

APPLICATION FORM FOR IWFM LEVEL 4 QUALIFICATIONS

We are delighted you have chosen to study the IWFM 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 IWFM 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 <small>[Mr, Miss, Mrs, Ms]</small>	
FIRST & LAST NAME	

COMPANY	
JOB TITLE	
COMPANY ADDRESS	
TELEPHONE	<p><i>Personal:</i></p> <p><i>Work:</i></p> <p>Please indicate which is your preferred phone for contact:</p> <p><i>Personal</i> <input type="checkbox"/> <i>Work</i> <input type="checkbox"/></p>
EMAIL ADDRESS	<p><i>Personal:</i></p> <p><i>Work:</i></p> <p>Please indicate which is your preferred address for contact:</p> <p><i>Personal</i> <input type="checkbox"/> <i>Work</i> <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	
PREFERRED POSTAL ADDRESS FOR REGISTRATION WITH THE AWARDING ORGANISATION	<i>Please indicate which is your preferred postal address for registration with the Awarding Organisation:</i> <i>Personal</i> <input type="checkbox"/> <i>Work</i> <input type="checkbox"/>
IWFM 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 IWFM 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"/> [This field is optional if you prefer not to select]
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 023 <input type="checkbox"/> White - Irish 024 <input type="checkbox"/> Other WHITE background 025 <input type="checkbox"/> Mixed - White & Black Caribbean 021 <input type="checkbox"/> Mixed - White & Black African 020 <input type="checkbox"/> Mixed - White & Asian 019 <input type="checkbox"/> Other Mixed background 022 <input type="checkbox"/> Asian or Asian British – Indian 012 <input type="checkbox"/> Asian or Asian British – Pakistani 013 <input type="checkbox"/> Asian or Asian British –Bangladeshi 011 <input type="checkbox"/> Other Asian background 014 <input type="checkbox"/> Black or Black British – Caribbean 016 <input type="checkbox"/> Black or Black British – African 015 <input type="checkbox"/> Other Black background 017 <input type="checkbox"/> Chinese 018 <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 please view the LRS privacy notice - GOV.UK (www.gov.uk)

and if you would like us to apply for a ULN on your behalf please tick the box:

NOTE: Please provide proof of your ID on attendance at the FM - Operational Management course 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 fees will vary depending on the units chosen and the mode of delivery. We will create a study plan for you confirming the tuition and application fees once you have chosen the units and course delivery. Please note there is no commitment until you have reviewed, signed and returned your application form and signed study plan.

LEVEL 4 AWARD

12 credits minimum – 18 credits maximum needed.

I wish to complete the Level 4 Award Recommended Pathway

	IWFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration
FM4.01	Overview of FM	6	FM – Operational Management	3 days
FM4.04	Understanding Support Services Operations	6		

LEVEL 4 CERTIFICATE

24 credits minimum – 31 credits maximum needed.

wish to complete the Level 4 Certificate Recommended Pathway

	IWFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration
FM4.01	Overview of FM	6	FM – Operational Management	3 days
FM4.04	Understanding Support Services Operations	6		
FM4.05	Managing Health & Safety in own area of FM	6	IOSH Managing Safely	3 days
FM4.07	Understanding Financial Management	6	Financial Management 1	1 day

LEVEL 4 DIPLOMA

48 credits minimum – 55 credits maximum needed.

I wish to complete the Level 4 Diploma Recommended Pathway

	IWFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration
FM4.01	Overview of FM	6	FM – Operational Management	3 days
FM4.04	Understanding Support Services Operations	6		
FM4.02	Understanding FM Strategy	3	The Professional FM – Business and People	3 days
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
FM4.06	Understanding Risk Management in FM	6	Business Risk Management & Recovery	2 days
FM4.07	Understanding Financial Management	6	Financial Management 1	1 day
FM4.15	Managing Customer Service	4	Maximising the Customer Experience	1 day

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 [min. 12 credits]	FM4.01 (6 credits)	3-day FM – Operational Management
	<i>Remaining number of credits needed for optional units:</i>	<i>6 – 12 (see below for list of optional units)</i>

Certificate [min. 24 credits]	FM4.01 (6 credits)	3-day FM – Operational Management
	FM4.05 (6 credits)	3-day IOSH Managing Safely in Practice
	<i>Remaining number of credits needed for optional units</i>	<i>12 – 19 (see below for list of optional units)</i>

