

apprenticeship FRAMEWORK

Facilities Management (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR03230

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CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

Alternatives for Essential Skill qualifications

Foundation apprenticeships (Level 2): Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics ; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

Apprenticeships (Level 3): Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

Higher Apprenticeships (Levels 4-7): Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

Employer Rights and Responsibilities (ERR)

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

Additional Information

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

Facilities Management (Wales)

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Framework summary

Facilities Management

Foundation Apprenticeship in Facilities Services

Pathways for this framework at level 2 include:

Pathway 1: Facilities Services

Competence qualifications available to this pathway:

- C1 - Level 2 Certificate in Property, Caretaking and Facilities Services (old version)
- C2 - Level 2 Certificate in Facilities Services (new version)

Knowledge qualifications available to this pathway:

- K1 - Level 2 Certificate in Facilities Services Principles

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Facilities Management

Apprenticeship in Facilities Management

Pathways for this framework at level 3 include:

Pathway 1: Facilities Management

Competence qualifications available to this pathway:

- C1 - Level 3 Certificate in Facilities Management Practice

Knowledge qualifications available to this pathway:

- K1 - Level 3 Certificate in Facilities Management

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Facilities Management

Higher Apprenticeship in Facilities Management

Pathways for this framework at level 4 include:

Pathway 1: Facilities Management (Generic)

Competence qualifications available to this pathway:

C1 - Level 4 Diploma in Facilities Management Practice

Knowledge qualifications available to this pathway:

K1 - Level 4 Diploma in Facilities Management

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: Facilities Management (Building Services)

Competence qualifications available to this pathway:

C1 - Level 4 Diploma in Facilities Management Practice

Knowledge qualifications available to this pathway:

K1 - Level 4 HNC Diploma in Construction and the Built Environment (Building Services Engineering)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Facilities Management

Higher Apprenticeship in Facilities Management

Pathways for this framework at level 5 include:

Pathway 1: Facilities Management (Generic)

Competence qualifications available to this pathway:

N/A

Knowledge qualifications available to this pathway:

N/A

Combined qualifications available to this pathway:

B1 - Level 5 Diploma in Facilities Management

B2 - Level 5 Diploma in Facilities Management Practice

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Pathway 2: Facilities Management (Building Services)

Competence qualifications available to this pathway:

C1 - Level 5 Certificate in Facilities Management

Knowledge qualifications available to this pathway:

K1 - Level 5 HND Diploma in Construction and the Built Environment (Building Services Engineering)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Framework information

Information on the Publishing Authority for this framework:

The Building Futures Group

The Apprenticeship sector for occupations in property, housing, and facilities management and cleaning.

| | |
|---------------------------------------------------------|--------------------------------------------|
| Issue number: 4 | This framework includes: |
| Framework ID: FR03230 | Level 2 Level 3 Level 4 Level 5 |
| Date this framework is to be reviewed by: 30/06/2017 | This framework is for use in: Wales |

Short description

This Apprenticeship framework, ranging from Foundation to Higher level has been designed with the help of employers to attract new people into the Facilities Management (FM) sector and to upskill the existing workforce with qualifications. FM involves providing a quality and cost effective maintenance and care service for a wide range of commercial and public buildings, such as hotels, hospitals, office and shopping complexes, arenas, educational or convention centres. Facilities Managers make sure that facilities such as security, catering and cleaning (referred to as 'soft services') and maintenance and building services (referred to as 'hard services') run smoothly, so that customers can run their businesses efficiently. The sector is also responsible for property and estates management, including energy management and environmental protection.

At the Higher levels there are two pathways; a generic or soft services route, and a building services or hard service route. HE qualifications are part of the building services pathway.

Contact information

Proposer of this framework

Asset Skills on behalf of employers within the sector. Employers who played a major part in the development of this framework include Carillion, Interserve, Compass, G4S, SGP and MITIE.

Developer of this framework

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Revising a framework

Contact details

Who is making this revision: Gill Spatcher
Your organisation: The Building Futures Group (formerly Asset Skills)
Your email address: gspatcher@thebuildingfuturesgroup.com

Why this framework is being revised

- Addition of BIFM, IQ and NOCN qualifications at level 3
- Replacement qualifications for WAMITAB and Pearson at level 3
- Addition of IQ, NOCN and FAQ qualifications at level 2
- Change of contact details arising from the change of name to the SSC
- Addition of Agored Cymru Level 2 award in Employment Rights and Responsibilities to the ERR section

