

# BIFM Prospectus

Develop facilities management professional excellence  
for you, your employees and your business

[www.bifm.org.uk](http://www.bifm.org.uk)

**BIFM**<sup>®</sup>  
ADVANCING OUR PROFESSION



# About BIFM



<sup>vv</sup> Group membership has been transformative: we've got a clearer view of what we get for our individual and corporate membership fees, we're able to drive far more benefit from them, and we've taken the lead with our employee members in helping them get optimum personal benefit. You get out what you put in: group membership has given us a clear engagement framework, and in the twelve months since we "grouped" we've seen clear and sustained benefits in terms of our employee engagement, the quality of FM dialogues around the business, and a shared sense of purpose.<sup>^^</sup>

**Jamie McDonald, Customer Experience Director, Carillon plc**

## The British Institute of Facilities Management is the professional body for facilities management (FM).

We promote excellence in facilities management for the benefit of practitioners and business and ultimately for the economy and society. Supporting and representing thousands of members around the world, both individual FM professionals and organisations, and thousands more through qualifications and training.

We promote and embed professional standards in facilities management. Our range of services and benefits are designed to aid and develop FM professionals at each stage in their FM career and include:

- Professional credentials through membership
- Internationally recognised qualifications
- Continuing Professional Development (CPD)
- Training
- Information and resources
- FM community networking events and online communities.

Whether you are a professional operating in FM, an employer looking to develop your FM people, or a supplier into FM we can support you in achieving your objectives.

### About FM

Facilities management professionals are responsible for services that enable and support business. Roles cover management of a wide range of areas including: health & safety, risk management, business continuity, procurement, sustainability, space planning, energy, property and asset management. They are typically responsible for activities such as catering, cleaning, building maintenance, environmental services, security and reception.

**>>> [www.bifm.org.uk](http://www.bifm.org.uk)**

# What BIFM does

## For facilities management professionals

Our range of services and benefits are designed to help and develop FM professionals at each stage in their career and include:

- Membership
- Qualifications
- Information and resources
- Continuing Professional Development (CPD)
- Training
- Networking.

## For employers of facilities management professionals

We provide options for employers to develop, recognise and reward their FM employees. Employers can use our Facilities Management Professional Standards to assess and plan staff development. We have a number of options that provide recognition and help to develop the skills and knowledge of FM staff:

- Qualifications
- Group Membership Scheme
- Training.

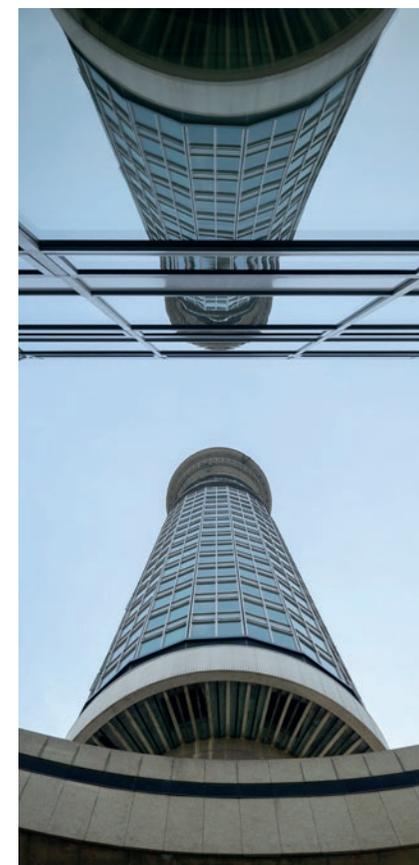
## For companies operating in the facilities management industry

In addition to the staff development opportunities we can support businesses operating in FM to raise their profile and brand recognition, through opportunities such as:

- Corporate Membership
- Sponsorship
- Advertising.



<sup>vv</sup>Our professional standards are the essential roadmap for anyone in the FM profession.<sup>^^</sup>



**We are dedicated to advancing the facilities management profession by supporting individuals and employers.**

The Facilities Management Professional Standards set out the skills and behaviours expected of facilities management professionals at every stage of their career.

The BIFM Facilities Management Career Pathway provides a structure for career development and progression for those that work in FM.



# BIFM Facilities Management C

## Membership grades

BIFM's Membership grades provide credentials to signify professional experience and credibility in FM.

Membership grades are awarded upon assessment of the level and length of experience in facilities management and the qualifications held. They provide professional recognition at key stages as the individual progresses his/her career.

[www.bifm.org.uk/membership](http://www.bifm.org.uk/membership)

## Professional FM Qualifications

BIFM Qualifications in Facilities Management are flexible and individuals can start at any level, they do not have to work up through the levels.

