

●●● **LEARN IT NOW**

**The  
Business  
School  
UK**

**The Business School (UK) Ltd**

**Briefing Document**

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**Decide Today to Succeed**

## STUDYING WITH US

We believe that personal development is important for everyone and by studying an accredited course you will:

- Raise your commercial awareness
- Gain accredited transferable skills
- Broaden your perspective within your area to access emerging practice
- Offer added value through your extended skills and knowledge
- Enhance your CV, for current and future careers

We also understand that it's not always possible to "drop" everything to study. This is one of the reasons we created our own Virtual Learning Environment (VLE). By taking a course online you are able to:

- Study in your own time
- Study at your own pace, to your own schedule
- Study anywhere (you can study online, save the documents to your PC, or print them)
- Receive timely, expert tutor support
- Take advantage of a cost-effective way of gaining professional recognition

We understand that the thought of studying alone can be daunting. However, it need not be. Studying with us means you will never be alone. We are on hand to provide guidance with all aspects of your course. This starts with providing advice, if you need it, on selecting the right course and units for you, continuing with our ongoing expert tutor support all the way through until you finish your course.

Our VLE is simple and intuitive to use, with full instructions on how to use it under the Help section on the VLE. However, if you do need any technical assistance, our friendly and knowledgeable technical support is on hand to help you.

This briefing document provides you with all the information you need to know about getting started studying with us. It also contains contact information for us, should you have any questions or require any assistance.

We look forward to you studying with us,

The Business School (UK)

## IWFM LEVEL 5 AWARD IN FACILITIES MANAGEMENT

<b>Key points</b>	Work at your own pace, in your own time Assessment at any time to suit you Cost-effective Access to IWFM member benefits	
<b>Cost</b>	£749 full – no additional payments Instant access to course once payment arranged Payment by PayPal, credit or debit card, or by invoice to employer Includes IWFM membership	Inclusive of VAT
<b>Duration</b>	Learner dependant – 9-12 months	Up to learner – could be done in a month
<b>Entry requirements</b>	Level 4 relevant qualification OR relevant experience	Contact to discuss
<b>Delivery</b>	Via Virtual Learning Environment <a href="http://vle.thebusinessschool.uk.com/enrol/index.php?id=272">http://vle.thebusinessschool.uk.com/enrol/index.php?id=272</a>	Plus tutor support phone or email Reading list
<b>Modules</b>	All learners must complete the 1 mandatory modules plus optional units to the value of 6 credits (credit values in brackets) from those on our VLE.  1. Unit FM5.02 Organisational and facilities management strategy 2. Unit FM5.03 Managing people in facilities management (8) 3. Unit FM5.09 Providing leadership and management in facilities management (4) 4. Unit FM5.08 Performance measurement in facilities management (3) 5. Unit FM5.21 Managing procurement and contracts in facilities management (4)	Mandatory Optional Optional Optional Optional
<b>Assessment</b>	One assignment per module	Pass or Resubmission (x 2) Submitted online
<b>Enrolment</b>	Enrol via the Virtual Learning Environment or via email to <a href="mailto:helen@thebusinessschool.uk.com">helen@thebusinessschool.uk.com</a> Pay in full by PayPal (credit or debit card) online, or by invoice	
<b>Progression</b>	IWFM Level 6 qualifications in Facilities Management Degree studies	
<b>Completion</b>	Success in all assignments Full payment made External verification by IWFM (up to 3 months)	

## IWFM Level 5 Award in Facilities Management

<b>Support</b>	Technical support	<a href="mailto:natasha@thebusinessschool.uk.com">natasha@thebusinessschool.uk.com</a>
	Payment support General enquiries	<a href="mailto:helen@thebusinessschool.uk.com">helen@thebusinessschool.uk.com</a>
	Career and progression support	<a href="mailto:david@thebusinessschool.uk.com">david@thebusinessschool.uk.com</a>
	VLE Help documents are found under the Help tab on the VLE navigation menu. This includes a complete site guide.	
	Policy documents are found under the Information tab on the VLE navigation menu.	



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