



# IWFM Qualifications in Workplace & Facilities Management

## The Award – 11 Credits

### 3 Days - Essentials of Workplace & Facilities Management

This is a course designed to cover the key elements of Workplace & Facilities Management and aid the Workplace & Facilities Managers in their day to day operational delivery of services. It is designed for those who are new to FM and also for those with up to three years operational experience in FM and who wish to broaden their skill sets.

*Units: FM3.01, FM3.03*

## The Certificate – 28 Credits

### 3 Days - Essentials of Workplace & Facilities Management

This is a course designed to cover the key elements of Workplace & Facilities Management and aid the Workplace & Facilities Managers in their day to day operational delivery of services. It is designed for those who are new to FM and also for those with up to three years operational experience in FM and who wish to broaden their skill sets.

*Units: FM3.01, FM3.02, FM3.03, FM3.04, FM 3.05, FM 3.11*

## The Diploma – 48 Credits

### 6 Days - Essentials of Workplace & Facilities Management

This is a course designed to cover the key elements of Workplace & Facilities Management and aid the Workplace & Facilities Managers in their day to day operational delivery of services. It is designed for those who are new to FM and also for those with up to three years operational experience in FM and who wish to broaden their skill sets. Incorporates a one-day Financial course which will enable FM's to understand and manage the principle concepts of budgets.

*Units: FM3.01, FM3.02, FM3.03, FM3.04, FM3.05, 3.07, FM3.09, FM3.08, FM3.10, FM3.11, FM3.12*

## IWFM

The Institute of Workplace & Facilities Management (IWFM) is the professional body for Workplace & Facilities Management (FM). Founded in 1993, to promote excellence in workplace & facilities management for the benefit of practitioners, the economy and society. Supporting and representing over 17,000 members around the world.

## Free IWFM Membership

When you register for any of our IWFM courses you will be automatically registered as a student member for 12 months.

## Qualifications

Provides the learner with broad and practical details of the knowledge & skills needed to deliver a professional workplace & facilities management service. Each qualification you complete requires a work based assessment to be submitted.

## Student Support

A detailed Study and assessment plan is provided to all learners to help them achieve the level Three Qualifications. In addition to the Training programmes comprehensive course notes, recommended reading resources, tutorial support and online learning, where appropriate, is provided.



# IWFM Qualifications in Workplace & Facilities Management

**Course content** The table below outlines the individual units for each qualification. **A** = Award **C** = Certificate **D** = Diploma

	IWFM Unit	Credits	Programme	A	C	D
FM3.01	Introduction to Workplace & Facilities Management	6	Essentials of Workplace & Facilities Management	✓	✓	✓
FM3.02	Corporate Social Responsibility & Sustainability in Workplace & Facilities Management	4	Essentials of Workplace & Facilities Management	✓	✓	✓
FM3.03	Customer & Stakeholder Relationships in Workplace & Facilities Management	5	Essentials of Workplace & Facilities Management		✓	✓
FM3.04	Specification & Procurement of Workplace & Facilities Supplies & Services	6	Essentials of Workplace & Facilities Management		✓	✓
FM3.05	Health & Safety Responsibilities in Workplace & Facilities Management	5	Essentials of Workplace & Facilities Management		✓	✓
FM3.11	Building Maintenance in Workplace & Facilities Management	5	Essentials of Workplace & Facilities Management		✓	✓
FM3.07	Budget Management of Workplace & Facilities Management Operations	4	Essentials of Workplace & Facilities management			✓
FM3.08	Understanding Workplace & Facilities Management within the context of an Organisation	4	Essentials of Workplace & Facilities Management			✓
FM3.09	Understanding Support Services Operations in an Organisation	3	Essentials of Workplace & Facilities Management			✓
FM3.10	Space Planning in Workplace & Facilities Management	4	Essentials of Workplace & Facilities Management			✓
FM3.12	Understanding the Estate Management Function	4	Essentials of Workplace & Facilities Management			✓

## Fees

	Award	Certificate	Diploma
Application Fee	€170	€360	€600
Course Fee	€995	€995	€1,580
<b>Total</b>	<b>€1,165</b>	<b>€1,355</b>	<b>€2,180</b>

## Tuition

The training we provide is practical and workshop orientated with real world scenarios. It is designed to ensure that the student can immediately start to implement their learning in the workplace upon completion of the course.

**BOOK NOW**

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