Summary of changes made to this framework

Please see above

Qualifications removed

600/3877/9 Edexcel Level 3 Certificate in Facilities Management

600/2142/1 WAMITAB level 3 Certificate in Facilities Management

Qualifications added

Foundation Apprenticeship

600/8159/4 IQ Level 2 Certificate in Facilities Services Practice

600/8259/8 IQ Level 2 Certificate in Facilities Services Principles

600/7959/9 NOCN Level 2 Certificate in Facilities Services Principles

601/1752/7 NOCN Level 2 Certificate in Facilities Services

601/3810/5 FAQ Level 2 Certificate in Facilities Services

601/3693/5 FAQ Level 2 Certificate in Facilities Services Principles

Apprenticeship

600/7751/7 BIFM Level 3 Certificate in Facilities Management Practice

600/7750/5 BIFM Level 3 Certificate in Facilities Management

600/8163/6 IQ Level 3 Certificate in the Principles of Facilities Management

601/1798/9 NOCN Level 3 Certificate in Facilities Management Practice

601/5323/4 NOCN Level 3 Certificate in the Principles of Facilities Management

601/5379/9 Pearson BTEC Level 3 Certificate in Facilities Management

601/1722/9 WAMITAB Level 3 Certificate in Facilities Management

Qualifications that have been extended

(no information)

Purpose of this framework

Summary of the purpose of the framework

Facilities Management (FM) involves providing a quality and cost effective maintenance and care service for a wide range of commercial and public buildings, such as hotels, office and shopping complexes, arenas, educational or convention centres. Facilities Managers make sure that facilities such as security, catering, and cleaning (referred to as 'soft services') and maintenance and building services (referred to as 'hard services') run smoothly, so that customers can run their businesses efficiently with the minimum disruption to services. The sector is also responsible for property and estates management, including energy management and environmental protection.

FM is a growing industry in Wales. Between 2001 and 2010 the number of employees increased from under 1,000 to over 4,000 and the number of workplaces nearly trebled to just under 500 workplaces by 2012. FM workplaces are mainly small organisations, employing less than ten people. It is likely that the number of people employed in FM is significantly higher. The FM industry is currently difficult to quantify due to the lack of data under a specific standard industry classification code. Recent surveys show that Facilities Managers were optimistic about the sector with 96% planning to expand their business in 2013 and a significant proportion looking to increase staff numbers - 42% of responses predicted a 10% rise in staff numbers. Facilities Management plays a key role in the Business Services sector, identified by the UK Government in 2009 as one of the six areas of future growth. There is the potential to expand into new areas such as education, leisure and manufacturing sectors and the Green Agenda which is increasingly important, however employers report that around a third of their staff do not have the skills to make this happen.

Challenges faced by Facilities Management companies include:

- staffing & Training - finding the right staff with the right skills and retaining skilled staff and helping staff get to grips with technical, procurement, energy management, customer service aspects of the job and encouraging managers to complete training;
- attracting more young people into Facilities Management which, as a fairly new profession is not seen by young people as a career option, to counter act an ageing workforce;
- internal factors such as increasing efficiency, managing with budget cuts and keeping costs down, as well as securing funding and getting clients to pay on time;
- market share - competition from other organisations and the impact this is having on the ability of companies to retain existing business and secure new contracts;
- legislation - the need to keep up to date with new legislation, particularly around the low carbon agenda as well as other areas, such as health and safety;
- technical skills gaps - within FM a lack of skills in this area may result in an inability to effectively maintain or repair building systems which will have an adverse effect on

energy management

- just under a third of the workforce have qualifications below Level 2 or no qualification at all.

Future competencies required by the sector include:

- knowledge of outsourcing strategies;
- a broader set of generic management skills linked to customer service and relationship management;
- sustainability in its broadest definition and greater skills will be required in this area as a result;
- enhanced IT skills – due to the growth of intelligent buildings linked to the design of energy efficient systems;
- skills and knowledge relating to legislation and regulation, including TUPE, health, safety and environmental protection;
- commercial awareness and financial skills in relation to managing budgets and profits.

Facilities Management is a new industry and there has not been a traditional route into the sector. The FM apprenticeship will help to address this and to professionalise the role. Employers have been involved with the design of the qualifications in this framework which will develop the critical skills required within the sector and the framework has also been updated to meet the requirements of the new Specification of Apprenticeship Standards for Wales.

Apprentices will work as a Assistant Facilities Manager, team leader or be employed in a trainee role, resolving problems and ensuring the smooth running of facilities and services.

Foundation apprentices will work as multi-skill Facilities operatives, reporting to Facilities Managers, and will undertake a variety of duties depending on customer and organisational requirements. Higher level apprentices will be a Facilities Manager or Building Services Manager. At level 5 the job roles will have added responsibility such as managing larger or multi-site contracts.