Programmes are delivered through face-to-face, evening classes, online or distance learning.

-  Award
-  Certificate
-  Diploma
-  Extended Diploma

[www.bifm.org.uk/qualifications](http://www.bifm.org.uk/qualifications)

## Apprenticeships

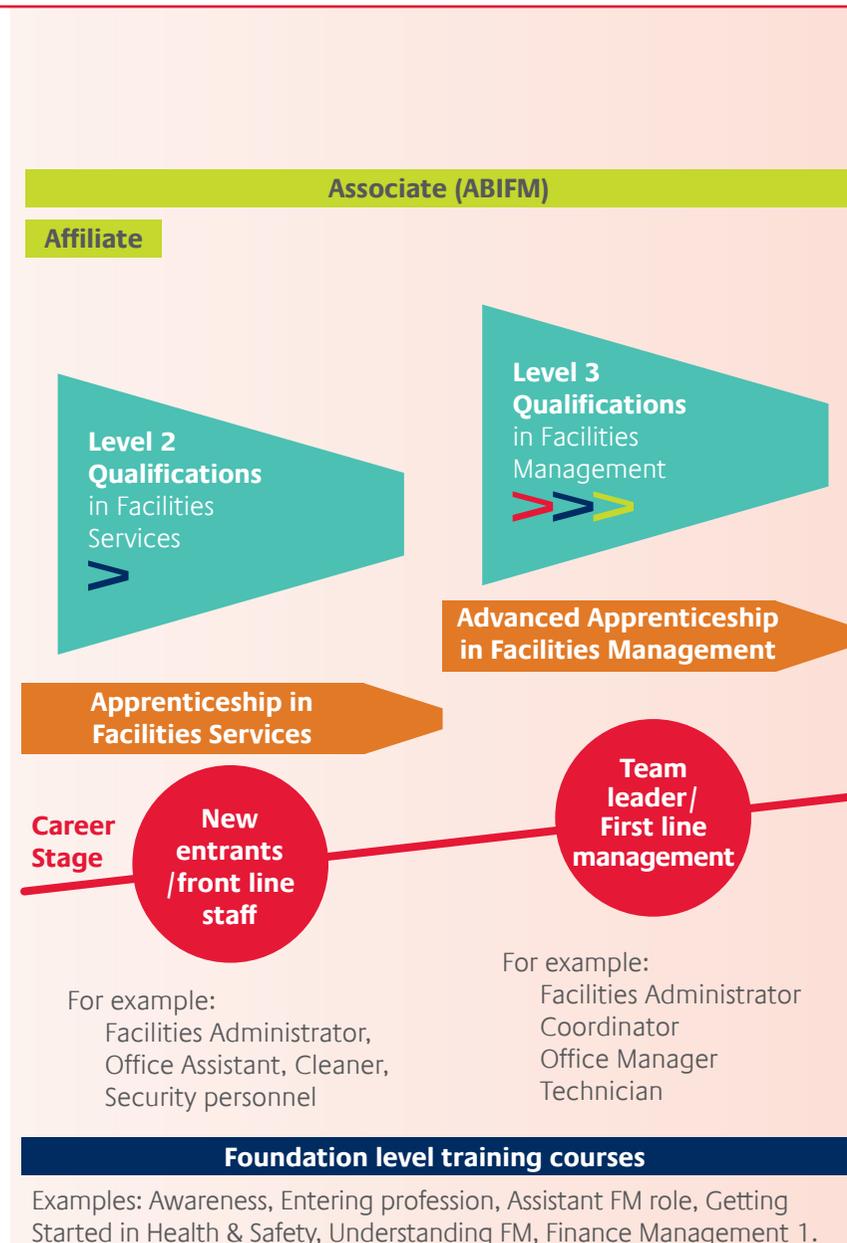
The BIFM Qualifications form an integral part of the FM Apprenticeships.

