attend:

**3 DAYS** - FM - Operational Management

#### Written assessments:

**FM4.01** - 6 credits (overleaf)

*Plus any of the optional units listed (value of 6 plus credits)  
Depending on your selection further training may be required - see overleaf*

### The Certificate - 24 CREDITS MIN. - 31 CREDITS MAX.

#### Course(s) to attend:

**3 DAYS** - FM - Operational Management

**3 DAYS** - IOSH Managing Safely

#### Written assessments:

**FM4.01** - 6 credits (overleaf)

**FM4.05** - 6 credits (overleaf)

*Plus any of the optional units listed (value of 12 plus credits)  
Depending on your selection further training will be required - see overleaf*

### The Diploma - 48 CREDITS MIN. - 55 CREDITS MAX.

#### Course(s) to attend:

**3 DAYS** - FM - Operational Management

**3 DAYS** - IOSH Managing Safely

**3 DAYS** - The Professional FM - Business & People

#### Written assessments:

**FM4.01** - 6 credits (overleaf)

**FM4.02** - 3 credits (overleaf)

**FM4.03** - 8 credits (overleaf)

**FM4.04** - 6 credits (overleaf)

**FM4.05** - 6 credits (overleaf)

*Plus any of the optional units listed (value of 19 plus credits)  
Depending on your selection further training will be required - see overleaf*

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

**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.





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## 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 4 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 L4 QUAL. UNIT		CR.	QUADRILECT TRAINING PROG.	A	C	D
Mandatory Units						
FM4.01	Overview of FM	6	3 day - FM - Operational Mngmt.	M	M	M
FM4.02	Understanding FM Strategy	3	3 day - The Professional FM 2 - Business & People			M
FM4.03	Understanding People Management	8	3 day - The Professional FM 2 - Business & People plus online learning modules			M
FM4.04	Understanding Support Services Operations	6	3 day - FM - Operational Mngmt.	O	O	M
FM4.05	Managing Health & Safety in own area of FM	6	3 day - IOSH Managing Safely		M	M

IWFM L4 QUAL. UNIT		CR.	QUADRILECT TRAINING PROG.	A	C	D
Optional Units						
FM4.06	Understanding Risk Mngmt.	6	2 day - Business Risk Management & Recovery			O
FM4.07	Understanding Financial Mngmt.	6	1 day - Financial Management [1]		O	O
FM4.12	Understanding Facilities Management Projects	6	2 day - Project Management			
FM4.13	Developing Relations with Suppliers & Specialists	3	3 day - The Professional FM 2 - Business & People			O
FM4.15	Managing Customer Service	4	1 day - Maximising the Customer Experience			O
FM4.17	Understanding Property, Fabric & Building Services	8	1 day - Building Surveying & Maintenance AND 2 day - Essentials of Building Services			
FM4.18	Understanding Space Mngmt.	3	2 day - Space Planning			
FM4.19	Understanding Sustainability & Environmental Issues & their impact on FM	3	2 day - Sustainable Development			
FM4.20	Understanding Energy & Utilities Management & their impact on FM	3	2 day - Sustainable Development			
FM4.21	Understanding Procurement & Contract Management	3	1 day - The Tender Process AND 1 day - Contract and SLA Management			

## BECOME QUALIFIED IN 5 EASY STEPS

### 1 STEPS

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 STEPS

Receive and complete your  
application form

### 3 STEPS

Receive your assessment plan

### 4 STEPS

Confirm the registration and make  
payment

### 5 STEPS

Start your study programme and  
submit assessments

## CONGRATULATIONS

Once all assessments are  
successful you will  
receive your Level 4 Qualification

## Fees ex VAT start from:

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

FEES	AWARD	CERTIFICATE	DIPLOMA
Application Fee	£250	£350	£600
Tuition Fee	£1,190	£2,199	£4,469
<b>TOTAL</b>	<b>£1,440</b>	<b>£2,549</b>	<b>£5,069</b>

## UNIT TUITION FEES ARE BASED ON THE FOLLOWING STRUCTURE:

3 DAYS	2 DAYS	1 DAY	IOSH	2 NIGHTS' ACCOMMODATION
£1,190	£695	£385	£624	£295

**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.

## Contact Us

Quadrilect  
LTD

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

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**iwfm**  
RECOGNISED CENTRE