

Higher National Certificate in Facilities Management

Programme Specification Document

1. Qualification Higher National Certificate	2. Programme Title Facilities Management	3. UCAS Code	4. Programme Type Modular Part-Time and Full-time
5. Main Purposes and Distinctive Features of the Programme <ol style="list-style-type: none"> 1. Knowledge and understanding of the discipline of facilities management 2. Appreciation of the environmental and health and safety risks related to building maintenance and management 3. Development of skills and competences to perform at higher technician level in facilities management 4. Understanding of the legal and economic frameworks in which the property industry operates 5. Preparation for higher level studies, lifelong learning and membership of a relevant professional body Special Features Vocationally oriented programme leading to employment in a facilities management function. Work based and group project work.			
6. What a graduate should know and be able to do on completion of the programme (objectives and learning outcomes) To gain the qualification the learner will have demonstrated; i) subject knowledge and understanding, ii) cognitive skills, iii) discipline-related practical and professional skills and iv) other general skills and capabilities (e.g. key/transferable/common) as specified in the learning objectives/outcomes for approved modules in the programme. Further details of module outcomes can be found in the programme document.			
<u>Knowledge and understanding in the context of the subject(s)</u> K1 Understanding the duties and responsibilities for safe working K2 Understanding of construction technology K3 Use and application of appropriate management theory and methods. K4 Understanding people and quality related issues. K5 Awareness of environmental, economic and legal factors affecting property <u>Cognitive skills in the context of the subject(s)</u> C1 Identification and selection of appropriate tools for solving problems. C2 The capacity for critical reasoning and analysis. C3 Analysis of information, interpreting findings. C4 Application of scientific and design principles, applying appropriate scientific and mathematical methods. C5 Discrimination between and evaluation of ideas and theories to execute actions.		<u>Subject-specific practical/professional skills</u> S1 Ability to manage physical resources and time and to work within a team. S2 Manage the implementation of projects and processes. S3 Develop FM skills S4 Communicating with all kinds of people including the public and the workforce. S5 Understand and have the ability to use relevant materials, equipment, processes, etc. <u>Other skills (e.g. key/transferable) developed in subject or other contexts</u> O1 Communicate effectively orally, in writing and through drawings. O2 Capacity to research and investigate information and to learn. O3 Competent in the use of information technology tools. O4 Social and political awareness and understanding . O5 Numerical, manipulative and quantitative skills appropriate to FM. O6 Capacity to plan and monitor personal development (PDP)	

7. Qualities, Skills & Capabilities Profile			
A Cognitive	B Practical	C Personal & Social	D Other
Critical Reasoning	Writing Skills	Self-motivation	Life long learning skills
Analysis and appraisal	Communication Skills	Organisation and time management	
Problem Solving	Information Processing	Team working	
Flexibility of Thought	Decision Making	Social interaction	

8. Subjects Studied, Levels, Credits & Qualifications				
(Duration and structure of programme/modes of study/credit volume of study units)				
2 years part-time; 1 year full-time				
Level 1; 100 credits core modules Level 2; 60 credits core modules,				
	<u>Core Modules</u>	<u>Option Modules</u>		
Level 2	Construction Technology 2 (10 credits) Facilities Planning (10 credits) Management Studies (10 credits) Interdisciplinary Group Project (20 credits)	Environmental Technology (10 credits) Property Management (10 credits)		<i>HNC 160 Credits Level 2 60 credits</i>
Level 1	Construction Technology 1 (10 credits) Environmental Law and Management (10 credits) Health and Safety (10 credits) Information Technology (10 credits) Law (10 credits) Maths, Communications and Study Skills (10 credits) Land-use Planning and Control (10 credits) Work Based Project (20 credits)	CAD (10 credits) Environmental Studies (10 credits)		<i>Level 1 100 Credits</i>
9. Learning, Teaching and Assessment Strategy			10. Other Information	
<u>Learning and Teaching Methods</u>			<u>Date programme first offered</u> 2006	

Active learning is promoted through tutorials, lectures, studio, lab and fieldwork, IT sessions, site visits, library and guided study.

Assessment Methods

Assessment tasks are linked to the learning outcomes of each module: analytical or design assignments, research assignments, design submissions, project work, essays, reports and examinations

Assessment Classification System

Pass mark for a module 40% with at least 35% in each component of assessment.

Merit mark for a module 60% with at least 35% in each components of assessment.

Distinction mark for a module 70% with at least 35% in each components of assessment.

Admissions Criteria

Standard Requirements

- A General Certificate of Secondary Education in five subjects of which one must be at Advanced Level. Mathematics, and English Language, or a subject requiring the use of English, must have been passed at GCSE level or similar modules at Key Skills Level 3. 80 UCAS Tariff points
- A BTEC National Diploma or Certificate in Building, Construction, Civil Engineering or other related subject
- An AVCE or Advanced GNVQ
- NVQ Level 3
- Successful completion of a Foundation or Access course.
- Other certified prior learning deemed equivalent to the above in accordance with the Institute's policies on Accreditation of Prior Learning (APL).
- Non-certified prior learning deemed equivalent to the above in accordance with the Institute's policies on the Accreditation of Prior Experiential Learning (APEL).

Non Standard Entry

Cases dealt with by admissions tutor on individual basis

Indicators of Quality and Standards

To be validated by panel with two external panel members.

Complies with subject benchmark.