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| Title: | **Managing school facilities** | | |
| Level: | 4 | | |
| Credit value: | 8 | | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) | |
| 1. Be able to conduct a review of a school’s current and future site facilities requirements | | 1.1  1.2  1.3  1.4  1.5 | Explain the principles and processes of strategic facilities planning in schools  Conduct an evidence-based review of a school’s current site facilities  Describe changes that may impact on a school’s future facilities requirements  Identify potential development projects for inclusion in a strategic facilities plan  Produce a client brief for a potential minor capital works project |
| 1. Be able to contribute to the management of a school’s assets | | 2.1  2.2  2.3  2.4  2.5 | Explain the importance of facilities management to the achievement of the school’s objectives  Describe how a school’s assets are managed and how asset registers are used in the process  Describe a school’s arrangements for the inspection and servicing of its facilities  Evaluate a school’s processes for its facilities management  Recommend improvements to the management of a school’s facilities |
| 1. Be able to contribute to the management of a school’s ICT facilities | | 3.1  3.2  3.3 | Identify the key factors to be considered with regard to the design, installation and safe use of ICT facilities in a school  Evaluate the key features of a school’s ICT facilities  Identify and set priorities for the development or improvement of a school’s ICT infrastructure |
| 1. Be able to contribute to the management of a school’s catering   provision | | 4.1  4.2  4.3  4.4  4.5 | Identify the key aspects of government policy relating to school catering and food standards for schools  Describe the different methods of catering provision in schools    Describe the key responsibilities with regard to health and safety within school catering provision  Evaluate a school’s catering provision  Recommend improvements in the management of a school’s catering facilities |
| 1. Be able to provide a summary of learning on the management of school facilities | | 5.1  5.2  5.3  5.4 | Evaluate own professional competence in relation to managing school facilities  Reflect on the learning gained through completion of the ‘managing school facilities’ module assessment tasks and learning activities  Summarise insights gained into current policy and practice in a school and the impact of work undertaken on these to date  Identify areas for further professional learning and the improvement of policy and practice in a school |
| **Additional information about the unit** | |  | |
| Unit purpose and aim(s) | | To develop understanding and ability to be able to contribute to the management of a school’s facilities including the identification of areas for improvement or development. The module concerns understanding strategic site management in a school; being able to manage the operation of a school's facilities; being able to manage a school's Information and Communication Technology (ICT) facilities and healthy catering in a school as required by a practising or potential school business manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | |  | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | |  | |
| Location of the unit within the subject/sector classification system | |  | |
| Unit guided learning hours | |  | |