

Advanced Diploma in Facilities Management

OVERVIEW

Facilities Management is rapidly developing in Singapore over the past years. In addition to existing establishment, new infrastructure and building facilities continue to grow in number leading to a strong demand for facilities management professionals now and years to come. The Advanced Diploma in Facilities Management provides students a career path of development in this emerging industry, which in turn helps the development of the economy of Singapore as a whole.

PROGRAMME OBJECTIVES:

The Advanced Diploma in Facilities Management is designed to provide students with the knowledge and skills to work in the areas of Facilities Management including Operational Management, Human Resource Management and Space Management. Emphasis will be placed on Operational Management, including Building services operations and maintenance, building maintenance and refurbishment, project management and facilities maintenance management to meet the vocational needs of the industry. The course is designed to train students in both facilities and project management to meet the market's need.

DURATION COMPONENTS:

Classroom Training Hours: 30 Hours Per Module

MODULE SYNOPSIS:

BES301 Building - Electrical Services

The module aims to introduce the basic knowledge of the major design features, operating characteristics and functions of advanced building services of HVAC services, electrical services, fire services, and plumbing & drainage services. Students need to familiarise themselves with technical data, regulations, standards and guidance notes prepared by the statutory body to design reliable, safe and efficient advanced building services systems of building services installations.

FM302 Facilities Management

The theoretical aspects of Facilities Management (FM) had been covered in year 1 (Specialist Diploma Level). This module aims to provide a managerial perspective to the property and facilities management and their applications in the property and facilities management. In this connection, the module includes:

- the statutory control of building management and maintenance, Deed of Mutual Covenant (DMC), etc.;
- contingency plan and maintenance policies;
- tendering and outsourcing;
- space and environmental planning;
- total quality management and post-occupancy evaluation; and
- professional ethics. Students need to integrate all knowledge for enhancing the property and facilities management in the industry.

ASSESSMENT METHODS:

70% Coursework & 30% Examination

(Excluding ADIA509 and ADIP509 is 100% Coursework)

PROGRAMME OUTCOMES:

Upon completion of this course, the student will able:

- to develop applied knowledge and skills in facilities management for property management practitioners to effectively integrate users' and organizations' needs for physical assets; and
- to provide in-depth academic training with a balanced and comprehensive scope that forms a solid foundation for further career advancement in the Facilities Management discipline; and

AWARDING BODIES:

Global School of Technology and Management

NUMBER OF MODULE:

9

TOTAL CONTACT HOURS:

240

AMM3 Asset Maintenance Management

The theoretical aspects of asset maintenance management (AMM) had been covered in year 1 (Specialist Diploma Level). This module aims to provide a managerial perspective to the maintenance and physical asset management and introduce an effective strategy for routine asset and maintenance control so that the students can select suitable asset and maintenance management systems for public utilities, industries, transportation and building services.

SPM304 Space Planning Management

Space is a long term asset, and organisations in the knowledge economy are changing rapidly to meet technological, economic or cultural demands. Space planning and management have a major impact on meeting business needs, establishing the brand and organisational culture, achieving sustainability targets, and enhancing user comfort. Facilities Managers' (FMs) understanding of space planning and management is essential in supporting an organisation's objectives.

PAM308 Property Asset Management

The theoretical aspects of property asset management and property portfolio strategy had been covered in year 1 (Specialist Diploma Level). This module aims to provide an insight into the managerial perspectives and practices of strategic asset, property management and facilities management.

SPM305 Sustainable Practice

This module is designed to introduce the students to current sustainable practices in Singapore and their global impact. Sustainable practice becomes a norm, and integrating sustainability into facilities management operations is imperative. It could significantly contribute to reducing energy consumption, waste and day-to-day operational costs of the building. It focuses on the 'what' and 'how' of planning and implementing sound environmental management practices in Facilities Management operations.

The integration of sustainability into Facilities Management practices depends on facility type, organisational scale, business sector, and organisation characteristics.

MEF306 Managing of Equipment Facilities

The theoretical aspects of Building Maintenance System (BMS) and their applications in the facilities management had been covered in year 1 (Specialist Diploma Level). This module aims to provide a managerial perspective to the equipment, facilities, and operations and their applications in maintenance management.

Managing equipment and facilities encompasses a broad spectrum of operations, maintenance, services, competencies, processes and tools required to assure the built environment will perform the functions for which a facility was designed and constructed. It is essential to reviews equipment and facility reliability and predictability models used to establish a maintenance and calibration program, as well as equipment operability and maintenance (location and access, type, and frequency of maintenance); the link between product and process development for operation and maintenance of process equipment and facilities; and continuous operations improvement.

The operation and maintenance are the day-to-day activities necessary for the building/built structure, systems and equipment, and occupants/users to perform their intended function. Operations and maintenance are combined into the common term O&M because a facility cannot operate at peak efficiency without being maintained; therefore, the two are discussed as one.

DB308 Building Defects

One of the major concerns of a Facilities Manager is to take care of the whole building from defects. To address these concerns of buildings, regular inspection and condition assessment for building diagnosis are required. The building diagnosis has to be performed to judge the overall building condition in terms of expected residual life and the repair needed. Good knowledge of diagnosing building defects and manage maintenance works are essential skills for a Facilities Manager

ADIA509 Industry Attachment

Industrial Attachment is an important aspect and a component of a students' development. As part of the course curriculum, students are expected to undertake a 24 weeks/ 6-month industrial attachment in the related industries. Students will take an internship programme with construction companies which related to their interest or area of specialisation.

GSTM will facilitate the arrangement and process of student's entire Industrial Attachment. Industrial Attachment applies to all students.

Throughout the six-month attachment, the program will facilitate student-learning opportunities outside the classroom. Different business organisations will have different modes of training, which would be typical in real-life environments

Industrial Attachment is an integral part of the course. In the unlikely event that a student cannot be placed for Industrial Attachment, due to circumstances beyond the control of the student or the college, like non-approval of the Training Work Permit by the Ministry of Manpower, the student will be required to complete an Industrial Project (5000 words) under the supervision of a lecturer from GSTM.

ADIP09 Industry Project

The industrial project applies only when a student is unable to secure an industrial attachment with any organisation. In the absence of an industrial attachment, the student has to complete an individual project lasting 2 months.

The industrial project (5000 words) topic must be relevant to the construction management industry and approved by the school. Students have a maximum of 2 months to complete the project after approval. The Industrial Project provides an opportunity for students to integrate their knowledge through application to a practical-based classroom project by selecting the student's choice of industry. Preferably, this project focuses on an identified management issues and/or opportunity of an organisation.

The project work involves students developing, managing and achieving the objectives of the construction management project and applying theories, topics and knowledge that the students have learned in a real case scenario. It encourages a holistic approach to managing the managerial aspects of a construction management project, using the multiple theories and topics that the students have learned.