Aims and objectives of this framework (Wales)

The aim of the apprenticeship is to attract new people into the sector and to upskill the existing workforce to enable employers to remain competitive and profitable.

The objectives are to:

1. attract new people from under-represented groups into the sector helping to fill current and future skills gaps
2. upskill the existing workforce by qualifying them from Foundation to Higher levels
3. provide a clear and flexible entry route into the sector leading to higher level jobs and professional status
4. make FM a career of choice for people new to the sector

Please refer to the Asset Skills website for more information at:

<http://www.assetskills.org/CareersandTraining/NewCareers/CareersinFacilitiesManagement.aspx>

Entry conditions for this framework

Employers are looking to attract applicants from a wide range of backgrounds and experience and are particularly keen to hear from applicants who have experience in related sectors such as catering, cleaning, customer service, construction, engineering and hospitality.

Applicants will be expected to have basic literacy and numeracy skills on which this apprenticeship will build, be willing to work as part of a team and have a keen interest in providing high standards of customer service.

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

For more information on entry conditions please refer to the Foundation, Apprenticeship and Higher level specific guidance.

RULES TO AVOID REPEATNG QUALIFICATIONS

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and Awarding Organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

1. Essential Skills Wales

If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.

2. Knowledge Qualifications

If applicants already have one of the knowledge qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within three years of applying for the apprenticeship certificate. For example they may have already achieved the knowledge element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this

framework.

3. Competence qualifications

If applicants already have the Level 3 competence qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within three years of applying for the apprenticeship certificate and they will still have to demonstrate competency in the workplace.

4. Prior experience

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competency and the knowledge qualifications in this framework.

In the case of accredited prior learning (APL) for competence, knowledge or ESW the apprenticeship programme must be tailored to allow the apprentice to undertake new learning, including learning at a higher level and develop new skills

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Facilities Services

Pathways for this framework at level 2

Pathway 1: Facilities Services

Level 2, Pathway 1: Facilities Services

Description of this pathway

Total number of credits for this pathway is 45. This is made up of the following:

Competency qualification = 20

Knowledge qualification = 13

ESW = 12 for Communication and Application of Number

ICT ESW is not a requirement of this framework. A review of job roles shows that formal ICT skills are not necessary. Apprentices do not have access to computers and would tend to use portable PDA units for communication purposes. In-house training will be given to use the Building Management systems.

Entry requirements for this pathway in addition to the framework entry requirements

There are no minimum requirements and formal qualifications are not necessary. However, some duties may involve working at heights, working in enclosed spaces and outdoor work in all weather conditions

| Job title(s) | Job role(s) |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facilities Services Operative | Duties include all or some of the following:securing the site, setting up rooms for events, assist with cleaning, site emergency and evacuation procedures, portorage, carrying out minor maintenance repairs, reading energy meters and using the intelligent BMS to control heating and ventilation. |

Qualifications

Competence qualifications available to this pathway

| C1 - Level 2 Certificate in Property, Caretaking and Facilities Services (old version) | | | | | |
|----------------------------------------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| C1a | 600/0198/7 | ABBE | 20 | 149 | N/A |
| C1b | 600/0026/0 | WAMITAB | 20 | 149 | N/A |

| C2 - Level 2 Certificate in Facilities Services (new version) | | | | | |
|---------------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| C2a | 600/5476/1 | City and Guilds | 20 | 149 | N/A |
| C2b | 600/5859/6 | Edexcel | 20 | 149 | N/A |
| C2c | 600/6925/9 | BIFM | 20 | 149 | N/A |
| C2d | 600/8159/4 | IQ | 20 | 149 | N/A |
| C2e | 601/1752/7 | NOCN | 20 | 149 | N/A |
| C2f | 601/3810/5 | FAQ | 20 | 149 | N/A |

Knowledge qualifications available to this pathway

| K1 - Level 2 Certificate in Facilities Services Principles | | | | | |
|------------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| K1a | 600/5449/9 | Edexcel | 13 | 103 | N/A |
| K1b | 600/5477/3 | City & Guilds | 13 | 103 | N/A |
| K1c | 600/6308/7 | WAMITAB | 13 | 103 | N/A |
| K1d | 600/6861/9 | BIFM | 13 | 103 | N/A |
| K1e | 600/8259/8 | IQ | 13 | 103 | N/A |
| K1f | 600/7959/9 | NOCN | 13 | 103 | N/A |
| K1g | 601/3693/5 | FAQ | 13 | 103 | N/A |

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The knowledge qualification provides a broader understanding of knowledge requirements for the sector.

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | 1 | 6 |
| Application of numbers | 1 | 6 |
| IT | N/A | N/A |

Progression routes into and from this pathway

Progression into this Foundation level

Apprentices can enter this level from any background and qualifications are not essential.

