

GET **ONLINE** AND GET **QUALIFIED** WITH **BIFM**

Online study option for facilities management qualifications



**BIFM**<sup>®</sup>  
**DIRECT**



## BIFM Direct – what is it?

An online self-study option to help achieve a BIFM qualification in facilities management. Progress your facilities management career, get qualified and study at your own pace.

BIFM Direct is the online learning platform that allows you to study for a facilities management qualification at levels 2, 3 or 4 at your own pace, in your own time, to suit your needs.

You can access online learning anywhere, on any device at any time... managing studying around your lifestyle.



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Contact us to find out how we can support you:

w: [www.bifmdirect.org](http://www.bifmdirect.org) > t: +44 (0)1279 712651 > e: [qualifications@bifm.org.uk](mailto:qualifications@bifm.org.uk)

## BIFM qualifications overview

The BIFM qualifications provide a world leading framework for professional development in facilities management. The qualifications mapped to the FM Professional Standards offers solutions from entry all the way through to advanced strategic qualifications.

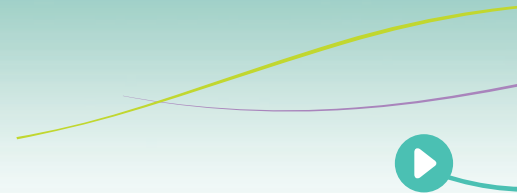
Whether you're looking to better equip yourself for your current role, or are looking to progress to the next stage in your career, you can choose a qualification level, size and units to help you achieve your goals.

### Benefits of undertaking a qualification:

- Enable career progression
- Demonstrate commitment to professional development
- Build capability
- Build earning potential
- Achieve a nationally and internationally recognised qualification in FM
- Improve confidence and enhance credibility in the workplace
- Acquire knowledge and skills that are aligned to the FM Professional Standards
- Influence strategic decisions in your organisation
- Add value to your client relationships



Contact us to find out how we can support you:





### Qualifications at every career stage:

BIFM Qualifications are available at every career level, from entry level (level 2) to supervisory level (level 3) to management levels (level 4 and 5) through to strategic levels (level 6 and 7). BIFM Direct is available at levels 2, 3 and 4. You can start at the level which is right for you and your organisation.

### Choose the size:

The BIFM qualifications come in different sizes; Award, Certificate, Diploma and Extended Diploma – you just choose the size that suits your needs.

- **Award** gives you a succinct overview of the basic skills and knowledge needed at this level
- **Certificate** provides you with a more comprehensive coverage of the subject
- **Diploma** provides the full package of skills, knowledge and wider understanding at this level

### Select your units:

- Qualifications are built from a combination of mandatory and optional units, offering you flexibility and choice
- The qualifications can be customised by you and your organisation to suit both individual and business needs by selecting units to suit your needs
- Most assessments are work based, so you can apply the theory to your day to day job, also adding value to your business

## BIFM qualifications – the details

BIFM promotes and embeds professional standards in FM. Committed to advancing the FM profession, we provide a suite of membership, qualifications, training and networking services designed to support FM practitioners in performing to the best of their ability.

BIFM qualifications in facilities management are available at Levels 2 to 7. This means that whether you are a school leaver or want to study at a Masters level, we have an option to suit you.





QUALIFICATION DETAIL				APPRENTICESHIPS	RQF	LEVEL EXAMPLE	
<b>BIFM LEVEL 7 IN FACILITIES MANAGEMENT</b>			CONTACT BIFM RECOGNISED CENTRE				
WHO IS IT FOR?	STRATEGIC HEAD OF FACILITIES/ESTATES				7	MASTERS DEGREE	
AWARD	CERTIFICATE	EXTENDED DIPLOMA					
<b>BIFM LEVEL 6 IN FACILITIES MANAGEMENT</b>							
WHO IS IT FOR?	SENIOR STRATEGIC FACILITIES MANAGERS				6	BACHELORS DEGREE	
AWARD	CERTIFICATE	EXTENDED DIPLOMA					
<b>BIFM LEVEL 5 IN FACILITIES MANAGEMENT</b>							
WHO IS IT FOR?	SPECIALIST FACILITIES MANAGERS			✓	5	FOUNDATION DEGREE	
AWARD	CERTIFICATE	DIPLOMA					
<b>BIFM LEVEL 4 IN FACILITIES MANAGEMENT</b>			BIFM DIRECT / OR CONTACT BIFM RECOGNISED CENTRE				
WHO IS IT FOR?	OPERATIONAL FACILITIES MANAGERS				✓	4	CERTIFICATE OF HIGHER EDUCATION
AWARD	CERTIFICATE	DIPLOMA					
<b>BIFM LEVEL 3 IN FACILITIES MANAGEMENT</b>							
WHO IS IT FOR?	FIRST LINE AND SUPERVISORY MANAGERS				✓	3	A LEVELS
AWARD	CERTIFICATE	DIPLOMA					
<b>BIFM LEVEL 2 IN FACILITIES SERVICES</b>							
WHO IS IT FOR?	NEW ENTRANTS			✓	2	GCSE A*-C	
N/A	CERTIFICATE	N/A					



## BIFM Level 2 qualifications

### Who is it for?

The BIFM level 2 qualification in facilities services principles is for you, if you are new to facilities management.



