



FMP

Facilities Management Programme



GAUTENG: MIDRAND/CENTURION/PRETORIA*

*Accommodation and transport: You are responsible for your own accommodation and transport.

Offered by: *Career Excel Academy* (CEA) in collaboration with Higher Education Institutions

NQF level 6: 16 credits

Tuition fee inclusive of all study material: R10 850 VAT exempt

3 DAY COURSE

PROFILE

The FMP is an intensive three day course structured to serve all built environment practitioners. A practice orientated assignment has to be submitted within three months after classroom attendance of the course. It is aimed at people in first and middle management positions. Private sector practitioners as well as the public sector have substantially benefitted from this course over the years. More than 1 200 delegates have attended this course, many of whom have been launched onto a lucrative FM career path.

STRUCTURE & CONTENTS

The FMP has been structured to provide delegates with a thorough understanding of facilities management and the application thereof in practice. The objective of the course is to distinguish between asset management, property management, facilities management, maintenance management and to equip delegates with a knowledge base suitable for structuring and executing a facilities management strategy.

The following are the main topics dealt with:

- Introduction: Facilities management defined; Body of knowledge/competencies
- Structure of the built environment
- General and Strategic management, Business plans
- Drafting practice and setting out
- Space creation and management

- Administration, information and communication technology
- Building information modelling and facilities management computerisation
- Asset and property management; Financial management
- The client, service level agreements and (post) occupancy management
- Benchmarking and performance management
- Services: Outsourcing/in-house provision
- Condition assessment and maintenance budgeting: Maintenance management; Pest control
- Intelligent, energy efficient and green buildings; Passive environmental control
- Facilities management legal environment: Law of contracts; Dispute resolution; Lease agreement; Leasing of office space; Delict and the facilities manager
- Marketing and public relations
- Human resources
- Communication
- Occupational health and safety
- Risk management
- Regulatory environment
- Facilities manager as project manager
- Total quality management
- Public private partnerships
- Facilities management *quo vadis*: Education, innovation and research

ASSESSMENT

As part of our ongoing quality assurance, candidates take part in the following:

- A short open book “Knowledge Gained Survey” on the final day of the programme.
- Compilation and submission of a practical and own work-place applicable assignment three months after completion of the course.
- The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignment.

CERTIFICATION

A certificate of completion is issued to delegates who have completed the test and assignment successfully, whilst a certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, MSA has the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

WHO SHOULD ATTEND

The concept and implementation of facilities management is destined to become a major service and career focus. This course consistently enjoys very favourable evaluations from delegates. It has depth, and it offers immediate practical applications that energise and build careers. This course has a proven track record that demonstrates career enhancement for persons on all levels who are responsible for the management of facilities of all types. Candidates come from the private and public sector, many from other countries to attend the FMP.

COMMENTS FROM DELEGATES WHO ATTENDED PREVIOUS COURSES FACILITATED BY CEA

- Very informative; thought provoking; useful for practical implementation.
- He always made me feel like I must apply what he delivered.
- Amazed that Facilities Management plays such an integral part with environmental aspects.
- Taught things that we never thought about.
- I have developed a completely new approach towards my job.
- I learnt a great deal that I didn't know and the material will be a good reference in the future.
- The course provided an excellent insight into the need for Facilities Management.
- It was empowering and productive!
- This is a great course and is very helpful.
- The best!

If you are responsible for the management of **properties** and other **assets**, you should attend the FMP – **launch your career** to new heights.

Information & Registration

Queries related to Course Content:
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