

APPLICATION FORM FOR BIFM LEVEL 4 QUALIFICATIONS

We are delighted you have chosen to study the BIFM Level 4 qualification with Quadrilect Ltd. Please confirm you have referenced our online information pages at www.quadrilect.com/FMQualifications.htm and you are happy with your qualification selection, indicated below.

I would like to apply for BIFM Level 4 Qualification:

AWARD

CERTIFICATE

DIPLOMA

UNIT ONLY

PLEASE NOTE: WE ARE UNABLE TO PROCESS YOUR APPLICATION WITHOUT YOUR SIGNATURE ON THE LAST PAGE.

SECTION A: YOUR DETAILS

Please note the name you put below will appear on your qualification certificate

TITLE <i>[Mr, Miss, Mrs, Ms]</i>	
FIRST & LAST NAME	

COMPANY	
JOB TITLE	
COMPANY ADDRESS	
TELEPHONE	<p>Personal:</p> <p>Work:</p> <p>Please indicate which is your preferred phone for contact:</p> <p>Personal <input type="checkbox"/> Work <input type="checkbox"/></p>
EMAIL ADDRESS	<p>Personal:</p> <p>Work:</p> <p>Please indicate which is your preferred address for contact:</p> <p>Personal <input type="checkbox"/> Work <input type="checkbox"/></p> <p><i>I do not want to receive updates on Quadrilect Ltd Services</i> <input type="checkbox"/></p>

SECTION A (CONT.): YOUR DETAILS

HOME ADDRESS	
BIFM MEMBERSHIP NUMBER <i>[If Applicable]</i>	INDIVIDUAL <input type="checkbox"/> CORPORATE <input type="checkbox"/> GROUP <input type="checkbox"/> NUMBER:

SECTION A (CONT.): INVOICE INFORMATION

(If different from company address above)

COMPANY NAME	
CONTACT NAME	
PURCHASE ORDER No.	
SPONSORSHIP <i>[eg. Your Organisation]</i>	FULL <input type="checkbox"/> SOME <input type="checkbox"/> NONE <input type="checkbox"/>

SECTION B: EQUALITY OF OPPORTUNITY INFORMATION

The promotion of equality of opportunity for all is central to ensuring fair provision of all Quadrilect Ltd services to our customers. Our 'Policy on Equality of Opportunity' is available on request and included in the Learner Induction Handbook.

Quadrilect Ltd and BIFM will use this information to monitor registrations and meet statutory requirements. Some of this information may be required by the regulator Ofqual who maintain national statistics

GENDER	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
DATE OF BIRTH	DATE: MONTH: YEAR:
MARITAL STATUS	
IS ENGLISH YOUR FIRST LANGUAGE	YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION B (CONT.): EQUALITY OF OPPORTUNITY INFORMATION

ETHNICITY	White - British 001 <input type="checkbox"/> White - Irish 002 <input type="checkbox"/> Other WHITE background 003 <input type="checkbox"/> Mixed - White & Black Caribbean 004 <input type="checkbox"/> Mixed - White & Black African 005 <input type="checkbox"/> Mixed - White & Asian 006 <input type="checkbox"/> Other Mixed background 007 <input type="checkbox"/> Asian or Asian British – Indian 008 <input type="checkbox"/> Asian or Asian British – Pakistani 009 <input type="checkbox"/> Asian or Asian British –Bangladeshi 010 <input type="checkbox"/> Other Asian background 011 <input type="checkbox"/> Black or Black British – Caribbean 012 <input type="checkbox"/> Black or Black British – African 013 <input type="checkbox"/> Other Black background 014 <input type="checkbox"/> Chinese 015 <input type="checkbox"/> Other ethnic background 016 <input type="checkbox"/>
NATIONALITY	
DISABILITIES	Do you have any disabilities or conditions which might affect your study programme? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please ask us for more information on how we can support you.

SECTION C: LEARNING RECORDS SERVICE

This is a central Government database set up to:

- Introduce common data definitions to be used and shared by all organisations across the sector
- Create a UK Register of Learning Providers
- Introduce a Unique Learner Number for everyone in education and training, accessed through a web based Learner Registration Service
- Establish a mechanism for enabling learners to create their own records of participation and achievement, which they can share with advisers, providers and potential employers

If you already have a Unique Learner Number please provide it: _____

If you do not have a Unique Learner Number but would like us to apply for one please tick the box below:

Please apply for a ULN on my behalf:

NOTE: You will be asked to provide proof of your ID on attendance at The Professional FM 1 Training Programme in order for us to provide you with the ULN and give you access to your learning records.

