

BIFM Direct Study Time Guidance

How long will it take to complete the qualification?

For every credit of the qualification you will be looking to do 10 hours of both learning and assessment. E.g. the Level 4 Diploma will take 480 hours to complete (a minimum of 48 credits).

Qualification size	Credit value	Estimated total time to complete	Recommend hours per week
Award	11 – 12 credits	110 - 120 hours	2- 5 hours
Certificate	13 – 28 credits	130 - 280 hours	3 – 6 hours
Diploma	48 credits	480 hours	5 – 10 hours

How much time should I dedicate to completing the qualification?

The total time will be spread over a two year registration period, how you choose to allocate your time within the two years will determine how quickly it will take you to complete.

Below is an example of how many credits you can cover a year depending on how many hours you allocate to studying a week:

Number of hours per week	Credits per year	Average completion time
1 hour	5 credits a year	Can you allocate more time? You will need to dedicate more time if you wanted to achieve a BIFM Qualification within the two year registration period.
2-3 hours	10 – 15 credits a year.	Complete the BIFM Level 3 or 4 Award within 1 year. Complete the BIFM Level 2 Certificate within 1 year.
4-5 hours	20 – 26 credits a year.	Complete the BIFM Level 3 or 4 Award within 6 months.

6-7 hours	30 – 36 credits a year.	Complete the Level 3 or 4 Diploma within 18 months.
8-9 hours	40 – 46 credits a year	Complete the Level 3 or 4 Diploma within 1 year.
10 hours +	52 credits + a year	Complete the BIFM Level 3 or 4 Diploma within 1 year.

Recommended study hours per week

Depending on the size of qualification you have chosen and how quickly you wish to complete it will determine how many hours per week you should dedicate to studying. Below is a table with the recommended study times depending on what completion time you have as a target.

Qualification	Completion time			
	6 months	1 year	18 months	2 years
Level 2 Certificate (13 credits)	5 hours	2-3 hours	1-2 hours	
Level 3 Award (11 credits)	4-5 hours	2-3 hours	1-2 hours	
Level 3 Certificate (min. 28 credits)	10-11 hours	5-6 hours	3-4 hours	2-3 hours
Level 3 Diploma (min. 48 credits)	18-19 hours	9-10 hours	6-7 hours	4-5 hours
Level 4 Award (min. 12 credits)	4-5 hours	2-3 hours	1-2 hours	
Level 4 Certificate (min. 24 credits)	9-10 hours	4-5 hours	3-4 hours	2-3 hours
Level 4 Diploma (min. 48 credits)	18-19 hours	9-10 hours	6-7 hours	4-5 hours

Further considerations

Final assessment(s) - Please note that your final assessment should be **submitted at least 2 months before your expiry date**. This will allow time for it to be marked and also amend your answer if it is not fully achieved in the first submission.

Do you have your employer's support? - Have a talk with your manager about your study requirements to see if they can allow you any study leave or support.

Any questions or concerns? – contact us on +44 (0) 1279 712 651 or email qualifications@bifm.org.uk