



# Facilities Management



The Education & Training Company of the University of New England

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## A partnership for a positive future

The Facility Management Association of Australia and UNE Partnerships, the Education & Training Company of the University of New England are proud to present the Diploma of Facilities Management.

In 2015 both organisations came together to develop a qualification that supported the needs of the facilities management industry by promoting, developing and maintaining the skills and knowledge required by facilities managers. In collaborating with industry and each other, the Diploma of Facilities Management was revised to be able to best meet today's standards and is now proudly presented to industry.

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# Learning with UNE Partnerships



UNE Partnerships was established in Armidale 30 years ago by the University of New England, Australia's second-oldest regional university and most experienced distance education provider.

We are committed to the provision of high-quality, industry-relevant training to promote skills and knowledge in people and workplaces. Our emphasis is on the application of learning through non-accredited and accredited nationally-recognised qualifications and customised programs.

The qualifications offered through UNE Partnerships are industry relevant, which ensures that skills are honed by direct application within the workplace. Encouraging the practical application of new skills increases staff confidence, and improves performance and commitment.

Training with UNE Partnerships offers:

- Nationally-recognised qualifications that are designed with a 'real world' commercial focus – ensuring relevance and immediate application of new skills and knowledge in the workplace.
- Academic staff with a unique combination of educational excellence and industry expertise. UNE Partnerships' academic staff are selected for their professional competence and reputation as leaders in their respective fields.
- A commitment to ensuring our customers have all the information they need to choose the right programs and maximise the investment in achieving skills, knowledge and qualifications.
- Flexible delivery, allowing students to enrol at any time and giving them the opportunity to study at a flexible pace to suit work, family and study commitments.
- A comprehensive study package including the complete course material, with no extra or hidden costs involved in gaining the qualification.

# Quality, flexible study at any time



All our courses offer:

- 01** Distance study  
study wherever you are
- Flexible study**  
study whenever you want **02**
- 03** Complete materials  
what you need when you need it

Studying with UNE Partnerships also gives access to high level student support – our academic staff are accessible, dedicated, highly-experienced industry practitioners and adult learning specialists, who are supported by our friendly program teams.

# Customised solutions for your organisation



UNE Partnerships has worked side by side with government and business organisations for more than 30 years as a strategic partner to facilitate them in achieving their potential and objectives.

Our focus is on building positive collaborative relationships to better understand your preferred organisational outcomes. We then work closely with you to customise delivery, assessment and evaluation while respecting and embracing your organisational strategic direction, objectives, systems, policies, procedures, culture and values.

- A consultation and analysis process evaluates your objectives and the drivers for the training program, as well as assessing the learning needs of participants.
- Our focus on your needs in design and development ensures the training fits your organisation's culture and strategic objectives. We can adapt existing qualifications, author new courses or adapt in-house courses to meet outcomes.
- Flexible delivery and scheduling meets your needs and priorities.
- Our specialist academic staff bring broad professional experience and provide a 'real world' element to delivery.
- Ongoing evaluation ensures that the program's outcomes are measured and objectives met.
- Every student is supported by a caring and dedicated administrative team.

# Develop staff members through your own Digital Campus



Organisations committed to training and development face a complex environment, and bringing courses and staff together takes significant effort and consistent resourcing.

After 30 years of providing training and education to individuals, organisations and industry, UNE Partnerships has a unique understanding of the issues faced and the opportunities to be explored.

## Our solution? Offering you your very own Digital Campus

An entirely web-based environment managed and hosted within the UNE Partnerships' student administration and Learning Management System.

The digital campus is a highly-customisable integrated solution, allowing you to not only tailor the look and feel but also migrate courses to and from the environment and have a holistic view

of member activity – in effect, bringing everyone and everything together in one place. Add to this experienced technical support, direct user access, data analysis and issuing of certificates.

We look forward to talking to you about developing your Digital Campus.



## Diploma of Facilities Management

Developed by the Facility Management Association of Australia in conjunction with UNE Partnerships and industry, the Diploma of Facilities Management is designed to meet the skills and knowledge required for facilities managers who lead, manage and maintain internal and external facility operation teams and services.

The Diploma was developed specifically to meet the needs of the facilities management industry and is wholly supported and recommended by FMA, the peak Australian national body. The course is not currently accredited under the Australian Qualifications Framework, however it is intended to be established as the benchmark for industry training in Australia at the Diploma level and future accreditation has been a primary focus of the development.

The Diploma qualification supports existing skills and knowledge and develops new capabilities in such areas as:

- The planning, development and implementation of facilities maintenance and lifecycle maintenance programs.
- Measuring and managing sustainable facilities environments.
- Managerial business skills, including an understanding of collaboration, interpersonal

relationships, stakeholder engagement and delegation.

- Risk management and an understanding of how to ensure safety in the workplace.

### Course Facts

#### Entry requirements

Currently working in a Facilities Management related environment or have access to a Facilities Management role in a work based environment

#### Delivery mode

Self-paced online

#### Assessment

Knowledge questions, work-related tasks and evidence portfolio, or RPL

#### Duration

18-24 months



# Diploma of Facilities Management\*

A unique program  
designed by industry for  
Facilities Management  
professionals

\* This course is not accredited  
under the Australian  
Qualifications Framework

**1800 066 128**

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[www.fma.com.au](http://www.fma.com.au)





## Leadership and Management

### Certificate IV in Leadership and Management (BSB42015)

This qualification is ideal for those moving into their first leadership or management role or who are already leading a small team and have some decision-making responsibility. It is designed to provide a skills base for emerging and future leaders, and develops practical knowledge in leading and managing people and getting the best out of a team. The course also covers the broad range of business skills such as developing teams, project work, and implementing various business operations such as operational plans, customer service strategies, health and safety policies and risk policies.

