

Facilities Management Staff

Affix your business card here

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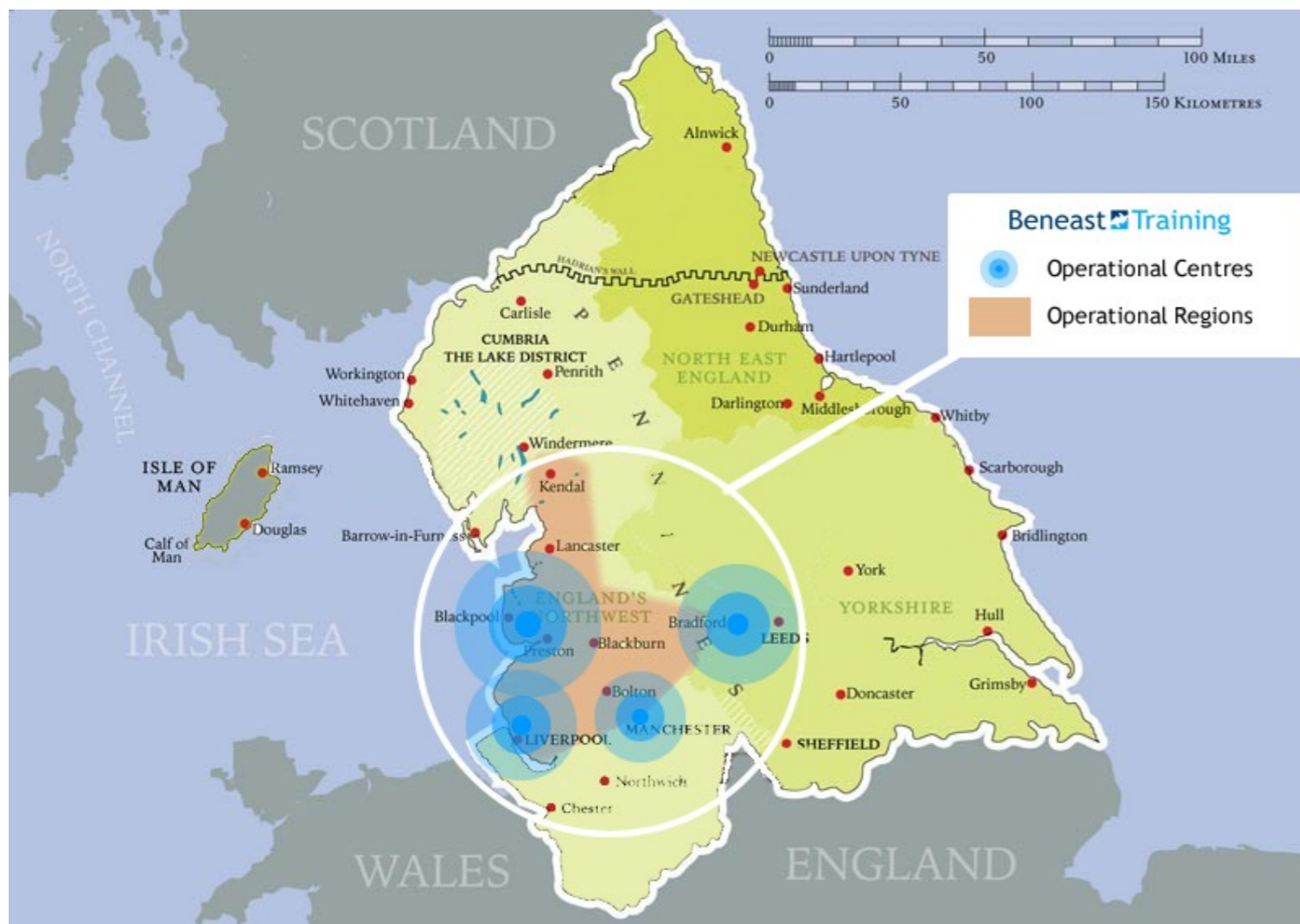
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Commercial Courses in Facilities Management

A NEW & EXCITING QUALIFICATION FOR YOUR BUSINESS



BIG Employer Benefits



What is the apprenticeship?