Possible progression routes could be as follows:

- Advanced Apprenticeship in Facilities Management
- Progression to team leader, supervisor roles
- Level 3 Diploma in Property, Caretaking and Supervision Skills
- First Line Management qualifications at Level 3
- Lateral move to a Foundation level Building Services framework
- Possible progression to a Building Services Apprenticeship (subject to relevant work experience)

Ultimately the apprentice could progress to a higher level management position in Facilities Management, managing several contracts and a large number of staff.

For further information about careers in Facilities Services and Management visit:

<http://www.assetskills.org/CareersandTraining/NewCareers/CareersinFacilitiesManagement.aspx>

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

All apprentices **MUST** receive an induction to the workplace and to the apprenticeship programme. ERR will be delivered through one of three options, which meet the nine national outcomes. These options are:

a) Asset Skills workbook

OR

b) Level 2 Award in Employee Rights and Responsibilities (QCF)

OR

c) Asset Skills checklist

This gives apprentices the flexibility to complete ERR in a way that is most appropriate to them.

RECOGNITION OF ERR

On completion of the ERR checklist or workbook, the evidence must be placed in the apprentice's portfolio for quality assurance purposes. The sign off sheet at the back of the checklist, or workbook, must be signed by the apprentice and training provider, or employer, and sent to the certifying authority to claim final certification and as proof that the ERR mandatory element has been completed.

The Asset Skills devised checklist and workbook can be found on the Asset Skills website:

<http://www.assetskills.org/Wales/SectorPriorityFund/FacilitiesManagementApprenticeshipCymraeg.aspx>

If the QCF qualification is the preferred method of assessment the awarding organisation certificate must be submitted to the certification authority in order to obtain the final apprenticeship certificate. At present the Level 2 Award in Employee Rights and Responsibilities is offered by the following awarding organisations:

- City & Guilds Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5812/2)
- FDQ Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5619/8)
- NCFE Level 2 Award in Employee Rights and Responsibilities (QCF) (600/4999/6)
- VTCT Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5598/4)
- FAQ Level 2 Award In Employee Rights and Responsibilities (QCF) (600/5845/6)
- IMIAL Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6291/5)

• ITEC Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6451/1)

Agored Cymru Level 2 Award in Employment Rights and Responsibilities (QCF) (600/7776/1)

Level 3

Title for this framework at level 3

Apprenticeship in Facilities Management

Pathways for this framework at level 3

Pathway 1: Facilities Management

Level 3, Pathway 1: Facilities Management

Description of this pathway

The minimum number of credits for the Facilities Management Apprenticeship is 64 credits. This is made up of the following:

Competency qualification = 31

Knowledge qualification = 21

ESW = 12 for Communication and Application of Number

Entry requirements for this pathway in addition to the framework entry requirements

There are no minimum requirements and formal qualifications are not necessary but employers are keen to hear from applicants who have experience in related sectors such as catering, cleaning, customer service, construction, engineering and hospitality.

| Job title(s) | Job role(s) |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trainee/Assistant Facilities Manager | The Assistant FM will manage a small team in one, or more facilities. They will be responsible for budgets, business planning, health and safety, energy management, customer service and relationship management. Depending on the role they may have to operate intelligent building systems. |
| Facilities Services Team Leader | Supervising a small team in one or more facilities or types of service. Types of facilities would be building maintenance, catering, cleaning, reception and security. Similar duties to the Trainee/Assistant Facilities Manager but on a smaller scale. |

Qualifications

Competence qualifications available to this pathway

| C1 - Level 3 Certificate in Facilities Management Practice | | | | | |
|------------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| C1a | 600/0031/4 | WAMITAB | 31 | 154 - 211 | N/A |
| C1b | 600/0605/5 | City & Guilds | 31 | 154 - 248 | N/A |
| C1c | 600/0486/1 | Edexcel | 31 | 139 - 211 | N/A |
| C1d | 600/2146/9 | Skillsfirst | 31 | 154 | N/A |
| C1e | 600/6533/3 | IQ | 31 | 154 - 216 | N/A |
| C1f | 600/7751/7 | BIFM | 28 | 142 | N/A |
| C1g | 601/1798/9 | NOCN | 31 | 154 - 213 | N/A |

Knowledge qualifications available to this pathway

| K1 - Level 3 Certificate in Facilities Management | | | | | |
|---------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| K1a | 600/5685/X | ILM | 22 | 72 - 92 | N/A |
| K1b | 601/1722/9 | WAMITAB | 22 | 82 - 110 | N/A |
| K1c | 601/5379/9 | Pearson | 22 | 91 - 115 | N/A |
| K1d | 601/5323/4 | NOCN | 21 | 82 - 92 | N/A |
| K1e | 600/8163/6 | IQ | 21 | 82 - 92 | N/A |
| K1f | 600/7750/5 | BIFM | 28 | 107 - 135 | N/A |

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The knowledge certificate provides the underpinning knowledge for the competency qualification and a broader understanding of issues within the sector.

