

# Specialist Diploma in Facilities Management

## OVERVIEW

Facilities Management is a management discipline concerned with the integration of processes within an organization to maintain and develop agreed services which support and improve the effectiveness of its primary activities.

## PROGRAMME OBJECTIVES:

The facilities management (FM) role continues to grow world-wide by establishing itself as the source of strategic management for the co-ordination of support facilities and modern business processes. The immense diversity and career opportunities whereby these programs could be engaged in are reflected in the structure and content of this Specialist Diploma course, and our student profile. This course covers the areas of facilities management functionalities including HR, Asset maintenance, equipment's, facilities and etc.

## ASSESSMENT METHODS:

70% Coursework & 30% Examination

## DURATION COMPONENTS:

Classroom Training Hours: 30 Hours Per Module

## MODULE SYNOPSIS:

### WSH201 Workplace Safety and Health Practice in Building Industry

This module is equipped students with the workplace health & safety problems associated with the construction industry. This is including the safety laws in Singapore relevant to construction operations and the office environment, Work Place Safety & Health Regulations by the Ministry of Manpower and the theory and practice of safety management in the construction industry.

### CP202 Contracts & Procurement

This module focuses on the contract administration, bidding and procurement processes to enable students to progress to the next module focus on the practical theme of contracts and procurement theme at the Advanced Diploma level.

### HMBE203 Human Management in the Built Environment

Human Resource Management (HRM) is the process of managing people within an organisation. In construction, HRM is primarily concerned with ensuring that a project has sufficient human resources, with the correct skill-sets and experience, to complete. HR managers have to identify and document project roles and responsibilities and develop a plan describing the end-to-end processes required on a project (or series of projects) to determine its human resource requirements.

### MEF208 Managing of Equipment and Facilities

The managerial aspect of equipment and facilities will be covered in year 2 (Advanced Diploma Level). This module aims to provide theoretical aspects of Building Maintenance System (BMS) and their applications in facilities management.

## PROGRAMME OUTCOMES:

Upon completion of this course, the student will qualify as facilities supervisors of the quality required by the Singapore, Malaysia and global FM industry, both in terms of their immediate ability to perform and their longer-term strategic potential. The course modules cater for the wide-ranging needs of facilities managers, from fulfilling the operational functions of asset maintenance management to supporting the development of strategic facilities management for business advantage. Throughout the course, candidate's ability to learn will be developed through teaching and learning approaches that encourage creative thinking and problem-solving skills, and through the execution of industry-based projects and assignments.

## AWARDING BODIES:

Global School of Technology and Management

## NUMBER OF MODULE:

8

## TOTAL CONTACT HOURS:

240

## AMM205 Asset Maintenance Management

The module aims to provide the fundamental of asset maintenance management to enable students to progress to the next module focus on the practical theme at the Advanced Diploma level. The theoretical aspects, including maintenance policy, primary procedures and assembly, objectives, standards and Requirements, Key Factors, Asset Maintenance Management Project and Programme and Life Cycle Costing (LCC), will be covered in this module.

## MMBE204 Marketing Management in the Built Environment

This module focuses on marketing management knowledge in the context of construction and the built environment industry. Students will learn a solid understanding of the strategic marketing planning process and marketing plans for building and construction projects

## FM206 Facilities Management

Globally, there is an increasing market demand for Facilities Management skills, coupled with a shortage of qualified practitioners with the expertise required to deliver the Facilities Management service. Facilities Management is a key sector of the economy, and professional expertise in providing the range of Facilities Management services is in high demand.

## PAM207 Property Asset Management

The Property Asset Management module is designed to equip students with the skills expected in the property management profession. Students should create a property portfolio strategy, analyse tasks and propose management solutions, including scenario planning to aid decision-making.