

# Global FM School for Facilities Management

Course Outline Guide 2024

## Short Course Program: Introduction to Facilities Management



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School for Facilities Management

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## 1. What is the Introduction to Facilities Management Course?

This Course is intended for all persons who need to apply facilities management principles. This Course is for learners working within the Facilities Management and a Real Estate environment, seeking to acquire or enhance the competencies in order to manage a building / Facility scientifically, inclusive of the understanding and application of key concepts of facilities management, the legal requirements in managing facilities, the application of key disciplines for effective facilities management, as well as sourcing and managing resources necessary to manage facilities.



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## 2. General Information

### 2.1 Entrance requirement for this course

Open - No pre-requisites required

### 2.2 Duration of the course

This course has been designed to be presented over 5 days.

### 2.3 Course dates

20 - 24 May 2024

21 - 25 October 2024

### 2.4 Methodology on Class Attendance

The Course will be presented via Contact Classroom sessions in Gauteng.

Learners can opt to join via Online E-Learning.

This course can be presented on an Inhouse base with a minimum amount of learners of 15.

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## 2.5 Tuition Fees

Contact Classroom Lectures:

R 12 000.00 (Excl. VAT) per learner

Online E-Learning:

R 9 500.00 (Excl. VAT) per learner

## 2.6 What are the payment terms and conditions?

**Pre-payment is essential for all courses.**

**Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.**

**Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.**

**Should you be forced to pull out of a course prior to the commencement of the course, before attending the classes, you may be substituted by another without extra cost.**

**A registration fee of R 200.00 excluding VAT is payable on your registration.**

**In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.**

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## 2.7 What are the registration fees?

R 200.00 excluding VAT

## 3. How to register

Please visit our website:

[www.global-fmschool.com](http://www.global-fmschool.com), and click on the "contact button" to submit your application to register.

Alternatively, send an email to [admin@global-fmschool.com](mailto:admin@global-fmschool.com) and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

## 4. Who endorses the Course?

Global-FM School for Facilities Management.

This is a Non-Credit Bearing Course

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## 5. Course Topics

The topics for this course includes the following:

1. Key Concepts of Facilities Management, focusing on the concept of a facility, typical facilities required by various managed property classes, management concepts and processes used to manage facilities, transport facilities and policies, Information technology and communication facilities and policies, as well as access, safety and security facilities and policies and Workplace facilities and policies.
2. Comply with Legal Requirements in Managing Facilities, focusing on Maintenance, Essential health and safety laws, Essential laws relating to human resources employed in facilities operations and contractors / contract workers employed in facilities operations, as well as Essential Property Laws relevant to facilities operations.
3. Apply Key Disciplines for effective Facilities Management, focusing on Elements of a Facilities Management Plan, Financial Management Principles, Risk Management Principles, Business Continuity Management, as well as Maintenance and Repair Management.
4. Obtain and Manage Resources necessary to manage Facilities, focusing on Supply Chain Management, Outsource Management Principles, as well as utilizing Facilities Management software and systems.

### Method of evaluation:

This is an attendance course, thus no evaluation will be required

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