Please note that ICT is not included in this pathway. The work roles have varying levels of ICT requirements and the generic ICT Functional Skills are too broad to accommodate this. Training will be given to apprentices to use specialist in-house software systems.

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | Level 2 | 6 |
| Application of numbers | Level 2 | 6 |
| IT | N/A | N/A |

Progression routes into and from this pathway

Progression into this Apprenticeship

Applicants will come from a variety of routes which may include any of the following:

- Previous experience in, or a Foundation Apprenticeship in Building Services, Construction, Catering, Cleaning, Customer Services, Business Administration and Team Leading
- Foundation Apprenticeship in Facilities Services
- Welsh Baccalaureate and experience in one of the areas mentioned above

Progression from this Apprenticeship

- Level 4 Certificate in Facilities Management Practice, or the British Institute of Facilities Management (BIFM) qualifications at Level 4, 5 and 6
- Into high level management positions as a Senior Manager , managing multiple contracts with numerous staff
- Into further and higher education for example Foundation degree in Facilities Management
- Progression through membership of professional organisations

On completion of the apprenticeship apprentices can apply for Associate membership of the Royal Chartered Institute of Surveyors (RICS) and the British Institute of Facilities Management (BIFM).

For further information about careers in Facilities Management visit :<http://www.assetskills.org/CareersandTraining/CareersHome.aspx>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY AND ASSESSMENT OF ERR

All Apprentices MUST receive an induction to the workplace and to the Apprenticeship programme which will include ERR. ERR will be delivered and assessed via one of two options, which meet the requirements of the nine national outcomes. The options are:

a) Asset Skills workbook

OR

b) Level 2 Award in Employee Rights and Responsibilities (QCF)

The different delivery methods will give apprentices the flexibility to complete ERR in a way that is most appropriate to them.

RECOGNITION OF ERR:

If the workbook is the preferred method of assessment the sign off sheet, back page of the workbook, must be signed by the apprentice, the training provider or the employer. The workbook must be retained in the apprentice's portfolio for quality assurance purposes. The sign off sheet must be submitted to the certification authority in order to obtain the final apprenticeship certificate.

The workbook can be downloaded at:

<http://www.assetskills.org/Wales/SectorPriorityFund/FacilitiesManagementApprenticeshipCymraeg.aspx>

If the QCF qualification is the preferred method of assessment the awarding organisation certificate must be submitted to the certification authority in order to obtain the final apprenticeship certificate. At present the Level 2 Award in Employee Rights and Responsibilities is offered by the following awarding organisations:

- City & Guilds Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5812/2)
- FDQ Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5619/8)
- NCFE Level 2 Award in Employee Rights and Responsibilities (QCF) (600/4999/6)
- VTCT Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5598/4)
- FAQ Level 2 Award In Employee Rights and Responsibilities (QCF) (600/5845/6)
- IMIAL Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6291/5)
- ITEC Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6451/1)
- Agored Cymru Level 2 Award in Employment Rights and Responsibilities (QCF) (600/7776/1)

Level 4

Title for this framework at level 4

Higher Apprenticeship in Facilities Management

Pathways for this framework at level 4

- Pathway 1: Facilities Management (Generic)
- Pathway 2: Facilities Management (Building Services)

Level 4, Pathway 1: Facilities Management (Generic)

Description of this pathway

The minimum number of credits for this pathway is 113. This is made up of the following:

Competency qualification = 47 credits

Knowledge qualification = 48 credits

ESW = 18 for Communication, Application of Number and ICT

Entry requirements for this pathway in addition to the framework entry requirements

As the job role will require formal written communication skills and managing budgets, it is preferred if apprentices have an A to C grade in English and Maths, or level 2 ESW. The ESW Communication requirement for this framework is level 3. The higher level frameworks are not suitable for pre-18 learners.

| Job title(s) | Job role(s) |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facilities Manager -Soft Services (In-house) | Managing a range of services for one site; supervising of contractors and in-house staff, procuring services, calculating and comparing costs to ensure that services achieve maximum value and remain on budget, implementing new systems and procedures and project management |
| Facilities Manager -Soft Services (Outsourced) | Managing a range of services for one client site, ensuring that the services provided meet the client's needs and comply with the terms of the contract, ensuring that goods or services achieve maximum value and remain on budget, liaising with the client and involvement in project management |

