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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
 | 1.11.21.31.41.5 | Explain the principles and processes of strategic facilities planning in schools Conduct an evidence-based review of a school’s current site facilitiesDescribe changes that may impact on a school’s future facilities requirementsIdentify potential development projects for inclusion in a strategic facilities planProduce a client brief for a potential minor capital works project |
| 1. Be able to contribute to the management of a school’s assets
 | 2.12.22.32.42.5 | Explain the importance of facilities management to the achievement of the school’s objectivesDescribe 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 facilitiesEvaluate a school’s processes for its facilities managementRecommend improvements to the management of a school’s facilities |
| 1. Be able to contribute to the management of a school’s ICT facilities
 | 3.13.23.3 | Identify the key factors to be considered with regard to the design, installation and safe use of ICT facilities in a schoolEvaluate 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 | 4.14.24.34.44.5 | Identify the key aspects of government policy relating to school catering and food standards for schoolsDescribe the different methods of catering provision in schools Describe the key responsibilities with regard to health and safety within school catering provisionEvaluate 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
 | 5.15.25.35.4 | Evaluate own professional competence in relation to managing school facilitiesReflect 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 |  |