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| Title: | **Understanding the Management of Facilities (M5.45)** |
| Level: | 5 |
| Credit value: | 2 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand facilities management roles and responsibilities and how they contribute to organisational goals
 | 1.11.21.3 | Describe the roles and associated responsibilities for facilities management within own organisationExplain how these roles and responsibilities contribute to the organisation’s strategic and operational goalsEvaluate the effectiveness of own responsibilities in contributing to the organisation’s strategic and operational goals  |
| 1. Understand how to develop a facilities management plan in an organisation
 | 2.12.2 | Critically review a facilities management plan for own area of operation Implement improvements to facilities management plan for own area of operation |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of facilities management as required by a practising or potential middle manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS |
| 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) | Management Standards Centre (MSC) |
| Location of the unit within the subject/sector classification system | Business Management |
| Unit guided learning hours | 9 |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Provision of space and services
* Legal obligations and insurance requirements
* Maintenance of assets
* Range of people likely to work within, or visit the organisation
* Location of premises, planning, access, size and cost factors
* Adequacy and maintenance of heating, lighting, ventilation and other internal facilities and equipment
* Health, safety and environmental issues
* Effects of premises and facilities on the organisation’s image
* Security measures for premises, contents and users, including protection from malicious attack
* Advantages and disadvantages of hiring out accommodation/equipment
* Procedures and responsibilities associated with hiring out premises and equipment
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| 2 | * Planning techniques
* Ways to organise and co-ordinate resources and activities to achieve planned change
* Monitoring and reporting progress
* Feasibility and risk assessment techniques
* Identification of, and communication with, stakeholders
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