



NVQ
Facilities
Management

Level 3
500/6526/9

Who are FDQ?

FDQ is an awarding organisation with over 50 years experience in the field of training and qualifications. We award qualifications in a number of sectors, including the food, meat and poultry industries, as well as offering supplementary qualifications in Cleaning and Support Services, Packaging Operators, Local Environmental Services and Facilities Management across many different industry sectors.



NVQs

NVQs are based on national occupational standards. These standards describe what competent people in a particular occupation are expected to be able to do. The assessment of the NVQs is designed to cause minimal disruption to the business operation and, within reason, does not have to be completed in a specified amount of time, so can therefore be fitted around the individual and business needs. There are no age limits and no special entry requirements, making them accessible to all.

NVQs provide employers with an open and rigorous training structure as well as a transparent basis for judging the suitability of candidates for employment and promotion.

A Level 3 NVQ is generally aimed at learners who are working in supervisory roles within facilities management.

Assessment of NVQs

Learners are assessed in the work place, carrying out their normal daily tasks, to demonstrate their competence in the workplace. A portfolio of evidence is collected to show competence achieved against the units of the NVQ, which are signed off by the assessor. The assessor will also assess the learner's knowledge and understanding through questions asked relating to the units.

How much does an NVQ cost?

The main cost of providing an NVQ is the time spent by the assessor and internal verifier carrying out the assessment process.

We can put you in contact with a suitable training provider or college who can offer these assessment and verification services for your company, where they will be able to provide funding to off set the cost of delivering the NVQ.

Level 3 NVQ in Facilities Management

The Facilities Management NVQ has been written offering a wide range of units for learners working in such roles as Cleaner, Facilities Manager, Housekeeper and Industrial Cleaner within such services as building maintenance, energy management, resource management, environmental protection, procurement, security, reception and customer care.

Qualification Structure

Learners must complete all three of the units in Group A (Mandatory Units), plus three units from Group B1 and a further two units from Group B2 (Optional Units). Total eight units.

Further information and details of the units and other qualifications can be found on our website: www.fdq.org.uk.

Group A – Mandatory Units

FM301	Y/104/1356	Establish and Monitor the Facilities Required By Clients
FM302	R/103/1599	Develop productive working relationships with colleagues and stakeholders
FM310	K/103/1589	Ensure health and safety requirements are met in your area of responsibility

Group B1 – Optional Units

FM303	K/104/1362	Support equality, diversity and individual rights in the workplace
FM304	D/103/6790	Monitor and solve customer service problems
FM305	M/104/1363	Maintain the quality of service delivery
FM306	R/104/1369	Contribute to the management of incidents and emergencies
FM312	T/104/1364	Manage facilities management projects
FM311	M/103/7152	Contribute to maintaining sustainable development and environmental good practice at work
FM321	A/104/1365	Reassessing operational performance
FM316	F/103/1582	Provide leadership for your team
FM309	D/103/1590	Allocate and monitor the progress and quality of work in your area of responsibility
FM313	R/103/9525	Monitor and report on progress and the use of resources
FM318	K/101/8101	Supplying Information for Management Control
FM319	J/101/8106	Contributing to the Management of Performance and the Enhancement of Value

Group B2 – Optional Units

FM314	R/104/1372	Contribute to the procurement of supplies
FM320	F/104/1366	Disaster recovery and contingency planning
FM323	J/104/1367	Allocate and manage the efficient use of space
FM324	L/104/1368	Manage and monitor the efficient use of energy
FM315	T/103/1594	Implement change
FM325	A/103/1595	Recruit, select and keep colleagues
FM322	F/103/1596	Manage a budget
FM308	L/104/1371	Prioritise and implement the maintenance of property, systems and services
FM317	T/102/7657	Remote support for products or services
FM326	F/103/9780	Specify, commission and manage external contracts and agreements
FM307	J/104/1370	Determine the effectiveness of security measures

Progression

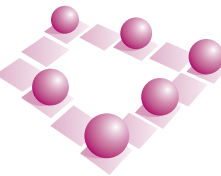
The qualification will support the apprenticeship framework in the sector but will also provide learners with the skills and knowledge to progress to level 4 generic management qualifications.

How to Deliver the NVQs

There are two options when considering delivering the NVQs in Facilities Management:

- 1 **Work with another approved centre**
- 2 **Apply to become an approved centre**

If you would like further information, FDQ can offer a free advice visit where these options can be discussed and where we can help you find a provider or assist you with becoming an approved centre.



FDQ

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Find out more

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