### Course Facts

#### Entry requirements

Students should have moderate literacy, numeracy and IT skills and be in a work role that provides suitable opportunities for developing the skills and knowledge required to demonstrate competency

#### Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

#### Duration

18-24 months



NATIONALLY RECOGNISED  
TRAINING

## Diploma of Leadership and Management (BSB51915)

Build on existing leadership and management talent with this qualification, suitable for anyone who manages others and has responsibility to review and evaluate management practices.

Designed for those who work in management roles and who are directing multiple staff or teams, this course covers the essential skills: leadership, staff development, team effectiveness, continuous improvement, project work, risk management and operational planning.

### Course Facts

#### Entry requirements

Students should have moderate literacy, numeracy and IT skills and be in a work role that provides suitable opportunities for developing the skills and knowledge required to demonstrate competency

#### Delivery mode

Corporate Groups, Individual Students via Distance Education

#### Duration

18 months



## Advanced Diploma of Leadership and Management (BSB61015)

Developing and supporting dynamic leaders and strategic thinkers, this qualification broadens business perspective, enhances management capability, and strengthens leadership behaviour. The focus in this qualification is on financial management, comprehensive business operations and managing the strategic direction of a business through leadership. It is ideal for those in senior management positions or those responsible for strategic leadership either across the business or in specialist areas.

### Course Facts

#### Entry requirements

Students should have moderate literacy, numeracy and IT skills and be in a work role that provides suitable opportunities for developing the skills and knowledge required to demonstrate competency

#### Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

#### Duration

24 months



## Diploma of Business (BSB50215)

This qualification offers a wide range of professional development encouraging flexibility and capability in managerial approaches. It covers key skill areas relevant to the modern business environment such as marketing, project work and risk management. It has been designed to complement the Diploma of Leadership and Management by providing an alternative for anyone looking for a broad-based skill set rather than a more management-focused course.

### Course Facts

#### Entry requirements

Students should have moderate literacy, numeracy and IT skills and be in a work role that provides suitable opportunities for developing the skills and knowledge required to demonstrate competency

#### Delivery mode

Corporate Groups, Individual Students via Distance Education and Funded Programs

#### Duration

12 months





## Project Management

### Certificate IV in Project Management Practice (BSB41515)

The qualification for those active in the planning and delivery of projects and in such roles as team leader, controller, project officer, project coordinator, project manager, and senior project manager. It provides the essential skills to contribute to the successful planning of projects and coordinate their many elements in line with the wider needs and objectives.

#### Course Facts

##### Entry requirements

Moderate literacy, numeracy and IT skills and working in a Project Management environment

##### Delivery mode

Self-paced online

##### Duration

12 months



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### Diploma of Project Management (BSB51415)

This qualification is suited to project managers who are responsible for the entire lifecycle of a project. It not only provides the required skills and working knowledge, but also develops an understanding of the methods, techniques and tools available to plan and manage projects that achieve the goals and objectives. It is suitable for those who develop project management plans and have sole responsibility for achieving a project's objectives, who report the outcomes of a project to a higher authority in their organisation, or those who monitor and review the whole project as it progresses through its lifecycle.

#### Course Facts

##### Entry requirements

Moderate literacy, numeracy and IT skills and working in a Project Management environment at a Manager level

##### Delivery mode

Self-paced online

##### Duration

12 months



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TRAINING



## Accelerate your Diploma of Project Management with UNE Partnerships

Are you a veteran Project Manager with a wealth of real world experience earned over many years in the job, looking to formalise your knowledge and know-how?

Or are you a junior Project Manager, new to the role and looking for a foundational skill-set that will assist you as you take your first steps down a new career path?

Beginning in July 2017, UNE Partnerships is proud to offer mature and aspiring Project Managers the opportunity to take part in our new **“Fast-Tracked” Diploma of Project Management**, a globally recognised, peak body endorsed qualification that offers valuable skills and knowledge while acknowledging your on-the-job accomplishments and capabilities.


Contact UNE Partnerships today on 1800 066 128 and speak to one of our student support staff to find out how UNE Partnerships can get you the qualification and recognition you deserve, faster.

 **unepartnerships**



**Australian Institute of  
Project Management**

ENDORSED COURSE

A man wearing a white hard hat and a light blue button-down shirt is smiling and talking on a mobile phone. He is holding a black clipboard in his left hand. The background is a blurred industrial or warehouse setting with metal structures and lights.

Is it time to reach  
your potential?

## Take the next step

01

If you are reading this, you are already committed to improving the capability of your organisation, or yourself. Every day presents an opportunity to use skills and knowledge that you may need to acquire or develop to perform better.

02

Qualifications are a formal declaration of earned skills and knowledge - they immediately convince others of your credibility and authenticity, whether it be yours or the people who make up your organisation.

03

**Want to find out more?**  
P:1800 066 128 or E: [ask@unep.edu.au](mailto:ask@unep.edu.au)

04

**Prefer reading to talking?**

Visit our website which has information on our courses and funding opportunities. The enrolment form for our courses is available for download [here](#).

[www.unep.edu.au](http://www.unep.edu.au)



 unepartnerships

The logo for unepartnerships consists of a green square icon containing a white circular arrow symbol, followed by the text 'unepartnerships' in a lowercase, white, sans-serif font.

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