



**Train Together**

# Level 4 Facilities Manager Standard



**Realise Your Potential**



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## About us.

We are an Ofsted-rated "Good" provider with a long track record of specialising in Facilities Management apprenticeships.

Our expertise lies in delivering comprehensive and tailored apprenticeship training programmes, equipping learners with the skills and knowledge needed for a successful career in the field.

Our goal is to ensure every apprentice receives exemplary education and training, preparing them for a prosperous future in Facilities Management while providing our clients with highly skilled professionals who can drive their organisations forward.

By partnering with us, clients benefit from customised training solutions that address their specific needs, improve operational efficiency, and promote long-term growth and development.





# About us.

At Train Together, we pride ourselves on being experts in Facilities apprenticeships. We understand the unique challenges and opportunities within this sector and are dedicated to delivering tailored solutions that drive success.

Our innovative delivery models combine the latest technology with industry expert training. This approach ensures that the learning journey is engaging, effective, and maximises value for both learners and the businesses we work with.

## Our Values and What Makes Us Tick



**Nurture:** Maintaining excellent relationships with stakeholders is key to meeting our vision and mission.



**Courageous:** We embrace difficult conversations and are committed to walking the walk, not just talking the talk.



**Genuine:** Transparency in all we do ensures clear and clean communication with all stakeholders.



**Dedicated:** We go above and beyond for our learners and clients, offering excellent resources and support to achieve their goals.



**Empower:** Providing information, advice, and guidance enables excellent decision-making and helps our partners meet their objectives.





# Understanding The Challenge

01



## **Ensuring Compliance with Health, Safety, and Environmental Regulations:**

Facilities managers are responsible for ensuring that all operations comply with health, safety, and environmental regulations. Keeping up with changing regulations and ensuring compliance across diverse facility operations can be complex and time-consuming.

## **Managing Facility Budgets and Reducing Operational Costs:**

Controlling costs while maintaining high standards in facilities management is a major challenge. Facilities managers need to find cost-effective solutions without compromising quality or safety.



02

03



## **Optimising Facility Operations for Efficiency and Sustainability:**

Optimising the day-to-day operations of a facility to enhance efficiency while also meeting sustainability goals can be a delicate balance, requiring careful planning and execution.

## **Managing Teams and External Contractors Effectively:**

Coordinating a team of facility staff and managing relationships with external contractors requires strong leadership and communication skills. Mismanagement can lead to inefficiencies, conflicts, and delays in essential services.



04



## Understanding The Challenge

01



### **Ensuring Compliance with Health, Safety, and Environmental Regulations:**

**Solution:** A Level 4 Facilities Manager is trained to stay current with regulations and to implement rigorous compliance checks and safety protocols. They can conduct regular audits and risk assessments to ensure that the facility adheres to all legal requirements and maintains a safe environment for all occupants.

**Managing Facility Budgets and Reducing Operational Costs:** The apprenticeship equips Facilities Managers with the skills to develop and manage budgets effectively, including identifying opportunities for cost savings through efficient resource allocation, negotiating contracts with vendors, and implementing energy-saving initiatives to reduce utility costs..



02

03



### **Optimising Facility Operations for Efficiency and Sustainability:**

Facilities Managers are trained in best practices for operational efficiency, including the implementation of sustainable practices such as waste reduction, energy efficiency, and the use of environmentally friendly materials.

**Managing Teams and External Contractors Effectively:** Facilities Managers develop leadership and team management skills, enabling them to motivate and manage in-house teams effectively, while also ensuring that contractors meet their obligations on time and within budget.



04



# Level 4 Facilities Manager Standard



## Practical Learning

Applying Theories in Practice

Providing Constructive Feedback

Guidance on Personal and Professional Development



## Assessment Principles

Performance Evaluation

Supportive Learning Journey

Effective Communication and Presentation Skills



## Role Proficiency

Insight into Relevant Industries

Encouraging Proficiency

Learning from Experienced Assessors



## Process Understanding

Embracing a Learning Culture

Embracing Diversity & Equality

Engagement with the Assessment Process

## Qualifications

- Level 4 Diploma in Facilities Management

## Progression Route

- Level 5 Operations/Departmental Manager

## Learning Style

- Live online training , Face-to-face and Online content

## 24-Month Programme



- On-Programme
- End-Point Assessment



# Level 4 Facilities Manager

Month 1-18

## On-Programme Learning

During the 18-month on-programme learning period, you will compile a comprehensive portfolio and complete a level 4 diploma in facilities management. The portfolio will demonstrate development and proficiency in the key responsibilities of an Facilities Manager.

### Level 4 IWFM Diploma in Facilities Management

- |   |  |
|---|--|
|  Overview of Facilities Management |  Managing Customer Services |
|  Managing Health & Safety          |  Support Services           |
|  Facilities Management Strategy    |  Developing Relationships   |
|  People management                 |  Financial Management       |
|  Environmental & Sustainability    |  Space Management           |

## Knowledge, Skills and Behaviours

### Knowledge & Skills

- |                               |                             |                                  |
|-------------------------------|-----------------------------|----------------------------------|
| Property & Asset Management   | Policy & Management Systems | Quality & Stakeholder Management |
| Service Delivery & Compliance | Finance & Procurement       | Change & People Management       |

### Behaviours

- |                     |                      |                             |
|---------------------|----------------------|-----------------------------|
| Systematic Approach | Ethics & Integrity   | Collaboration & Influencing |
| Leading People      | Innovation & Quality | Customer Focus              |

Month 6

## End Point Assessment

Upon successful completion of the on-programme learning, you will undergo a comprehensive final end-point assessment designed to showcase your development throughout the programme. This assessment consists of two components:

### Project



The apprentice completes a project that demonstrates their ability to manage a facilities management scenario, applying the knowledge and skills acquired during the apprenticeship. The report details the project objectives, actions taken, and outcomes.

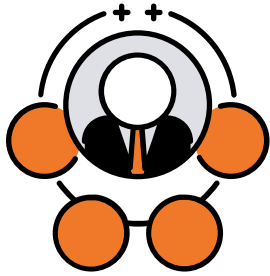


### Professional Discussion

This is an in-depth conversation between the apprentice and an assessor, focusing on the project report. It assesses the apprentice's ability to articulate their decisions, reflect on their practice, and demonstrate their understanding of the broader context of facilities management.



# Programme Benefits



## Employer

Enhance apprenticeship support, improve apprentice outcomes, ensure compliance with industry standards, and invest in staff development and retention by promoting a skilled, motivated workforce.

## Employee

Gain a recognised qualification, enhance career progression, build confidence and competence in facilities management practices, and develop comprehensive skills to effectively support diverse client needs.



## Contact us

To find out more about the Level 4 Facilities Manager Standard, please contact our Customer Relationship Manager, Jo Povall.



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