



**GROW**

**LEARN**

**PROGRESS**

**GLP Training** is dedicated to helping businesses and learners make the most of their apprenticeships. Passionate about what we do and how we do it, our ethos is based around delivering exceptional service to both clients and learners, whilst providing a truly personal, bespoke service, rather than the off-the-shelf products provided by many training providers.

We are a growing, national company and our aim is to become the provider of choice for companies looking for a personal, tailored approach for their apprenticeship programmes.

## **FACILITIES MANAGEMENT / LEVEL 3**

### **Course overview**

This course will give you an awareness of how to manage a team of Facilities Management staff within the context of your organisation (whether Hard Facilities Management, Soft Facilities Management, Total or Integrated Facilities Management).

### **Suitability**

This course is suitable if you are now, or are soon to become, a facilities manager or supervisor.

### **Fees**

The fees for this course are £4000.

### **Eligibility**

Apprenticeships are available to people of all ages, who are either new to a role or looking to enhance their knowledge and skills within an existing role.

### **Career progression**

This role may be a gateway to positions, such as management or other senior roles.

### **Duration**

This course takes a minimum of 18 months, followed by an end-point assessment, taking place soon afterwards. This will be when you, your trainer & employer all feel you are ready.

# FACILITIES MANAGEMENT / LEVEL 3

## Learning Outcomes

Upon completion of the qualification, apprentices will be able to showcase the following skills, knowledge and behaviours:

### Skills

- Manage the day to day performance of staff and contribute to their development
- Ensure that resources (materials and equipment) are used efficiently by ensuring correct use in accordance with manufacturer's instructions
- Take responsibility for own development of skills and knowledge

### Knowledge

- Facilities Management
- Management of Health & Safety
- Developing relationships in the workplace
- Develop & implement risk assessment plans
- Organise & delegate day to day activities of staff
- Costs of the facilities management
- Procure supplies for the facilities management
- Resolve customer service queries and issues in accordance with contractual requirements

### Behaviours

- Open and approachable
- Analytical
- Customer focused
- Positive and collaborative
- Effective communicator

### Delivery

The training is a blended learning delivery model, which takes place in the work place during working hours, wherever this may be, according to the apprentices role. This consists of:

- 1 to 1 monthly meetings of approx. two hours with a GLP trainer (face to face or telephone)
- Online learning courses and/or group sessions
- Building an electronic portfolio of work-related evidence
- Maths and English at Level 2 (if not previously achieved)
- 20% of time at work to be spent working towards the apprenticeship
- End Point Assessment (EPA) by an external examiner to complete qualification, consisting of: knowledge test, portfolio-based Interview & project presentation