Qualifications

Competence qualifications available to this pathway

| C1 - Level 4 Diploma in Facilities Management Practice | | | | | |
|--------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| C1a | 600/5065/2 | BIFM | 47 | 220 | |
| C1b | 600/0502/6 | WAMITAB | 47 | 220 | |
| C1c | 600/7119/9 | Edexcel | 47 | 220 | |

Knowledge qualifications available to this pathway

| K1 - Level 4 Diploma in Facilities Management | | | | | |
|-----------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| K1a | 500/8381/8 | BIFM | 48 | 196 | |

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The knowledge qualification provides wider underpinning knowledge to complement the FM practice(competency) qualification.

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | 3 | 6 |
| Application of numbers | 2 | 6 |
| IT | 2 | 6 |

Progression routes into and from this pathway

Progression into this Higher Apprenticeship from one of the following:

- Relevant experience in the sector
- Apprenticeship in FM
- Apprenticeship in Catering, Security, Business Administration, Building Services
- Level 3 vocational qualifications in a relevant area

Progression routes from this Higher Apprenticeship:

- Level 5 apprenticeship in FM
- British Institute of Facilities Management (BIFM) qualifications at Level 5
- Specialised job roles in FM such as contract management, Site Planning Manager and Compliance Manager
- Membership of professional organisations

Apprentices will be able to apply for BIFM and the Royal Institution of Chartered Surveyors (RICS) associate membership. The apprentice will learn about the range of professional organisations as part of Employment Rights and Responsibilities.

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY OF ERR

All apprentices **MUST** receive an induction to the workplace and to the apprenticeship programme. Training providers will determine the delivery method from one of the following to ensure the apprentice knows and understands each of the nine national outcomes for ERR:

- Level 2 Award in Employee Rights and Responsibilities
- Asset Skills ERR workbook
- Project
- Presentation
- On-line test

The different delivery methods will give apprentices the flexibility to complete ERR in a way that is most appropriate to them.

RECOGNITION OF ERR:

On completion of ERR the evidence must be placed in the apprentice's portfolio for quality assurance purposes. The Asset Skills declaration of completion form must be signed by the apprentice and training provider and returned to Asset Skills in order to claim the final certification and as proof that the ERR mandatory element has been completed.

The Asset Skills ERR workbook and completion declaration form can be found on the Asset Skills website:

At present the Level 2 Award in Employee Rights and Responsibilities is offered by the following awarding organisations:

- City & Guilds Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5812/2)
- FDQ Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5619/8)
- NCFE Level 2 Award in Employee Rights and Responsibilities (QCF) (600/4999/6)
- VTCT Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5598/4)
- FAQ Level 2 Award In Employee Rights and Responsibilities (QCF) (600/5845/6)
- IMIAL Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6291/5)
- ITEC Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6451/1)

Agored Cymru Level 2 Award in Employment Rights and Responsibilities (QCF) (600/7776/1)

Level 4, Pathway 2: Facilities Management (Building Services)

Description of this pathway

The minimum number of credits for this pathway is 185. This is made up of the following:

Competency qualification = 47 credits

Knowledge qualification = 120 credits

ESW = 18 credits for Communication, Application of Number and ICT

Entry requirements for this pathway in addition to the framework entry requirements

As the job role will require formal written communication skills and a requirement for mathematical applications to problems, it is preferred if apprentices have an A to C grade in Maths and English or level 2 ESW. The ESW Communication requirement for this framework is level 3. The higher level frameworks are not suitable for pre-18 learners.

| Job title(s) | Job role(s) |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building Services Manager | Managing a team who maintain and repair the building fabric; operate and maintain the heating, ventilation, lighting and plumbing systems; operate and maintain the intelligent building management system; analysis of energy usage, project management and managing budgets |

Qualifications

Competence qualifications available to this pathway

| C1 - Level 4 Diploma in Facilities Management Practice | | | | | |
|--------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| C1a | 600/5065/2 | BIFM | 47 | 220 | |
| C1b | 600/0502/6 | WAMITAB | 47 | 220 | |
| C1c | 600/7119/9 | Edexcel | 47 | 220 | |

Knowledge qualifications available to this pathway

| K1 - Level 4 HNC Diploma in Construction and the Built Environment (Building Services Engineering) | | | | | |
|----------------------------------------------------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| K1a | 500/8276/0 | Edexcel | 120 | 200 | |

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The Building services pathway requires detailed technical knowledge which is applied to the context of FM. The apprentice taking this pathway will choose optional units in the FM Practice qualification which relate to the maintenance of the building, as well as asset, property and energy management.