SECTION D: YOUR POSITION

1. Briefly summarise your current job responsibilities:

2. Are you likely to be changing your role or taking on any new responsibilities in the next 6-12 months? If yes, please give brief details:

3. Do you hold any qualifications? Please list with date of completion below:

SECTION E: RECOMMENDED QUALIFICATION PATHWAY

These are recommended packages constituting the most cost effective or straightforward route for the completion of each qualification size. You may choose other units to complete your qualification as outlined below. The price will vary depending on the units chosen.

LEVEL 4 AWARD

12 credits minimum – 18 credits maximum needed.

I wish to complete the Level 4 Award Recommended Pathway

	BIFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration	Price per course (excl. VAT)
FM4.01	Overview of FM	6	The Professional FM – Operational Management	3 days	£1,190
FM4.04	Understanding Support Services Operations	6			
APPLICATION FEE:					£250
SUB TOTAL					£1,440
TOTAL COST:					£1,728

LEVEL 4 CERTIFICATE

24 credits minimum – 31 credits maximum needed.

I wish to complete the Level 4 Certificate Recommended Pathway

	BIFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration	Price per course (excl. VAT)
FM4.01	Overview of FM	6	The Professional FM – Operational Management	3 days	£1,190
FM4.04	Understanding Support Services Operations	6			
FM4.05	Managing Health & Safety in own area of FM	6	IOSH Managing Safely	3 days	£624
FM4.07	Understanding Financial Management	6	Financial Management 1	1 day	£385
APPLICATION FEE:					£350
SUB TOTAL					£2,549
TOTAL COST:					£3,058.80

LEVEL 4 DIPLOMA

48 credits minimum – 55 credits maximum needed.

I wish to complete the Level 4 Diploma Recommended Pathway

	BIFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration	Price per course (excl. VAT)
FM4.01	Overview of FM	6	The Professional FM – Operational Management	3 days	£1,190
FM4.04	Understanding Support Services Operations	6			
FM4.02	Understanding FM Strategy	3	The Professional FM – Business and People	3 days	£1,190
FM4.03	Understanding People Management	8			
FM4.13	Developing Relationships with Customers and Suppliers	3			
FM4.05	Managing Health & Safety in own area of FM	6	IOSH Managing Safely	3 days	£624
FM4.06	Understanding Risk Management in FM	6	Disaster Recovery and Business Continuity	2 days	£695
FM4.07	Understanding Financial Management	6	Financial Management 1	1 day	£385
FM4.15	Managing Customer Service	4	Customer Focused FM	1 day	£385
APPLICATION FEE:					£600
SUB TOTAL:					£5,069
TOTAL COST:					£6,082.80

SECTION F: QUALIFICATION SELECTION – MANDATORY UNITS

This is the complete mandatory list of units offered by Quadrilect Ltd. *Please use the tick boxes provided.*

If you have selected one of our recommended packages in section E you can ignore this section

Award <i>[min. 12 credits]</i>	FM4.01 (6 credits)	3-day The Professional FM – Operational Management (£1,190 + VAT)
	<i>Total fees from mandatory units</i>	£1,190 + VAT <input type="checkbox"/>
	<i>Remaining number of credits needed for optional units:</i>	6 – 12 (see below for list of optional units)

Certificate <i>[min. 24 credits]</i>	FM4.01 (6 credits)	3-day The Professional FM – Operational Management (£1,190 + VAT)
	FM4.05 (6 credits)	3-day IOSH Managing Safely in Practice (£624 + VAT)
	<i>Total fees from mandatory units</i>	£1,814 + VAT <input type="checkbox"/>
	<i>Remaining number of credits needed for optional units:</i>	12 – 19 (see below for list of optional units)