[www.bifm.org.uk/apprenticeships](http://www.bifm.org.uk/apprenticeships)

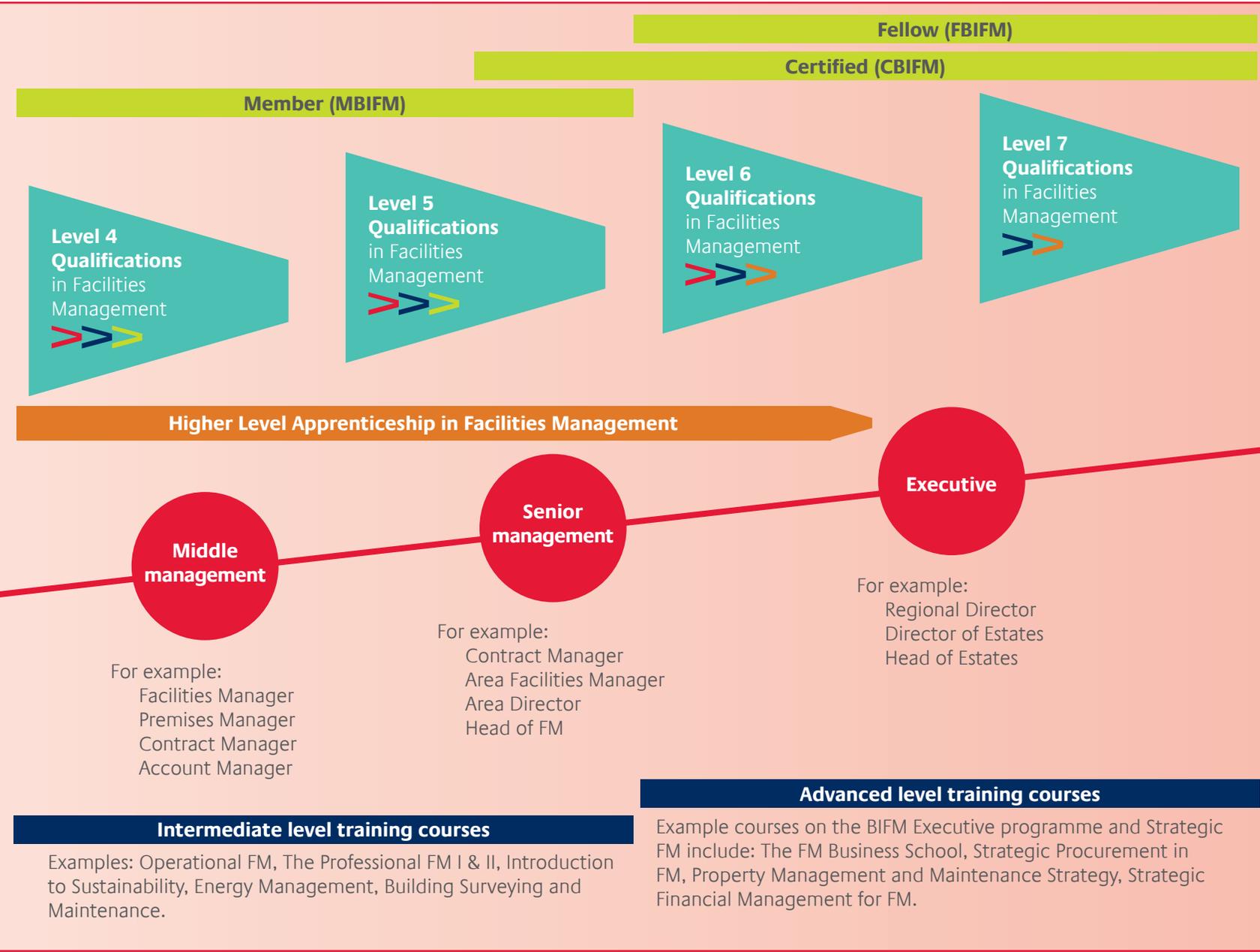
## Training

BIFM Training provides a range of intensive and interactive short courses and online learning, including a set of core FM courses ranging from foundation to advanced levels.

Find the full range at [www.bifm-training.com](http://www.bifm-training.com)



# Career Pathway



**MEMBERSHIP BENEFITS:**

**Resources**  
Members can access BIFM resources to support them in their roles and studies. From Good Practice Guides to the latest news, trends and hot topics.

**My CPD tool**  
Members can manage their own Personal Development Plan online, including recording and reflecting on CPD activities.

**Communities**  
Members can access BIFM's regional communities and Special Interest Groups. Providing face-to-face and online networking and information sharing.

**Events**  
From free community CPD events regionally to conferences that are available at discounted rates.



<sup>vv</sup> Keeping up-to-date through CPD is important to me not only for my own personal growth but to cement my knowledge within the industry.<sup>^^</sup>

**Claire Akin, MBIFM, CBRE**

# Professionals: Develop your FM

## **With BIFM, FM professionals can build their skillset and develop professionally to achieve all-round excellence in facilities management.**

Whether it's to help deliver outstanding FM in their current role or to reach long-term career goals, we can support FM professionals throughout their FM career.

- Get professional recognition
- Develop skills
- Keep up-to-date with the latest FM developments.

