

# Global FM School for Facilities Management

Course Outline Guide 2024

**NQF Level 6  
Facilities Manager  
Course**

SAQA ID: 102147

TOTAL Credits: 262

QCTO Accredited



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QCTO Accreditation Number: QCTO05DP01190724-1755

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School for Facilities Management

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# 1. What is the NQF6 Facilities Management Course?

Facilities management is an interdisciplinary field primarily devoted to the maintenance and care of large commercial or institutional buildings, such as hotels, resorts, schools, universities, office complexes, sports arenas or convention centres, to mention just a few.

Facilities management encompasses multi-disciplinary activities within the built environment and the management of their impact upon people and the workplace.

Effective facilities management, combining resources and activities, is vital to the success of any organization.

At a corporate level, it contributes to the delivery of strategic and operational objectives. On a day-to-day level, effective facilities management provides a safe and efficient working environment, which is essential to the performance of any business – whatever its size and scope.

Facilities Management is the integration of processes within an organization to maintain and develop the agreed services which support and improve the effectiveness of its primary activities.



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## 2. General Information

### 2.1 Entrance requirement for this qualification

NQF level 4 with English Communication. (Senior Certificate / Matric Certificate)

### 2.2 Duration of the course

This qualification has been designed to be presented over 2 years, totaling 262 credits in total.

### 2.3 Enrollment dates

There are 2 enrollment dates:

Students can enroll for the course either, January 2024 (First Intake), or June 2024 (Second Intake)

### 2.4 Methodology on Class Attendance

This course is presented via E-Learning.

E-Learning: the Theoretical Modules and the Practical Modules are presented via Online E-Learning classes

Classes are scheduled to be presented on Saturdays from 09:00 am according to the class schedule which is available on the Student Portal.

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## 2.5 Tuition Fees

### **E-Learning:**

- **Once Off Yearly Payment option:**

Year 1 - R22 000.00

Year 2 - R16 500.00

- The total amount: **R38 500.00**

- **Monthly Payment per Year option:**

Year 1 - R24 750.00

Year 2 - R18 700.00

- The total amount: **R43 450.00**

## 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, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 1 500.00 (includes General Information and Knowledge Module 1)

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.

- The final SAFMA EISA exam fee is excluded from the course cost. Learners will be responsible for the payment of exam fees.

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## 2.7 What are the registration fees?

R 1 500.00 (Includes General Information and Knowledge Module 1)

## 3. How to register

Please visit our website:

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

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

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

## 4. Who endorses the qualification

The QCTO (Quality Council for Trades and Occupations, along with SAFMA (South Africa Facilities Management Association), who is the Quality Assurance Professional Body

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## 5. Curriculum and Subjects

### THE KNOWLEDGE COMPONENT

The Knowledge Modules of this qualification includes the following:

1. Fundamentals of Facilities Management
2. Principles of Facilities Management Strategy and Policy Development
3. Facilities Manager Leadership and Management
4. Corporate Governance and Business Continuity
5. Moveable and Immoveable Asset Management
6. Procurement and Contract Management
7. Concepts underpinning Facilities management

**Total credits Knowledge Module: 87 credits**

### Method of evaluation:

Continuous assessment will be done on each of the modules consisting of a written assignment. These assignments need to be submitted electronically for evaluation.

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## THE PRACTICAL SKILLS COMPONENT

The Practical Skills Component of this qualification includes the following:

1. Communication for Facilities Managers
2. Emergency Preparedness & Business Continuity
3. Environmental Stewardship and sustainability
4. Financial Management for Facilities Managers
5. Manage employee Performance
6. Facilities Management Strategy and Policy development
7. Facilities Management Operations & Maintenance
8. Plan and manage Facilities Management Projects
9. Facilities Management Quality Management
10. Real Estate & Property Management
11. Technology in Facilities Management
12. Space and facilities Planning

**Total credits Practical Skills Component: 101 credits**

### Method of evaluation:

For this part of the qualification a Practical Log book with specific tasks needs to be completed and signed off by the student's coach as method of evaluation/performance assessment.

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## THE WORK EXPERIENCE MODULES

The Work Experience Modules of this qualification include the following:

1. Prepare and Conduct Workplace Communication
2. Monitor Environmental Stewardship and Sustainability
3. Monitor Emergency Preparedness
4. Monitor employee performance
5. Monitor facilities management operations and maintenance
6. Evaluate facilities management quality management processes
7. Plan and manage facilities management projects
8. Utilise facilities management technology
9. Space and facilities planning
10. FM strategy and policy interpretation

**Total credits Work Experience Module: 74 credits**

### Method of evaluation:

For this part of the qualification evidence will have to be provided by the student and /or coach that the student has been exposed to the facilities management industry as method of evaluation/assessment.

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After the completion of the knowledge module as well as the practical and workplace skills components, the learners will be receiving a overall marks for all the assessments.

Thus: Total Credits: 262

*The student will need to score at least 50% to pass.*

This will give the student entrance to the SAFMA exam for the final evaluation. Once the student has passed the SAFMA exam, SAFMA in collaboration with the QCTO will issue the certificate of competence to the student. As SAFMA (South Africa Facilities Management Association) is the Quality Assurance Professional Body, the student may also register as a Certified Facilities Professional (Designation ID 488) with SAFMA as the qualification is in line with the professional designation registration.

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