**CHOOSE YOUR QUALIFICATION AND SELECT THE UNITS TO MAKE UP THE TOTAL CREDITS.**

LEVEL 2 4 MANDATORY UNITS		TOTAL CREDITS	13
		MANDATORY CREDITS	4
		OPTIONAL CREDITS	N/A
UNIT TITLE		CREDITS	
WORKING IN FACILITIES SERVICES		3	M
HEALTH AND SAFETY FOR FACILITIES SERVICES		4	M
WORKING WITH CUSTOMERS AND OTHERS IN FACILITIES SERVICES		2	M
SUSTAINABILITY AND ENVIRONMENTAL ISSUES FOR FACILITIES SERVICES		4	M

CERTIFICATE  
IN FACILITIES  
SERVICES  
PRINCIPLES



Details on credit values per unit can be found on the BIFM Direct website: [w: www.bifmdirect.org](http://www.bifmdirect.org) or above.

**M** = mandatory unit



## BIFM Level 3 qualifications

### Who is it for?

The BIFM Level 3 qualifications in facilities management are for you if you are a supervisor, or a first line manager in facilities management, or if you are new to the industry.

They are designed to develop an understanding and knowledge of facilities management.

### CHOOSE YOUR QUALIFICATION AND SELECT THE UNITS TO MAKE UP THE TOTAL CREDITS.

LEVEL 3 MANDATORY AND OPTIONAL UNITS	TOTAL CREDITS	11	MIN 28 MAX 31	MIN 28 MAX 33	MIN 48 MAX 52
	MANDATORY CREDITS	11	21	14	26
	OPTIONAL CREDITS	N/A	7-10	14-19	22-26
UNIT TITLE	CREDITS				
INTRODUCTION TO FACILITIES MANAGEMENT	6	M	M		M
CORPORATE SOCIAL RESPONSIBILITY AND SUSTAINABILITY IN FACILITIES MANAGEMENT	4		M		M
CUSTOMER AND STAKEHOLDER RELATIONS IN FACILITIES MANAGEMENT	5	M	M		M
SPECIFICATION AND PROCUREMENT OF FACILITIES SUPPLIES AND SERVICES	6		M		M
HEALTH AND SAFETY RESPONSIBILITIES IN FACILITIES MANAGEMENT	5			M	M
MANAGE OPERATIONAL PERFORMANCE IN FACILITIES MANAGEMENT	4			M	
PROJECT MANAGEMENT WITHIN FACILITIES MANAGEMENT OPERATIONS	5			M	
BUDGET MANAGEMENT OF FACILITIES MANAGEMENT OPERATIONS	4				
UNDERSTANDING FACILITIES MANAGEMENT WITHIN CONTEXT OF AN ORGANISATION	4				
UNDERSTANDING SUPPORT SERVICES OPERATIONS IN AN ORGANISATION	3				
SPACE ALLOCATION IN CURRENT FACILITIES	4				
BUILDING MAINTENANCE IN FACILITIES MANAGEMENT	5				
UNDERSTAND THE ESTATE MANAGEMENT FUNCTION	4				
CONTRIBUTE TO DISASTER RECOVERY AND CONTINGENCY PLANNING	5				
UNDERSTANDING ACCESS MANAGEMENT AND INCLUSION	5				



Details on credit values per unit can be found on the BIFM Direct website: [www.bifmdirect.org](http://www.bifmdirect.org) or above.

M = mandatory unit

## BIFM Level 4 qualifications

### Who is it for?

The BIFM Level 4 qualifications in facilities management are typically for you, if you work at an operational management level, or if you are aspiring to these roles and want to develop your knowledge and capability.

