

Diploma of Facilities Management

22086VIC



Diploma of Facilities Management

The direction you take in your career is based on choice, judgement and the ability to pursue the goals you set yourself. Your experience, knowledge and ultimately your desire to achieve, sets you on a pathway of learning. Increasing your learning develops your ability to progress your career prospects.

If you have aspirations to work or further your prospects in the facilities management field, the Diploma of Facilities Management can assist you in achieving that goal.

The Diploma of Facilities Management was created through consultation with the industry, for the industry. It provides the opportunity for a facilities management practitioner to complete a nationally accredited qualification that sets a benchmark for education professionalism in facility management.

The Diploma was designed and developed to have the right mix of technical knowledge, people skills development and currency within the industry's economic and social climate.





UNITS OF COMPETENCY

The course comprises of eighteen units of competency which the student must successfully complete in order to receive the Diploma of Facilities Management.

ONLINE ACCESS

In line with the growing need for a flexible approach to learning, the Diploma is available as a self paced, online learning program.

All course materials are provided through a web based portal and include a Learner and Assessment guide for each unit.

There are currently no face to face contact hours as part of the course; however, units are under development to allow a blended approach to student learning.

ENROLMENT & DURATION

The rolling intake means you can enrol at any time and allows the flexibility to progress based on the pace that suits you, the student. You would normally allow six to ten weeks for completion of each unit, depending on the content. The total time for completion is approximately 18 – 24 months.

You should allow six to eight hours per week for study purposes. This is a rough guide based on the content of each unit and how much prior knowledge and experience you have on the subject area.

RECOGNITION OF PRIOR LEARNING

Your prior experience, skills and/or qualifications, may be taken into account in the form of Recognition of Prior Learning (RPL), or Credit Transfer. Please contact FMA Australia on 03 8641 6666 for further information.

COST & PAYMENT

Options are available either to pay by unit or for a number of units, or to make full payment for the whole course. Refer to the registration form for costs and payment options available.

ENROLMENT PROCESS

Forward the registration form to FMA Australia with your payment, to start the enrolment process. On receipt of the registration form, Holmesglen will be notified and you will receive an electronic enrolment form for completion. You will then receive a student ID and password for access to the online portal.

COMPLETION

On successful completion of the course, you will receive a certificate awarding you the “Diploma of Facilities Management” which is recognised under the Australian Qualifications Framework (AQF). Recognition by higher education (university level) is at the discretion of the provider; however, FMA Australia is expecting higher education institutes to recognise the qualification.

STUDENT SUPPORT SERVICES

Student support services are available on request. Please contact FMA Australia on 03 8641 6666 for further information.

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UNITS OF COMPETENCY OUTLINE

Unit code

Title

BSBOHS509A

Ensure a safe workplace

This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate an organisation's occupational health and safety (OH&S) policies, procedures and programs in the relevant work area, in accordance with OH&S legal requirements.

BSBMGT502B

Manage people performance

This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to you directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provides the basis for performance management.

CPPDSM5034A

Monitor performance of property/facility portfolio

This unit of competency specifies the outcomes required to monitor the ongoing performance of a property or facility portfolio. It requires the ability to provide advice and recommendations to the client based on an accurate analysis of investment performance.

BSBFIM501A

Manage budgets and financial plans

This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose roles involve aspects of financial operations, monitoring & controlling finances and reviewing and evaluating effectiveness of financial management processes, in line with the financial objectives of the work team and the organisation.

CPPDSM5029A

Manage client relationships and networks in the property industry

This unit of competency specifies the outcomes required to maintain positive business relationships and active professional networks in the property industry. It requires the ability to share and promote professional experiences within a network and use interpersonal skills to build trust and improve client relationships.

CPPDSM5030A

Manage projects in the property industry

This unit of competency specifies the outcomes required to plan, organise and monitor projects in the property industry. It requires the ability to establish project requirements, monitor quality assurance processes and evaluate project processes and outcomes.

BSBRSK501A

Manage Risk

This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across an organisation or specific business unit or area. The unit has been designed to be consistent with AS/NZS4360:2004 risk management.