Diploma [min. 48 credits]	FM4.01 (6 credits)	3-day FM – Operational Management
	FM4.02 (3 credits)	3-day The Professional FM – Business and People
	FM4.03 (8 credits)	Included in the 3-day Professional FM – Business and People
	FM4.04 (6 credits)	Included in the 3-day FM – Operational Management
	FM4.05 (6 credits)	3-day IOSH Managing Safely in Practice
	<i>Remaining number of credits needed for optional units:</i>	<i>19 – 26 (see below for list of optional units)</i>

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:

	IWFM L4 Qual. Unit	Credit	Quadrilect Ltd Training Program	Duration	Select [X]
FM4.01	Overview of FM	6	FM – Operational Management	3 days	
FM4.02	Understanding FM Strategy	3	The Professional FM – Business and People	3 days	
FM4.03	Understanding People Management	8	The Professional FM – Business and People	3 days	
FM4.04 ** <i>See notes below</i>	Understanding Support Services Operations	6	FM – Operational Management	3 days	
FM4.05	Managing Health & Safety in own area of FM	6	EITHER: IOSH Managing Safely	3 days	

			OR IOSH Managing Safely Refresher*** <i>See notes below</i>	1 day	
FM4.06	Understanding Risk Management	6	Business Risk Management & Recovery	2 days	
FM4.07	Understanding Financial Management	6	Financial Management 1	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 and People	3 days	
FM4.15	Managing Customer Service	4	Maximising the Customer Experience	1 day	
FM4.17	Understanding Property, Fabric & Building Services	8	Building Surveying & Maintenance AND Essentials of Building Services	1 day AND 2 days	
FM4.18	Understanding Space Management	3	Effective Space Planning	2 days	
FM4.19	Understanding Sustainability & Environmental Issues and their impact on FM	3	Sustainable Development	2 days	
FM4.20	Understanding Energy & Utilities Management and the impact on FM	3	Sustainable Development	2 days	
FM4.21	Understanding Procurement & Contract Management	3	The Tender Process AND Contract & SLA Management	1 day AND 1 day	

****** *Understanding Support Services Operations (FM4.04) is supported by the 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*

SECTION G: PAYMENT METHODS

We can accept payment by cheque [made payable to Quadrilect Limited] or by BACS or credit/debit cards. Please note you will not be registered with the IWFM 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**

Late Pass

IWFM imposes a **£35+VAT** fine for pass results uploaded and/or moderated after registration expiry. We reserve the right to pass this cost on to you if you do not submit your assessments by the deadlines and timescales agreed, and complete your assessments too close to registration expiry as a result.

Fees

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

Note: Once your registration has been confirmed with the Awarding Organisation, IWFM, we cannot refund your application fee but you can request to transfer your registration to another centre. Your qualification expiry date will not change.

Once the training course has been attended/accessed for the qualification tuition your course fees are non refundable

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 H: EXEMPTIONS AND RECOGNITION OF PRIOR LEARNING

Exemptions

The IWFM 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 IWFM.

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 IWFM 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.

SECTION I: GENERAL DATA PROTECTION REGULATION - IWFM LEARNER REGISTRATION AND STUDYING MEMBERSHIP

After you have enrolled with us to undertake a IWFM qualification, we will share some of the personal data you have provided on this form with IWFM to enable the registration and award of your qualification. If you are not already a member of IWFM, your data will also be used to create a one year studying membership of IWFM at Affiliate grade.

Studying membership will assist you in your studies by providing access to the IWFM website, resources, Facilitate, networking events and other member benefits. You will receive communications in relation to your membership, for example an email to welcome you to the Institute, email to notify when your membership is due for renewal, and how to make the most of your IWFM membership. You will also receive communications on other IWFM products and services that will support your studies, e.g. forthcoming webinars, events, conferences and training courses.

You can opt out of these communications when you receive your welcome email from IWFM or at any point during your studying membership.

IWFM's full Privacy Policy is available on the IWFM website, in the learner handbook and on Quadrilect's Moodle online learning platform. The policy provides information on how IWFM processes the personal data that it collects.

SECTION J: 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 IWFM Learner Handbook for Information]
- The IWFM General Data Protection Regulation notice above
- Terms and Conditions

Signature: _____

THANK YOU!

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

You can return your application by email info@quadrilect.co.uk – remember to include the following forms where applicable:

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

www.quadrilect.com/FMQualifications.htm

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