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | 3 | 6 |
| Application of numbers | 2 | 6 |
| IT | 2 | 6 |

Progression routes into and from this pathway

Progression routes into:

- Advanced Apprenticeship in Building Services Engineering sector
- Relevant experience in the sector
- Level 3 Diploma in Construction and the Built Environment (Building Services) with relevant experience

Progression routes from:

- Higher Apprenticeship in FM (generic or building services pathway)
- British Institute of Facilities Management (BIFM) qualifications at Level 5
- BTEC Level 5 HND in Construction and the Built Environment (Building Services Engineering)
- Progression to specialist roles such as Energy Efficiency Manager and specialist building engineering projects
- Membership of professional organisations

There are a number of professional organisations who recognise skills and knowledge gained through this Higher apprenticeship. For an apprentice who completes this pathway membership can be sought from the Chartered Institution of Building Services Engineers (CIBSE), Chartered Institute of Building, (CIOB), the Association of Building Engineers (ABE) and the British Institute of Facilities Management (BIFM).

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

DELIVERY OF ERR

All apprentices MUST receive an induction to the workplace and to the apprenticeship programme. Training providers will determine the delivery method from one of the following to ensure the apprentice knows and understands each of the nine national outcomes for ERR:

- Level 2 Award in Employee Rights and Responsibilities
- Asset Skills ERR workbook
- Project
- Presentation
- On-line test

The different delivery methods will give apprentices the flexibility to complete ERR in a way that is most appropriate to them.

RECOGNITION OF ERR:

On completion of ERR the evidence must be placed in the apprentice's portfolio for quality assurance purposes. The Asset Skills declaration of completion form must be signed by the apprentice and training provider and returned to Asset Skills in order to claim the final certification and as proof that the ERR mandatory element has been completed.

The Asset Skills ERR workbook and completion declaration form can be found on the Asset Skills website:

<http://www.assetskills.org/Wales/SectorPriorityFund/FacilitiesManagementApprenticeshipCymraeg.aspx>

At present the Level 2 Award in Employee Rights and Responsibilities is offered by the following awarding organisations:

- City & Guilds Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5812/2)
- FDQ Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5619/8)
- NCFE Level 2 Award in Employee Rights and Responsibilities (QCF) (600/4999/6)
- VTCT Level 2 Award in Employee Rights and Responsibilities (QCF) (600/5598/4)
- FAQ Level 2 Award In Employee Rights and Responsibilities (QCF) (600/5845/6)
- IMIAL Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6291/5)
- ITEC Level 2 Award In Employee Rights and Responsibilities (QCF) (600/6451/1)

Agored Cymru Level 2 Award in Employment Rights and Responsibilities (QCF) (600/7776/1)

Level 5

Title for this framework at level 5

Higher Apprenticeship in Facilities Management

Pathways for this framework at level 5

- Pathway 1: Facilities Management (Generic)
- Pathway 2: Facilities Management (Building Services)

Level 5, Pathway 1: Facilities Management (Generic)

Description of this pathway

The minimum number of credits for this pathway is 66, which is made up of the following:

Combined qualification = 48 credits

ESW = 18 credits for Communication, Application of Number and ICT

Entry requirements for this pathway in addition to the framework entry requirements

As the job role will require formal written communication skills and managing budgets, it is preferred if apprentices have an A to C grade in English and Maths, or level 2 ESW. Please note the ESW Communication requirement for this framework is level 3. The higher level frameworks are not suitable for pre-18 learners.

| Job title(s) | Job role(s) |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Senior or Regional Facilities Manager | Managing soft FM services for a multi-site operation; developing services and mentoring site delivery teams; monitoring site performance against contract KPI's; planning and managing projects to ensure minimum disruption to the client; planning resource requirements and procuring services |

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

| B1 - Level 5 Diploma in Facilities Management | | | | | |
|-----------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B1a | 500/8347/8 | BIFM | 48 | 220 | |

| B2 - Level 5 Diploma in Facilities Management Practice | | | | | |
|--------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| B2a | 600/5878/X | BIFM | 48 | 220 | |

Relationship between competence and knowledge qualifications

At level 5 Apprentices will have the choice between two combined qualifications: the Diploma in Facilities Management, owned by BIFM, and the Diploma in Facilities Management Practice, owned by Asset Skills.

BIFM level 5 Diploma in Facilities Management

There are a minimum of 14 credits for knowledge and 18 credits for competency in the mandatory units shown below, which is above the minimum requirement:

| | |
|-----------------------------------------------------------|---------------------------|
| Facilities Management development and trends | 6 knowledge credits |
| Organisational and facilities management strategy credits | 2 knowledge, 4 competency |
| Managing people in facilities management credits | 2 knowledge, 6 competency |
| Risk management in facilities management | 6 competency credits |
| Financial management in facilities management credits | 4 knowledge, 2 competency |

Apprentices would have to achieve a further 16 credits from the optional units to gain the BIFM Diploma. Optional units also combine knowledge and competency credits.

