

10938NAT Diploma of Facilities Management

Program Overview



unepartnerships

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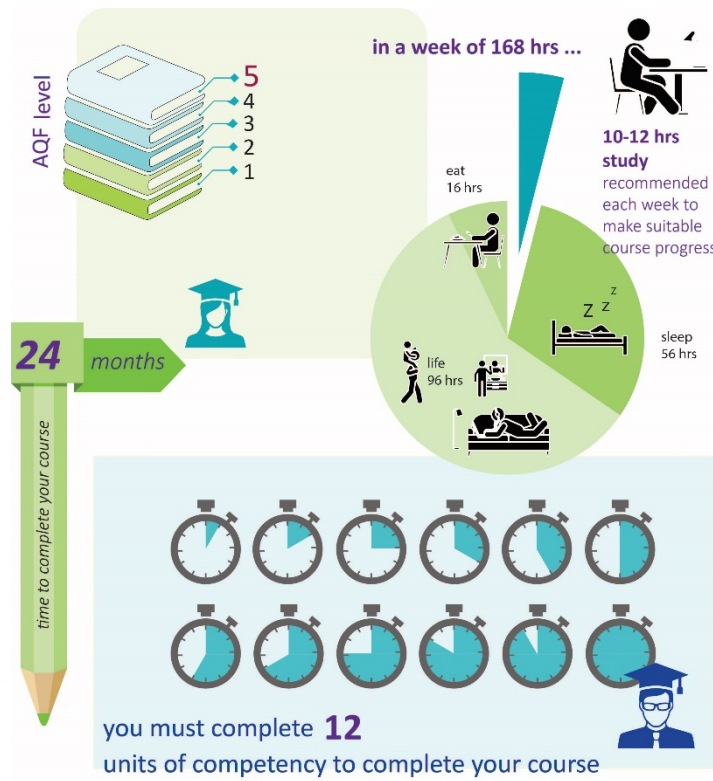
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Contents

Overview.....	4
Welcome.....	4
Contact points.....	4
10938NAT Diploma of Facilities Management	5
Aim of the program	5
Learning outcomes	5
Structure of the program.....	5
Achieving competency.....	7
Accreditation and recognition	7
Study workload.....	7
Third party arrangements.....	8
Licence arrangements.....	8

Overview

Welcome

Welcome to the *10938NAT Diploma of Facilities Management Diploma of Facilities Management* a nationally recognised and accredited program developed by the Facilities Management Association of Australia (FMA) and UNE Partnerships.

FMA is the peak industry body representing facilities professionals involved in the strategic and operational management of facilities for both public and private sector organisations throughout Australia.

The role of the Facilities Manager has undergone significant change in recent times bringing an increased level of responsibility and complexity. The Diploma of Facilities Management was created by FMA, in consultation with industry, to meet the demand for a specialist skills-based course aimed at practising and emerging facility managers. UNE Partnerships has worked closely with FMA in the development of this course.

Contact points

As an experienced distance education provider, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: facilities@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

10938NAT Diploma of Facilities Management

Aim of the program

This qualification is intended to provide facilities professionals, across all property sectors, with the knowledge and skills they require to carry out their facilities management responsibilities, making key decisions while focusing on industry best practice and continuous improvement.

Learning outcomes

On completion of the program you should be able to:

- manage and evaluate building systems performance, according to sustainability attributes
- take responsibility for developing and planning for maintenance services within a facility to ensure peak operational efficiency
- maintain all health, safety and building compliance requirements
- manage a coordinated and controlled process for the life cycle management of a facility
- foster an environment in which continuous improvement, innovation and learning are promoted
- identify improvements to processes and other innovations which enhance performance in the area of cost, quality, safety and customer service
- manage client relationships
- procure and manage goods and services
- assist in the administration of contracts
- identify improvements to processes and other innovations which enhance performance in the area of cost, quality, safety and client service.

Structure of the program

There are twelve (12) units of competency –in this qualification and all must be successfully completed in order to achieve the *10938NAT Diploma of Facilities Management*.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency, for *10938NAT Diploma of Facilities Management* are available online, at Training.gov.au or by clicking the table links provided.

