

●●● **LEARN IT NOW**

**The
Business
School
UK**

The Business School (UK) Ltd

Briefing Document

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) Ltd

IWFM LEVEL 5 CERTIFICATE IN FACILITIES MANAGEMENT

Key points	Work at your own pace, in your own time Assessment at any time to suit you Cost-effective Access to IWFM member benefits	
Cost	£1446 full – no additional payments Instant access to course once payment arranged Payment by PayPal, credit or debit card in full Includes IWFM membership No additional charges Instant access to course once payment arranged	Inclusive of VAT
Duration	Learner dependant – 9-12 months	Up to learner – could be done in a month
Entry requirements	Level 4 relevant qualification OR relevant experience	Contact to discuss
Delivery	Via Virtual Learning Environment http://vle.thebusinessschool.uk.com/enrol/index.php?id=265	Plus tutor support phone or email Optional Reading list
Modules	The units available on the VLE are as follows – all must be completed for the full qualification. 1. Unit FM5.02 Organisational and facilities management strategy 2. Unit FM5.03 Managing people in facilities management 3. Unit FM5.09 Providing leadership and management in facilities management 4. Unit FM5.08 Performance measurement in facilities management 5. Unit FM5.21 Managing procurement and contracts in facilities management.	
Assessment	One assignment per module	Pass or Resubmission (x 2) Submitted online
Enrolment	Enrol via the Virtual Learning Environment or via email to helen@thebusinessschool.uk.com Pay in full by PayPal (credit or debit card) online, or by invoice	
Progression	Additional units to complete the IWFM Level 5 Diploma in Facilities Management IWFM Level 6 qualifications in Facilities Management Degree studies	
Completion	Success in all assignments Full payment made External verification by IWFM (up to 3 months)	

IWFM Level 5 Certificate in Facilities Management

Support	Technical support	natasha@thebusinessschool.uk.com
	Payment support General enquiries	helen@thebusinessschool.uk.com
	Career and progression support	david@thebusinessschool.uk.com
	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.	



THE BUSINESS SCHOOL (UK) LTD

... LEARN WITH US ...

