

PROGRAMME SPECIFICATION

Certificate of Professional Development in Advanced Facilities Management

Awarding institution	Liverpool John Moores University
Teaching institution	LJMU
JACS Code	K990
Programme Duration	
Language of Programme	All LJMU programmes are delivered and assessed in English
Subject benchmark statement	Construction, Property and Surveying (2008) General Business and Management (2007)
Programme accredited by	
Description of accreditation	
Validated target and alternative exit awards	Certificate of Professional Development in Advanced Facilities Management
Programme Leader	Steven Fowles

Educational aims of the programme

To provide students with an international, national and local understanding and appreciation of the facilities management discipline. Facilities Managers are primarily concerned with operational use of buildings and premises, aligned to the core business activities of the organisations utilising these spaces. Facilities Managers need to be able to integrate and align the non-core services, including those relating to premises, required to operate and maintain a business to fully support the core objectives of the organisation. Facilities Managers need to have specialist knowledge relating to the management of workplaces, assets, maintenance, and support services. They need to have the appropriate business skills to understand how businesses work and operate, in order to ensure they function to the best of their ability whilst adhering to all applicable legal issues and policies.

To provide project tasks that simulate real working practices in a collaborative environment, giving students the knowledge and practical skills to launch a career as a facilities manager.

To provide a well-balanced education which allows the student to achieve his/her full academic potential at the appropriate academic level and in doing so to facilitate the development of independent logical thought and judgement.

To enable the student to develop his/her intellectual, analytical and critical abilities in order that he/she might exercise those abilities within the disciplines that constitute Built Environment studies.

To provide the framework within which students can achieve the level of attainment, appropriate to their abilities in the context of the programme of study.

To develop skills to ensure that the holder of the award will operate within a sound Health and Safety framework as provided by the regulatory framework of the industry.

To produce a basis for general professional experience and to encourage a consciousness of the professional, business and commercial environment.

To facilitate the development of transferable and employability skills and an awareness of the need to plan, develop and record lifelong learning.

Target award Learning Outcomes - Certificate of Professional Development

A student successfully completing the programme of study will have acquired subject knowledge and understanding as well as skills and other attributes.

Knowledge and understanding

A student who is eligible for this award will be able to:

A1. Demonstrate knowledge and understanding of the technological, economic, social, environmental and legal framework with regard to Facilities Management

A2. Demonstrate an appreciation of the roles and responsibilities of the facilities manager in the context of an

organisations core business activities and/or resources

A3. Have a comprehensive understanding of the strategic aspects of corporate real estate through appreciating and the changing nature of the assets within it

A4. Demonstrate an appreciation of the impact of service delivery on customers, clients and associated stakeholders

A5. Demonstrate awareness and application for professional practice as a facilities manager, including ethical responsibilities and the management and resourcing of organisations and staff

Teaching, learning and assessment methods used to enable outcomes to be achieved and demonstrated

Lectures, blog activities, virtual classrooms

Assessment

Examinations, assignments, preparation of reports

Skills and other attributes

Intellectual Skills

A student who is eligible for this award will be able to:

B1. Analyse, synthesise, summarise and evaluate information

B2. Integrate lines of evidence from a range of sources to support findings or hypotheses

B3. Demonstrate and exercise independent thinking

B4. Produce solutions to problems through the application of subject-specific knowledge and understanding

Teaching, learning and assessment methods used to enable outcomes to be achieved and demonstrated

Lectures, blog activities, virtual classrooms

Assessment

Examinations, assignments, preparation of reports

Professional practical skills

A student who is eligible for this award will be able to:

C1. Use appropriate methods for formulating and solving Facilities Management problems

C2. Use IT tools and systems in Facilities Management projects

C3. Formulate strategies that focus on international, industry, sector, and organisational standards and/or requirements

C4. Research for information to develop and critically appraise ideas

Teaching, learning and assessment methods used to enable outcomes to be achieved and demonstrated

Lectures, blog activities, virtual classrooms

Assessment

Examinations, assignments, preparation of reports

Transferable / key skills

A student who is eligible for this award will be able to:

D1. Analyse data

D2. Present data in a variety of ways

D3. Use scientific evidence based methods in the solution of problems

D4. Effectively use general and specific ICT tools and systems

D5. Creatively problem solve

D6. Have time and resource management skills

Teaching, learning and assessment methods used to enable outcomes to be achieved and demonstrated

Lectures, blog activities, virtual classrooms

Assessment

Examinations, assignments, preparation of reports

Programme structure - programme rules and modules

Programme rules

The programme is offered in distance learning mode.