### **Membership**

BIFM membership sets the standard and is an industry-wide mark of quality and achievement. Facilities management professionals can gain credentials through BIFM membership to signify their experience, expertise and qualified status in facilities management. FM professionals can progress through the membership grade levels and utilise the designatory post-nominal letters associated with the grade:

Associate > ABIFM    Certified > CBIFM    Member > MBIFM    Fellow > FBIFM

**>>> [www.bifm.org.uk/membership](http://www.bifm.org.uk/membership)**

### **Qualifications**

Our high quality, internationally recognised qualifications are an ideal way to increase knowledge and skills for career progression, enhanced credibility in the workplace and increased earning potential.

- Carefully designed with leading FM employers and stakeholders to cover essential FM knowledge and skills
- A qualification at every level, from entry level to advanced strategic levels
- Comprising a mix of mandatory and optional units, so topics can be selected to match specific development needs
- Qualifications come in the sizes – Award, Certificate, Diploma and Extended Diploma.

**>>> [www.bifm.org.uk/qualifications](http://www.bifm.org.uk/qualifications)**

# career with BIFM

## Continuing professional development (CPD)

Whatever stage in a professional's career, tools, resources and opportunities are available to help add to their FM skills.

## Training

BIFM Training courses provide a range of intensive and interactive short courses, including a set of core FM courses ranging from foundation to advanced levels, as well as a range of specialist FM programmes.

Courses cover subjects such as:

- Leadership & Management of People
- Property & Premises Management
- Commercial & Financial Management
- Space Management
- Project Management
- Risk Management
- Contract Management
- Sustainability & Energy Management
- Health & Safety.

Online courses are available and there is an Executive Programme for senior leaders.

 [www.bifm-training.com](http://www.bifm-training.com)

## Information and resources

BIFM provide a range of knowledge and information tools to support FM professionals in their role. These include FM World magazine, regular e-mail bulletins, Guidance Notes, Good Practice Guides and CPD events.

 [www.bifm.org.uk/resources](http://www.bifm.org.uk/resources)

## Networking

Connect with fellow like-minded professionals and share knowledge and best practice while building a professional network.

- Regional groups
- SIGs
- Online Networks
- Online Directories
- ThinkFM conference
- BIFM Awards
- Social networking.

 [www.bifm.org.uk/events](http://www.bifm.org.uk/events)



<sup>vv</sup>I undertook the BIFM Level 4 Diploma to enable me to gain a promotion within my current organisation. Without the BIFM Qualification I would have struggled to come to terms with the new management level of work and the qualification greatly helped me in broadening my knowledge. <sup>^^</sup>

**Lee Bolton,**  
Facilities Manager, Oxleas  
NHS Foundation Trust  
Studied: BIFM Level 4 Diploma



# Employers: Develop your FM pro



<sup>vv</sup> This is a key partnership for us as we provide continued opportunities for our staff to enhance their professional skills and provide better services to our customers to benefit all those who use our healthcare facilities.<sup>^^</sup>

**Dennis Markey, COO**  
**NHS Property Services**  
 Group Member

**BIFM is dedicated to advancing the facilities management profession by supporting individuals and employers. BIFM's products and services are underpinned by the FM Professional Standards which provide an established framework which cover core FM competences from entry level through to strategic level. Employers can use the framework as part of their staff development programmes.**

BIFM qualifications, membership and training programmes are built around these standards to support individuals in achieving and maintaining these standards of excellence in facilities management.

## The FM Professional Standards

The FM Professional Standards Framework is the supporting structure that defines:

- The key functions performed by facilities management practitioners
- The competences that are required to be a competent professional
- The competences required at each FM career level, from a support role through to a strategic role.

Employers can utilise the standards for talent management; for staff development and to analyse the workforce's skills to identify gaps and appropriate development programmes.

**>>> [www.bifm.org.uk/fmstandards](http://www.bifm.org.uk/fmstandards)**

## Group Membership

If you employ a number of facilities management professionals your employees can become members of the Institute, hold designatory letters to demonstrate their experience and knowledge, and access all the benefits of individual membership through a Group Membership scheme. As an employer you become a 'BIFM Investor in FM Professional Development' which includes access to a range of services to support them in their career and professional development.

**>>> [www.bifm.org.uk/investors](http://www.bifm.org.uk/investors)**

# Professionals with BIFM

## Facilities management qualifications

The BIFM qualifications have been designed for FM practitioners to cover the knowledge, skills and competences required of individuals at every stage of their career. Employers can utilise these to develop their teams and improve organisational effectiveness.