Table 1: Course structure and mapping

Industry Diploma of Facilities Management	10939NAT Diploma of Facilities Management <i>Current version</i>	Unit Mapping
Core Units		
DFCMC 1 Budgets and financial plans	BSBFIN501 - Manage budgets and financial plans	Gap assessment required
DFCMC 2 People Performance		Unit not transferrable to 10938NAT. New core unit Manage supplier relationships to be completed

Industry Diploma of Facilities Management	10939NAT Diploma of Facilities Management <i>Current version</i>	Unit Mapping
DFCMC 3 Safety in the workplace	BSBWHS521 - Ensure a safe workplace for a work area	Gap assessment required
DFCMC 4 Managing risk	BSBOPS504 - Manage business risk	Gap assessment required
DFCMC 5 Managing sustainability	BSBSUS411 - Implement and monitor environmentally sustainable work practices	Gap assessment required
DFCMC 6 Managing life cycle services	NAT10938001 – Manage lifecycle services	Gap assessment required
DFCMC 7 Facility maintenance planning and management	NAT10938002 Develop and manage facility maintenance plans	Gap assessment required
DFCMC 8 Managing projects	CPPDSM5030 - Manage projects in the property industry	Gap assessment required
	BSBPRC502 - Manage supplier relationships	BSBPRC502 is a new Core unit. Full assessment required
Elective units A		
DFCMAGA1 Understanding plans and specifications	CPCBC4012 - Read and interpret plans and specifications	Gap assessment required
DFCMAGA2 Advising on use and design	CPPDSM5001A - Advise on use and design of facilities	Gap assessment required
DFCMAGA3 Coordinating capital projects	CPPDSM5007 - Coordinate construction or renovation of facilities	Gap assessment required
DFCMAGA4 Space utilisation	CPPDSM5011A - Determine space utilisation	Gap assessment required
DFCMAGA5 Managing client relationships	CPPDSM5029 - Manage client relationships and networks in the property industry	Gap assessment required
Elective units B		
DFCMAGB1 Innovative practice	BSBSTR601 - Manage innovation and continuous improvement	Gap assessment required
DFCMAGB2 Document writing	BSBWRT411 - Write complex documents	Gap assessment required
DFCMAGB3 Purchasing strategies	BSBPRC501 - Manage procurement strategies	Gap assessment required

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DFCMAGB4 Principles of contract law	BSBLEG522 - Apply legal principles in contract law matters	Gap assessment required
DFCMAGB5 Developing a business case	PSPMGT006 - Develop a business case	Gap assessment required

Achieving competency

Units of competency are achieved as required assessment tasks are successfully completed, and all must be completed to be awarded the *10938NAT Diploma of Facilities Management*.

Students who have previously completed similar units from the Industry Diploma of Facilities Management will need to complete a Recognition of Prior Learning / Gap assessment in order to meet competency for the unit in *10938NAT Diploma of Facilities Management*

Recognition of Prior Learning (RPL) and gap assessment process. This process will map any units you have already completed against similar units in the new qualification and allow you to provide workplace evidence or complete small activities to fill in any gaps.

If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for grading is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview.

Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *10938NAT Diploma of Facilities Management*, in which you are enrolled, is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised allowing for credit in AQF qualifications in accordance with relevant training package rules and recognition requirements.

Graduates of the Diploma of Facilities Management will be eligible for full general membership of FMA Australia* and Members of FMA Australia undertaking particular units may be eligible for CPD points.

**Fees may apply*

Study workload

The nominal duration of your enrolment in the *10938NAT Diploma of Facilities Management* is 18-24 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have as well your current practices. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 10-12 hours a week a week of

self-directed workplace and individual study over the study period, as outlined in your study plan. Inexperienced students will likely require more time. Students completing gap assessments should also complete units in a much shorter timeframe.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.

Licence arrangements

This course is delivered by UNE Partnerships. under licence from the Facilities Management Association of Australia Limited.