

## **NVQ - LEVEL 3**

### **Facilities Management Award - Overview**

The candidate must complete **eight** units

#### **Mandatory Units**

All Level 3 candidates must complete **the three** mandatory units as follows:

- |         |  |
|---------|--|
| Unit 1  | Establish and monitor the facilities required by clients                                   |
| Unit 2  | Develop productive working relationships with colleagues and stakeholders (MSC Unit D2)    |
| Unit 10 | Ensure Health and Safety requirements are met in your area of responsibility (MSC Unit E6) |

#### **Optional Units**

All Level 3 candidates must complete **5 Units. 3 Units from Suite 1 and 2 Units from Suite 2:**

##### **Suite 1**

Select **3 Units** from the following:

- |         |  |
|---------|--|
| Unit 3  | Support equality, diversity and individual rights in the workplace   |
| Unit 4  | Monitor and solve Customer Service Problems (ICS 32)   |
| Unit 5  | Maintain the quality of service delivery   |
| Unit 6  | Contribute to the Management of Incidents and Emergencies (Cogent Unit 4)                                      |
| Unit 9  | Allocate and monitor the progress and quality of work in your area of responsibility (MSC Unit D6)             |
| Unit 11 | Contribute to maintaining sustainable development and environmental good practice of work (EU Skills Unit 2.3) |
| Unit 12 | Manage facilities management projects  |
| Unit 13 | Monitor and report on progress and the use of resources (ECITB Unit PC62)                                      |
| Unit 16 | Provide leadership for the team (MSC Unit B5)  |
| Unit 18 | Supplying information for management control (FSSC [formerly AOSG] Unit 4)                                     |
| Unit 19 | Contributing to the management of performance and the enhancement of value (FSSC [formerly AOSG] Unit 8)       |
| Unit 21 | Reassessing operational performance  |

## Suite 2

Select **2 Units** from the following:

- Unit 7 Determine the effectiveness of security measures (Skills for Security Unit SCN5)
- Unit 8 Prioritise and implement the maintenance of property, systems and services (CIC Unit E33)
- Unit 14 Contribute to the procurement of supplies (CIPS Units S5, S6 and S7)
- Unit 15 Implement change (MSC Unit C6)
- Unit 17 Remote support for products or services (E-skills)
- Unit 20 Disaster recovery and contingency planning
- Unit 22 Manage a budget (MSC Unit E1)
- Unit 23 Allocate and manage the efficient use of space
- Unit 24 Manage and monitor the efficient use of energy
- Unit 25 Recruit, select and keep colleagues (MSC Unit D3)
- Unit 26 Specify, commission and manage external contracts and agreements (Skills for Justice Unit HF18)