All modules are core (compulsory).

Credit must be attained from all the core modules detailed below to achieve the CPD in Advanced Facilities Management.

Level 6	Potential Awards on completion	Certificate of Professional Development
Core	Option	Award Requirements
6202BEUGDL REAL ESTATE AND ASSET STRATEGY (20 credits) 6206BEUGDL SERVICE MANAGEMENT (20 credits) 6207BEUGDL STRATEGIC PLANNING IN FACILITIES MANAGEMENT (20 credits)		60 core credits at level 6 0 option credits at level 6

Information about assessment regulations

All programmes leading to LJMU awards operate within the University's Academic Framework.

<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework>

Opportunities for work-related learning (location and nature of activities)

Work-related learning is included within this programme, so students will have the opportunity to engage in real world projects. In doing so, students will be able to apply and further develop their knowledge and employability skills in a 'world of work' context.

Having experience of the workplace and current issues is incredibly valuable in developing career aims and when applying for graduate jobs.

The programme has active links with industry and involves employers in the programme. Real world case studies are used wherever possible.

Criteria for admission

Other

Completion of British Institute of Facilities Management (BIFM) Level 5 Qualification.

Mature entry

Mature students can be awarded entry if the Programme's Admissions Tutor deems them suitable. The definition of a mature student is not age related but is related to experience in the industry.

Overseas qualifications

Overseas student applicants must have the equivalent qualifications as UK students. In addition they must have achieved an IELTS score of at least 6 with at least 5.5 in each component for non UK/EU students.

External Quality Benchmarks

All programmes leading to LJMU awards have been designed and approved in accordance with the UK Quality Code for Higher Education, including the Framework for Higher Education Qualifications in the UK (FHEQ) and

subject benchmark statements where applicable.

The University is subject to periodic review of its quality and standards by the Quality Assurance Agency (QAA) Published review reports are available on the QAA website at www.qaa.ac.uk

Programmes which are professionally accredited are reviewed by professional, statutory and regulatory bodies (PSRBs) and such programmes must meet the competencies/standards of those PSRBs.

Support for students and their learning

The University aims to provide students with access to appropriate and timely information, support and guidance to ensure that they are able to benefit fully from their time at LJMU. All students are assigned a Personal Tutor to provide academic support and when necessary signpost students to the appropriate University support services.

Students are able to access a range of professional services including:

- Advice on practical aspects of study and how to use these opportunities to support and enhance their personal and academic development. This includes support for placements and careers guidance.
- Student Advice and Wellbeing Services provide students with advice, support and information, particularly in the areas of: student funding and financial matters, disability, advice and support to international students, study support, accommodation, health, wellbeing and counselling.
- Students studying for an LJMU award at a partner organisation will have access to local support services

Methods for evaluating and improving the quality and standards of teaching and learning

Student Feedback and Evaluation

The University uses the results of student feedback from internal and external student surveys (such as module evaluations, the NSS and PTES), module evaluation questionnaires and meetings with student representatives to improve the quality of programmes.

Staff development

The quality of teaching is assured through staff review and staff development in learning, teaching and assessment.

Internal Review

All programmes are reviewed annually and periodically, informed by a range of data and feedback, to ensure quality and standards of programmes and to make improvements to programmes.

External Examining

External examiners are appointed to programmes to assess whether:

- the University is maintaining the threshold academic standards set for awards in accordance with the FHEQ and applicable subject benchmark statements
- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with University policies and regulations
- the academic standards are comparable with those in other UK higher education institutions of which external examiners have experience
- the achievement of students are comparable with those in other UK higher education institutions of which the external examiners have experience

and to provide informative comment and recommendations on:

- good practice and innovation relating to learning, teaching and assessment observed by external examiners
- opportunities to enhance the quality of the learning opportunities provided to students

Please note:

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content, teaching, learning and assessment methods of each module can be found in module and programme guides.