CPPDSM5011A

Determine space utilisation

This unit of competency specifies the outcomes required to develop design briefs for the use of space. It requires the ability to analyse client requirements, develop design concepts and prepare a design brief using appropriate technology.

CPPDSM5001A

Advise on the use and design of facilities

This unit of competency specifies the outcomes required to provide effective advice on the use and design of facilities to meet client needs. It requires the ability to conduct research to identify future facility requirements.



Unit code	Title
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CPPDSM5007A	Coordinate construction or renovation of facilities
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This unit of competency specifies the outcomes required to coordinate the construction or renovation of facilities. It requires the ability to use appropriate consultative processes to determine requirements and to develop, monitor and finalise a construction plan.

CPPDSM5008A	Coordinate fit-out of premises for user occupation
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This unit of competency specifies the outcomes required to coordinate the fit-out of premises for user occupation. It requires the ability to administer contracts, select fit-out methods and coordinate contractors and consultants.

CPCBC4012A	Read and interpret plans and specifications
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This unit of competency specifies the outcomes required to read and interpret plans and specifications applicable to medium rise residential and commercial projects in order to inform estimation, planning and supervisory activities.

VU20226	Develop and manage facility maintenance plans
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This unit describes the facilities manager's responsibility to develop and plan for maintenance services within a facility to ensure peak operational efficiency. This includes regular scheduling and planning for services required to prevent premature failure and to maximise the life of the facility.

BSBFLM509B	Facilitate continuous improvement
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This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement to systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies and to manage opportunities for further improvements.

VU20227	Foster innovative practice within the facility
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This unit describes the skills and knowledge required by facilities managers to foster an environment in which continuous improvement, innovation and learning are promoted and rewarded.

VU20224	Manage environmental sustainability of facilities
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This unit describes the outcomes required to engender a culture of social, economic and environmental sustainability in facilities management, including managing and evaluating building systems performance according to sustainability attributes.

VU20225	Manage the life cycle services of facilities
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This unit describes the outcomes required to manage the continuous process of service provision to support facilities systems and practices that are sustainable.

BSBWRT401A	Write complex documents
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This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

Diploma of Facilities Management Registration form



Please complete and return to FMA Australia Level 6, 313 La Trobe Street, Melbourne, VIC 3000
Fax: (03) 9640 0374 | Email: cfml@fma.com.au

REGISTRANT'S DETAILS

Mr / Mrs / Ms / Miss/ Other (Please circle)	Name	
Organisation	Position	
Address		
State	Postcode	Business telephone
Email		Mobile
Member no.	Date	

COURSE COSTS

Member standard rate	Cost per unit:	\$440	Total cost: \$7920
Member discount rate (purchase 6 or more units)	Cost per unit:	\$395	
Non-member standard rate	Cost per unit:	\$550	Total cost: \$9900
Non-member discount rate (purchase 6 or more units)	Cost per unit:	\$495	

I would like to enrol in the Diploma of Facilities Management and understand that when my payment of either full fee or per unit cost is received by FMA Australia, I will receive an e-form enrolment from Holmesglen TAFE to commence my studies.

PAYMENT OPTIONS

I wish to pay for:	No. of units	Cost per unit	Total
Member standard rate		\$440	
Member discount rate		\$395	
Non-member rate		\$550	
Non-member discount rate		\$495	

Note: Should you decide to undertake RPL - the per unit cost will apply.

Terms & conditions of registration & payment

Refund policy - In the event you withdraw from the program and have paid fees in advance, refer to our refund policy located on the FMA Australia website at the CFML portal or request a copy via FMA Australia on (03) 8641 6666.

I would like to become a member of FMA Australia. Please forward a membership application form.

PAYMENT DETAILS

1. EFT 2. VISA Amex Diners Mastercard 3. Cheque

Card holder's name:

Card Number:

Expiry Date:

Amount: \$

Signature:

- Direct Deposit:** Account - Facility Management Association of Australia, BSB No - 063-000, Account No - 10529527.
- Credit card:** Visa/Mastercard (2% surcharge applies), American Express/Diners (3% surcharge applies).
- Cheque:** Please attach a copy of registration form with cheque and make cheque payable to FMA Australia.

For more information contact FMA Australia
phone: 03 8641 6666 | email: cfml@fma.com.au