Diploma <i>[min. 48 credits]</i>	FM4.01 (6 credits)	3-day The Professional FM – Operational Management (£1,190 + VAT)
	FM4.02 (3 credits)	3-day The Professional FM – Business and People (£1,190 + VAT)
	FM4.03 (8 credits)	Included in the 3-day Professional FM – Business and People (as above)
	FM4.04 (6 credits)	Included in the 3-day Professional FM – Operational Management (as above)
	FM4.05 (6 credits)	3-day IOSH Managing Safely in Practice (£624 + VAT)
	<i>Total fees from mandatory units</i>	£3,004 + VAT <input type="checkbox"/>
	<i>Remaining number of credits needed for optional units:</i>	19 – 26 (see below for list of optional units)

SECTION F (CONT.): QUALIFICATION SELECTION – OPTIONAL UNITS

Complete list of units offered by Quadrilect Ltd. Please select [X] to choose your optional units from this list:

	BIFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration	Price (excl. VAT)	Select [X]
FM4.01	Overview of FM	6	The Professional FM – Operational Management	3 days	£1,190	
FM4.02	Understanding FM Strategy	3	The Professional FM – Business and People	3 days	£1,190	
FM4.03	Understanding People Management	8	The Professional FM – Business and People plus online learning modules	3 days plus online learning	<i>As above</i>	
FM4.04 ** <i>See notes below</i>	Understanding Support Services Operations	6	The Professional FM – Operational Management	3 days	<i>As above</i>	
FM4.05	Managing Health & Safety in own area of FM	6	EITHER: IOSH Managing Safely (3 days)	3 days	£624	
			OR IOSH Managing Safely Refresher*** <i>See notes below</i>	1 day	£385	
FM4.06	Understanding Risk Management	6	Disaster Recovery & Business Continuity	2 days	£695	
FM4.07	Understanding Financial Management	6	Financial Management 1	1 day	£385	
FM4.12	Understanding Facilities Management Projects	6	Project Management	2 days	£695	
FM4.13	Developing Relationships with Suppliers and Specialists	3	The Professional FM – Business and People	3 days	£1,190	
FM4.15	Managing Customer Service	4	Customer Focused FM	1 day	£385	
FM4.16	Understanding Property & Asset Management	4	Property Management AND The Professional FM – Operational Management	2 days AND 3 days	£695 AND <i>Included in Mandatory units FM4.01 & FM4.04</i>	
FM4.17	Understanding Property, Fabric & Building Services	8	Building Surveying & Maintenance AND Understanding & Managing Building Services	1 day AND 2 days	£1,080	
FM4.18	Understanding Space Management	3	Space Planning	2 days	£695	

FM4.19	Understanding Sustainability & Environmental Issues and their impact on FM	3	Environmental Management	1 day	£385	
FM4.20	Understanding Energy & Utilities Management and the impact on FM	3	Energy Management	1 day	£385	
FM4.21	Understanding Procurement & Contract Management	3	The Tender Process AND Contract Management	1 day AND 1 day	£770	
SUB TOTAL FEES (EXCLUDING APPLICATION FEE & VAT)						

****** *Understanding Support Services Operations (FM4.04) is supported by The Professional FM - Operational Management course which also supports mandatory unit FM4.01. This means costs are kept down by selecting this unit.*

******* *For unit FM4.05 – IOSH Managing Safely Refresher is available for those who completed an IOSH Managing Safely certificate within the last 3 years but are outside of our 2-year window for Recognised Prior Learning.*

SECTION G: ACCOMMODATION OPTIONS

Please select **[X]** if you would like to book residential accommodation for the following course – accommodation is 2 nights' stay only:

Quadrilect Ltd Training Program	Price (excl. VAT)	Select [X]
3 DAYS - The Professional FM – Operational Management	£295 (2 nights only)	
3 DAYS - The Professional FM – Business and People	£295 (2 nights only)	
SUB TOTAL FEES (EXCLUDING APPLICATION FEE & VAT)		

SECTION H: APPLICATION FEES

	Price (excl. VAT)
Award Application Fee	£250
Certificate Application Fee	£350
Diploma Application Fee	£600
Unit Only Fee	£155
SUB TOTAL FEES (EXCLUDING VAT)	

SECTION I: QUALIFICATION TOTAL FEES

	£
Application Fee	
Total Fees for unit selections	
Accommodation Fees	
Sub Total (Excl. VAT)	
TOTAL COST (Incl. VAT at current rate)	

SECTION J: PAYMENT METHODS

We can accept payment by cheque [made payable to Quadrilect Limited] or by BACS, but credit cards incur a 4% + VAT surcharge on the gross fee. Please note you will not be registered with the BIFM until this application has been approved and payment in full has been made.