The qualifications have been designed to be flexible so they can be customised to suit both the learner's and the employer's business needs. They cover real need-to-know FM knowledge, skills and competence and all have clearly stated learning outcomes and assessment criteria.

The qualifications have been written for an international audience, although reference is made to key legislation, each country is able to apply its own legislative requirements. Employers can partner with a recognised centre for qualifications delivery.

**>>>> [www.bifm.org.uk/qualifications](http://www.bifm.org.uk/qualifications)**

## Become a BIFM Recognised Centre

Many leading employers are choosing to become BIFM Recognised Centres. This commitment is a resounding endorsement to the value that employers are putting in the BIFM qualifications in facilities management.

This option gives employers the ability to utilise the training programmes currently delivered in-house by mapping them against the BIFM qualifications. This will enable employees to work towards the achievement of an internationally recognised qualification.

**>>>> [www.bifm.org.uk/employercentre](http://www.bifm.org.uk/employercentre)**

## Learning & development consultancy services

BIFM Training has a wide range of consultancy capabilities to help deliver staff development solutions tailored to the organisation's unique needs, both in the UK and overseas.

**>>>> [www.bifm-training.com](http://www.bifm-training.com)**



<sup>vv</sup> Becoming a BIFM Recognised Centre was a very important step for us. We've always invested heavily in the training of our people, but as the industry has professionalised and as our business leads the way in the move towards IFM having that formal recognition for our people of the pre-eminent professional body for the sector is vital.<sup>vv</sup>

**Neil Murray,**  
**Managing Director for**  
**Corporate Services,**  
**Sodexo UK and Ireland**



Left to right: **Neil Murray**, Managing Director for Corporate Services, Sodexo UK and Ireland, **Gareth Tancred**, CEO, BIFM and **Angela Williams**, HR Director, Sodexo UK and Ireland.

# Companies



<sup>vv</sup> Becoming a member of BIFM has allowed Electrosonic to connect with FMs and really start to build up a network within the FM community. The events are informal and great for networking, plus the staff are all really friendly, enthusiastic and willing to help us achieve our goals.<sup>^^</sup>

**Gemma Fabian**  
Marketing Manager  
Electrosonic Ltd

**If your business operates in the FM sector and you are seeking to raise your company profile, and build your brand recognition in the industry, working with BIFM can support these ambitions.**

## Corporate Membership

Corporate Membership helps companies reach key decision-makers, access exclusive opportunities and supports team development.

We offer a range of benefits that help build brand profile within the sector, including:

- Corporate Member Showcase
- BIFM Corporate Member logo
- Opportunity to host a BIFM event
- FM World Buyer's Guide
- Networking opportunities
- Sponsorship and marketing opportunities.

**>>> [www.bifm.org.uk/corporatemembership](http://www.bifm.org.uk/corporatemembership)**

## Sponsorship & Advertising Opportunities

There are a number of sponsorship opportunities available for Corporate Members with BIFM. These fall into the following categories:

- FM World Buyer's Guide
- ThinkFM conference
- BIFM Awards
- Special Interest Groups
- Regions
- FM World magazine and website.

**>>> [www.bifm.org.uk/sponsorship](http://www.bifm.org.uk/sponsorship)**



# Contact us

---

## Membership

t: +44 (0)1279 712 650

e: [membership@bifm.org.uk](mailto:membership@bifm.org.uk)

## Corporate or Group Membership

t: +44 (0)1279 712 675

e: [corporate@bifm.org.uk](mailto:corporate@bifm.org.uk)

## Qualifications

t: +44 (0)1279 712 651

e: [qualifications@bifm.org.uk](mailto:qualifications@bifm.org.uk)

## Training

t: +44 (0)20 7404 4440

e: [info@bifm-training.co.uk](mailto:info@bifm-training.co.uk)

w: [www.bifm-training.com](http://www.bifm-training.com)

To find out more about BIFM

 [www.bifm.org.uk](http://www.bifm.org.uk)

t: +44 (0)1279 712 620

e: [info@bifm.org.uk](mailto:info@bifm.org.uk)

## Discuss your organisation's needs with us.

If you are an employer of facilities management professionals or a business operating in FM you can discuss your requirements with our Account Managers. Call **+44 (0)1279 712 675**.





# BIFM<sup>®</sup>

ADVANCING OUR PROFESSION

## British Institute of Facilities Management

Number One Building  
The Causeway, Bishop's Stortford  
Hertfordshire CM23 2ER  
United Kingdom

T: +44 (0)1279 712 620

E: [info@bifm.org.uk](mailto:info@bifm.org.uk)

[www.bifm.org.uk](http://www.bifm.org.uk)

