

Programme Information

Aim of the ILM Level 3 in Facilities Management

The aim of the Level 3 in Facilities Management is to give practising or potential first line managers the foundation for their formal development in this role. The qualification does this by developing comprehensive leadership and management and specific facilities management skills.

Context and Background of the qualification at the Xenon Group

The Xenon Group has been delivering successful Facilities Management training since 2003 offering the BIFM Part 1 and Part 2 components of the BIFM qualification. The Xenon Group has been running the new ILM level 3 qualification in Facilities Management since its inception in 2009 and currently has a 100% pass rate on all assignments submitted. The staff and teaching team at the Xenon Group are all either practising senior facilities managers or experienced lecturers. The introduction of the Level 3 at the Xenon Group came about because of a real need to provide first level professional FM training for individuals just starting out on their FM career.

Entry Requirements

There are no formal entry requirements but learners will:

- Normally be either practising or aspiring facilities managers with the opportunity to meet the assessment demands
- Have the necessary skills (or be willing to work towards these) that will enable them to benefit from the programme. (Level 2 Key Skills in Literacy & Numeracy or equivalent)

Delivery

Courses can be delivered either by workshop, distance learning or a combination of the two and are studied over a 3 - 12 month period depending on the qualification.

How will I learn?

Workshop learning will take place through a series of interactive study days where you will be expected to contribute to classroom discussion and undertake group presentations. The teaching techniques used will cater for a variety of learning styles. Distance Learners are provided with comprehensive workbooks for each module, which contains all the information you need for your assessments as well as frequent exercises to help consolidate what you have learned.

Programme Content

Award

- Understanding Facilities Management within the context of an Organisation
- Managing Health & Safety at Work
- Understanding Support Services Operations
- Managing Contracts and Contractors in the workplace

Certificate - all of the above plus

- Delivering Service within the Workplace
- Managing and Developing Relationships within the Workplace
- Understanding Procurement and Supplier Management in the Workplace

- Understanding Incident Management and Disaster Recovery in the Workplace
- Managing Projects

Diploma - all of the above plus

- Introduction to Managing and Maintaining Property & Assets
- Managing Sustainability and Environmental Issues
- Introduction to Leadership and Management
- Introduction to the Effective Management of Space within own Organisation
- Developing Yourself and Others
- Solving Problems and Making Decisions

Assessment

- A series of written assignments and work-based assignments

Career Progression

- BIFM Level 4 Award, Certificate or Diploma in Facilities Management
- Successful completion of a Level 3 qualification provides eligibility for Associate Membership of the Institute of Leadership and Management (AInstLM)
- Facilities Managers with one year of FM experience and a Level 3 Qualification are also eligible for Associate Membership of BIFM (ABIFM)



Approved
Centre

Xenon Group Training Division
ILM Level 3 in Facilities Management



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