



## Certificate in Facilities Management

| Key items                                | Course  |
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| <b>Course Title:</b>                     | <b>Certificate in Facilities Management</b>   |
| <b>Course Reference No.:</b>             | -   |
| <b>Funding Availability:</b>             | NA  |
| <b>Funding Validity Period:</b>          | NA  |
| <b>Course Overview:</b>                  | <p>Facilities Management is the integrated management of the work environment and supporting services of an organization to provide an environment that enables the business to achieve its primary objective. It is varied and multidisciplinary and covers aspects from diverse fields. The certificate course offers a professional credential for those who seek to begin or further their career in the field.</p> <p>This 3-day course will help the participants to acquire knowledge necessary to develop and execute the strategic and operational tasks of corporate facilities management.</p> |
| <b>Who Should Attend</b>                 | <ul style="list-style-type: none"> <li>• Anyone who want to seek career in managing facilities for corporate or institutional owners</li> <li>• People who are looking to take Diploma in Facilities Management to advance their career</li> </ul>  |
| <b>Course Objectives:</b>                | <ul style="list-style-type: none"> <li>• Introduction to Facilities Management</li> <li>• Learn on facility planning and development of corporate space</li> <li>• Acquire skills of facility maintenance and repair programs</li> <li>• Overview of financial management, planning and controls, project management and budgeting</li> <li>• Gain knowledge of workplace requirements to support businesses</li> </ul>   |
| <b>Course Duration:</b>                  | 24 hours (incl. of 2 hours assessment)  |
| <b>Course Fees:</b>                      | \$450   |
| <b>Mode of Instruction:</b>              | Classroom-facilitated Training  |
| <b>Mode of Delivery:</b>                 | Full-time/Part-Time   |
| <b>Mode of Assessment:</b>               | At the end of the course, learners are required to complete a total of 2 hours of written assessment  |
| <b>Attendance Requirement:</b>           | Trainee must achieve 75% attendance for the entire course   |
| <b>Passing Criteria:</b>                 | Written Assessment: 70% to Pass   |
| <b>Qualification:</b>                    | Upon successful completion of course and assessment, learners will be awarded Certificate of Successful Completion endorsed by Avanta Academy.  |
| <b>Entry Qualification:</b>              | Learners are assumed to: <ul style="list-style-type: none"> <li>• ESS Workplace literacy and numeracy Level 3 and above</li> </ul>  |
| <b>Average Teacher to Student Ratio:</b> | 1:12  |