TERMS AND CONDITIONS

Payment

You will not be registered until this application is accepted and payment in full has been made.

Cancellations

For most courses a **£35 + VAT (per course)** admin fee will be charged if you cancel in writing more than **10 working days before an event**. Registered delegates who cancel after this time or do not attend are liable for the full fee.

But please note that for the **IOSH Managing Safely course** and **NEBOSH General Certificate**, once a booking is made, a **£35 + VAT admin** fee will be charged if you cancel in writing **28 working days before an event**; after this point no cancellations or transfers will be accepted, and the full fee is payable. However substitutions will be accepted at any time.

We reserve the right to change the venue and we also reserve the right in its absolute discretion to cancel the event.

Transfers

We accept transfers between training programmes if agreed within the study plan arrangements and provision of assessment materials. **If you transfer within 28 working days of the course start date there is a £75+VAT charge per training day**

Fees

All prices shown excl. VAT. The training fees quoted include full course documentation, lunch & refreshments.

Dress Code

Smart Casual

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Our Training Programmes

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

SECTION K: EXEMPTIONS AND RECOGNITION OF PRIOR LEARNING

Exemptions

The BIFM may agree certain exemptions for certain qualifications or Credits that you may have already achieved. If you believe you may qualify for an exemption, please supply full details to Quadrilect Ltd who will seek confirmation from the BIFM.

Recognition of Prior Learning [RPL]

This allows for potentially recognising previous learning [rather than assessment] which may be appropriate for the appropriate Learning Outcomes for BIFM qualifications. If agreed the learner may not have to attend the actual learning process but just complete and submit the assessment for marking. In such cases the Learner must discuss in detail and agree with Quadrilect Ltd to confirm that no further learning is required for the Unit. Note we recommend learners write the assessments within two years of attending relevant training.

Please download the Application for Exemptions and Recognition of Prior Learning for the Quadrilect Ltd online information Centre www.quadrilect.com/FMQualifications.htm and submit this with your application if appropriate.

The BIFM's Customer Service Charter for Learners [detailed below] explains what the BIFM will do with your personal information, in accordance with the Data Protection Act.

BIFM's Customer Service Charter for Learners

The BIFM is delighted that you have chosen one of their qualifications. BIFM commit to the following levels of service for learners registered on their courses:

- To provide neutral guidance on where to study.
- To provide a high level of support to recognise centres to enable learners to gain maximum benefit from the courses. This will include clearly defined timescales for processing registrations, payments, assessments, moderation, appeals and certification.

Please remember that Quadrilect Ltd as the tuition provider is the point of contact at all times.

The BIFM will use and store the information submitted on registration on their database. This data will be used for the following purposes:

- To inform you that you have been registered for a BIFM unit/qualification.
- To send you details of studying membership, if you are not already a Member of the BIFM.
- To send you details of studying concession membership fee if you are an existing BIFM member
- To send information regarding other BIFM events (such as Regional Networking Events, Conferences etc) to you at the address provided.
- To provide data to our regulator, Ofqual, who maintains national statistics on the number of learners studying particular qualifications, their age, ethnicity etc
- To provide achievement data to (LRS) Learning Records Service

The BIFM does not share the information with any other parties.

If you do not wish to receive any information from the BIFM please inform them by writing to:

**BIFM
Head of Business Operations
Charringtons House
1st Floor South
The Causeway
Bishop's Stortford
Herts. CM23 2ER**

SECTION L: LEARNER CONFIRMATION

PLEASE SIGN BELOW TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD:

- The study requirements for the qualification you wish to undertake [Reference the BIFM Learner Handbook for Information]
- The BIFM Customer Service Charter
- Terms and Conditions

Signature: _____

THANK YOU!

Please ensure you have signed your application in the space provided above.

You can return your application by post or by email – remember to include the following forms where applicable:

- Completed application for Exemptions and/or Recognition of Prior Learning
- Reasonable Adjustment Form

Post to:

Quadrilect Ltd, 2 Burgon Street, London EC4V 5DR

Email:

info@quadrilect.co.uk

Tel. 020 7489 7628 / **Fax.** 020 7489 8185

www.quadrilect.com/FMQualifications.htm

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