

FACT SHEET

The **SBCS Assured Certificate in Facilities Management** was designed for persons aspiring to become trained in the field of Facilities Management. This programme focuses on the management and monitoring of facilities. This includes exploring the roles and responsibilities of the facilities manager, planning and execution of facilities management projects, monitoring operational performances, procurement and contracts, as well as the budgeting needs relating to the management of properties and assets.

Additional topics covered include waste management, energy management and space allocation. Assessment is undertaken through a combination of coursework assignments and written structured examinations

The Assured Certificate in Facilities Management programme was designed by SBCS GLI and is quality assured by City and Guilds of London. Certificates will be issued by City and Guilds.

Duration

This qualification can be completed in **one (1) year**. There are two (2) intakes per year in **January** and **September**.

Pre-requisites

A minimum of two (2) CSEC passes inclusive of Mathematics and English or any equivalent qualification to that stated above such as from GCE O’Level.

Mode of Study

Classes for this programme will be on evenings (5:30 – 8:30pm) and will be offered at our **Champs Fleurs campus**.

Assessments

This qualification will be assessed by a combination of coursework assignments and written structured examinations

To achieve the SBCS Assured Certificate in Facilities Management, learners must complete the following:

- **Projects and Operations**
- **Stakeholders and Risk**

Assessments for each of the courses are as follows:

Course Title	Assessments
Projects and Operations	<p>This unit gives learners the opportunity to learn the fundamentals of managing FM projects, operational performance, management of property and assets, procuring supplies and commissioning and managing external contracts and agreements.</p> <ul style="list-style-type: none"> ➤ Structured Examination question (3 hour) ➤ Portfolio Report
Stakeholders and Risk	<p>This unit gives learners the opportunity to learn the fundamentals of working relationships, monitoring and solving customer service problems, develop and implement risk assessment plans, management of incident and emergencies and disaster and contingency planning.</p>

	<ul style="list-style-type: none"> ➤ Structured Examination question (3 hour) ➤ Portfolio Report
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Fee Schedule

Fees for this programme are as follows:

FEE	AMOUNT	NOTE
SBCS Registration Fee	TT\$500	Payable upon registration
City & Guilds Registration Fee	£100 (one-time payment)	Payable by: February 26th 2021
Tuition Fee	Cash: TT\$8,500	Monthly payment plans are available
Examination Fee	TT\$500 (per exam)	Total Examination Fee = TT\$1000 Payable by: April 31st 2021
Examination Fee (Re-sit)	TT\$500 (per exam)	

NOTE:

All SBCS Fees in Sterling Pounds must be paid via bank draft payable to “SBCS Global Learning Institute”. Please include your name on the bank draft in the B/O (by order of) section

Contact Information

Further information can be found on the SBCS website:

<http://www.sbcs.edu.tt/academic-centre/cite/>

Course administrators can also be contacted directly:

Campus	Telephone: 663-SBCS (7227)	Email
Champs Fleurs	Extensions 1094/6/7/8	CITE-Eng@sbcs.edu.tt