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| Title: | | **Understanding the need for effective management of space within own organisation** | | |
| Level: | | **3** | | |
| Credit value: | | **3** | | |
| Unit guided learning hours | | **11** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the principles that guide and the legislation that impacts on the planning and management of space | | | 1.1  1.2 | Explain the key concepts and principles of space planning and management  State the relevant legislation that impacts on space management activities in own organisation |
| 1. Understand how to plan accommodation changes | | | 2.1  2.2  2.3 | Describe the planning and implementation of a space management project  Effectively interpret a space layout drawing  List examples of changes to labels and mark-ups that have to be updated on drawings and documents upon completion of a space management project |
| 3 Understand optimisation of space utilisation | | | 3.1  3.2 | List examples of ways that space is used in own organisation and explain how it could be better utilised  Describe how to encourage responsible space occupancy |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop knowledge and understanding of the effective management of space in own organisation. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Facilities Management 2008 NOS: FM323 | |
| 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) | | | Asset Skills | |
| Equivalencies agreed for the unit (if required) | | | M3.39 - Introduction to the effective management of space within own organisation | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Key concepts of space planning and space management * Space allocation guidelines or policies (for example employee/desk ratio, cellular or open-plan space) * Measurement of space (gross, net, usable area, circulation routes) * Space planning tools (for example computer aided design (CAD) systems, storage audits) * Legislation (Workplace Regulations, Disability Discrimination Act (DDA) etc | | | |
| 2 | * Space management projects (for example relocation and churn, fit-out and refurbishment, enabling and ‘briefcase’ moves) * Briefs, block plans, layout plans, time-scale * Interpretation of space layout design briefs and drawings (for example furniture layouts, travel distances, corridors and emergency routes, building structures and building services, location of ancillary and support areas) * Labels, tags, signage and drawing mark-ups that have to be updated (for example name, department, location, assets) | | | |
| 3 | * Space utilisation (for example residential, retail, production, laboratory, library, meeting, collaboration, training, storage, accommodation services) * New ways of using space (for example shared occupancy and location independent working - home-working, hot-desking, “hoteling”, ‘greener’ accommodation) * Ways of measuring space occupancy and utilisation measures (for example hours of working, amount of space per person, head count, churn rates) * Space costs and measures (for example - cost per square foot or metre, overhead or cost-centre, relocation and churn, cost per person, energy costs) | | | |