The apprenticeship in facilities management (FM) comprises the following qualifications:

1. NVQ level 3 in FM
2. ILM level 3 certificate in FM (QCF)
3. Key/essential/functional skills*
4. Employee rights and responsibilities checklist

Apprentices are employed and receive a salary.

Following completion, the apprentices would be able to take a foundation degree, NVQ level 4 or other professional qualification.

* Literacy & Numeracy qualification

Why have an apprenticeship?

The apprenticeship will provide a career pathway into FM, raise the profile of the industry and skills of those working in it while attracting more people into the profession.

The New NVQ Certificate requires candidates to provide evidence of providing and monitoring facilities to customer needs. Planning and allocating work within a team, ensuring feedback and quality of service are important aspects of the qualification.

The New Certificate requires work-based assignments are completed focusing on health and safety, sustainability, efficient use of materials and resources and organisation of services. There are many options to tailor-make the qualifications to employer business needs.

...driving your business in 2010

Research has shown that apprenticeships have the following benefits:

Employers get:

- Motivated employees
- Increased productivity
- Learning and qualifications with Government backed funding
- A better skilled workforce
- Help with procurement
- Choice of units and areas of focus to develop skills in targeted areas.
- Workshops can be delivered in work premises dependent on suitable group size
- Targeted development for your staff
- Can be customised to meet your business needs

And most importantly...

Building skills and knowledge relating to real work.

The latest thinking is examined in terms of leadership, service quality and efficiency planning in terms of resources and sustainability.

Small group workshops where issues are explored and good practice shared.

Who is the apprenticeship for?

Apprenticeships are available for anyone aged over 16. An apprentice could be recruited from an external pool of candidates existing staff could take the chance to develop and enhance their own skills and knowledge.

How do I find an apprentice?

Employers can register their vacancies with the National Apprenticeship Service at www.apprenticeship.org.uk which covers England only. For Wales and Northern Ireland vacancies can be placed with job centres and the local careers offices.

How much will the training cost?

If the apprentice is aged 16-18 all the training costs will be met by the government. For apprentices aged 19+ the employer will be expected to contribute, but in some cases funding for the entire programme will be met. For more information on costs please call us to discuss your requirements.

How long will the training take?

This will depend on the individual apprentice, but Asset Skills estimate between 12 and 18 months for level 2 and 24 months for the advanced apprenticeship.



ID	Mandatory Units	Level	Credit Value	YOUR NEEDS
FM301	Provide and monitor facilities for clients	3	6	<input checked="" type="checkbox"/>
FM302	Develop productive work relationships with colleagues	2	3	<input type="checkbox"/>
FM303	Implement, monitor and review health and safety policy in own area of responsibility	4	6	<input type="checkbox"/>
Optional Units - 3 Units to be selected in all. 2 from Optional Suite One and 1 from Optional Suite Two				
Suite One - Select 2 Units				
FM304	Monitor and solve customer service problems	3	7	<input type="checkbox"/>
FM305	Contribute to the management of incidents and emergencies	3	5	<input type="checkbox"/>
FM306	Plan, allocate and monitor work in your area of a team	3	5	<input type="checkbox"/>
FM307	Understanding sustainability and environmental issues and the impact on facilities management	4	3	<input type="checkbox"/>
FM308	Manage facilities management projects	2	6	<input type="checkbox"/>
FM309	Set objectives and provide support for team		5	<input type="checkbox"/>
FM310	Monitor operational performance	3	5	<input type="checkbox"/>
FM311	Provide leadership and direction for own area of responsibility	4	5	<input type="checkbox"/>
Suite Two - Select 1 Unit				
FM311	Operate security measures	3	3	<input type="checkbox"/>
FM312	Maintaining property assets	3	5	<input type="checkbox"/>
FM313	Procure supplies	3	2	<input type="checkbox"/>
FM314	Contribute to disaster recovery and contingency		5	<input type="checkbox"/>
FM315	Manage space	3	6	<input type="checkbox"/>
FM316	Carry out energy management	3	6	<input type="checkbox"/>
	Recruit staff in own area of responsibility	5	4	<input type="checkbox"/>
	Manage a budget for own area or activity of work	5	7	<input type="checkbox"/>
	Implement change in own area of responsibility	4	6	<input type="checkbox"/>

Training & Qualifications are offered subject to QCF validation