### CHOOSE YOUR QUALIFICATION AND SELECT THE UNITS TO MAKE UP THE TOTAL CREDITS.

LEVEL 4 MANDATORY AND OPTIONAL UNITS	TOTAL CREDITS	AWARD IN FM	CERTIFICATE IN FM	DIPLOMA IN FM
		MIN 12 MAX 18	MIN 24 MAX 31	MIN 48 MAX 55
	MANDATORY CREDITS	6	12	29
	OPTIONAL CREDITS	6-12	12-19	19-26
UNIT TITLE	CREDITS			
OVERVIEW OF FACILITIES MANAGEMENT	6	M	M	M
UNDERSTANDING FACILITIES MANAGEMENT STRATEGY	3			M
UNDERSTANDING PEOPLE MANAGEMENT IN FACILITIES MANAGEMENT	8			M
UNDERSTANDING FACILITIES MANAGEMENT SUPPORT SERVICES OPERATIONS	6			M
MANAGING HEALTH AND SAFETY IN OWN AREA OF FACILITIES MANAGEMENT	6		M	M
UNDERSTANDING FINANCIAL MANAGEMENT IN FACILITIES MANAGEMENT	6			
UNDERSTANDING LEADERSHIP AND MANAGEMENT IN FACILITIES MANAGEMENT	6			
UNDERSTANDING PROPERTY AND ASSET MANAGEMENT FOR FACILITIES MANAGERS	4			
UNDERSTANDING SUSTAINABILITY AND ENVIRONMENTAL ISSUES AND THEIR IMPACT ON FACILITIES MANAGEMENT	3			
ADDITIONAL OPTIONAL UNITS TO BE DEVELOPED AND MADE AVAILABLE	5			



Details on credit values per unit can be found on the BIFM Direct website: [w: www.bifmdirect.org](http://www.bifmdirect.org) or above.

**M** = mandatory unit

## Studying with BIFM Direct

### How does it work?

The online learning platform can be accessed from anywhere, on any device where there is an internet connection.

BIFM Direct provides a range of learning support materials including video presentations, regular webinar tutorials and contact with BIFM Tutors. As you undertake your assessments you will also be provided with feedback from the Assessors. BIFM is dedicated to supporting FM professionals and employers to develop core FM skills and competencies

### What you can expect:

- All learning and assessments can be completed entirely online
- Reading materials and additional resources are available to download and print
- An easy and straightforward platform to use
- Support available when you need it
- An automatic email alert is sent to the marker when you submit an assessment for marking, you will then receive an email alert when the assessment has been marked
- All assessment tasks and comments are available to view
- You can create and update your own action plan throughout the qualification



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## QUALIFICATIONS AVAILABLE THROUGH BIFM DIRECT

### LEVEL 2

L2 CERTIFICATE IN FACILITIES SERVICES PRINCIPLES

### LEVEL 3

L3 AWARD IN FACILITIES MANAGEMENT

L3 CERTIFICATE IN FACILITIES MANAGEMENT

L3 CERTIFICATE IN FACILITIES MANAGEMENT PRACTICE

L3 DIPLOMA IN FACILITIES MANAGEMENT

### LEVEL 4

L4 AWARD IN FACILITIES MANAGEMENT

L4 CERTIFICATE IN FACILITIES MANAGEMENT

L4 DIPLOMA IN FACILITIES MANAGEMENT



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## Further qualifications

BIFM also awards qualifications at levels 5 – 7, so if you are looking to study up to a masters level we have options for you.

BIFM qualifications are delivered through BIFM recognised centres. You can choose the centre at which you study, which means you will have a choice of different delivery styles, including face-to-face, evening class, distance learning and online learning.



To find out more about BIFM qualifications at Levels 5-7 visit the BIFM website: [w: www.bifm.org.uk/qualifications](http://www.bifm.org.uk/qualifications)  
or visit [w: www.bifm.org.uk/centres](http://www.bifm.org.uk/centres) to find your study centre.

## How to book onto a BIFM Qualification

### To study through BIFM Direct

Simply visit [www.bifmdirect.org](http://www.bifmdirect.org)

#### All you have to do is:

1. Decide on which qualification is right for you
2. Register
3. Pay online or request an invoice

Once payment is received you will be emailed your activation and login details, and have access to all you need to achieve your qualification in facilities management.

**call: +44 (0) 1279 712651**

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

For more detailed information on BIFM qualifications, download the 'Get Ahead with BIFM qualifications in FM' brochure

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

To find your local recognised centre

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



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## **About BIFM**

The British Institute of Facilities Management (BIFM) is the professional body for facilities management (FM). Founded in 1993, we promote excellence in facilities management for the benefit of practitioners, the economy and society. Supporting and representing over 17,000 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. Committed to advancing the facilities management profession we provide a suite of membership, qualifications, training and networking services designed to support facilities management practitioners in performing to the best of their ability.

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ADVANCING OUR PROFESSION