Level 5 Diploma in Facilities Management Practice

Subject to the optional units selected the minimum number of knowledge and competency credits an apprentice can achieve is 34 knowledge and 14 competency credits as detailed below which is above the minimum requirement:

| | |
|--------------------------------------------------------------|---------------------------|
| Understand the facilities Management industry | 6 knowledge credits |
| Manage working relationships in facilities management | 3 knowledge, 2 competency |
| Manage compliance with regulation and legislation in FM | 5 knowledge, 2 competency |
| Plan estates in facilities management | 7 knowledge, 3 competency |
| Strategically plan the use of space in facilities management | 6 knowledge, 2 competency |
| Providing leadership and management in FM | 3 knowledge, 1 competency |
| Develop and mobilise FM contracts | 4 knowledge, 4 competency |

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | 3 | 6 |
| Application of numbers | 2 | 6 |
| IT | 2 | 6 |

Progression routes into and from this pathway

Progression into this Higher Apprenticeship:

- Higher (level 4) or Advanced Apprenticeship in FM
- Level 3 or 4 qualifications with relevant experience

Possible progression routes could be as follows:

- British Institute of Facilities Management (BIFM) qualifications at Level 6
- Membership of professional qualifications such as BIRM and the Royal Institution of Chartered Surveyors (RICS)
- Progression to senior roles within the sector such as Business Development, Head or Director of Facilities

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Employers felt that the ERR curriculum was not relevant at this level of management.

Level 5, Pathway 2: Facilities Management (Building Services)

Description of this pathway

The minimum number of credits for this pathway is 162. This is made up of the following:

Competency qualification = 24 credits

Knowledge qualification = 120 credits

ESW = 18 credits for Communication, Application of Number and ICT

Entry requirements for this pathway in addition to the framework entry requirements

As the job role will require formal written communication skills and a requirement for mathematical applications to problems, it is preferred if apprentices have an A to C grade in Maths and English or level 2 ESW. The ESW Communication requirement for this framework is level 3. The higher level frameworks are not suitable for pre-18 learners.

| Job title(s) | Job role(s) |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Senior or Regional Building Services Manager | Managing the hard FM services for a multi-site operation either in-house or out-sourced; managing maintenance contracts; planning and implementing preventative building maintenance regimes; planning and managing new installations and ensuring the work meets building and health & safety regulations |

Qualifications

Competence qualifications available to this pathway

| C1 - Level 5 Certificate in Facilities Management | | | | | |
|---------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| C1a | 500/8349/1 | BIFM | 24 | 98 | |

Knowledge qualifications available to this pathway

| K1 - Level 5 HND Diploma in Construction and the Built Environment (Building Services Engineering) | | | | | |
|----------------------------------------------------------------------------------------------------|------------|-----------------------|--------------|-----------------------|-------------------|
| No. | Ref no. | Awarding organisation | Credit value | Guided learning hours | UCAS points value |
| K1a | 500/8274/7 | Edexcel | 120 | 180 | |

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

The Building services pathway requires detailed technical knowledge which is applied to the context of FM. The apprentice taking this pathway will choose optional units in the FM competency qualification which relate to the maintenance of the building, as well as asset, property and energy management.

Transferable skills (Wales)

Essential skills (Wales)

| | Minimum level | Credit value |
|------------------------|---------------|--------------|
| Communication | 3 | 6 |
| Application of numbers | 2 | 6 |
| IT | 2 | 6 |

Progression routes into and from this pathway

Progression routes into the framework:

- Higher Apprenticeship in FM (Building Services pathway)
- Level 4 HNC in Construction and the Built Environment (Building Services Engineering) plus relevant experience
- Relevant experience

Progression routes from this framework:

- British Institute of Facilities Management (BIFM) qualifications at Level 6
- BSC (Hons) in Building Services Engineering
- Membership of professional organisations
- Progression to senior roles such as Head of Estates and Facilities, Head of Special Projects

There are a number of professional organisations who recognise skills and knowledge gained through this Higher apprenticeship. For an apprentice who completes this pathway membership can be sought from the Chartered Institution of Building Services Engineers (CIBSE), Chartered Institute of Building, (CIOB), the Association of Building Engineers (ABE) and the British Institute of Facilities Management (BIFM).

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Employers felt that the ERR curriculum was not relevant at this level of management.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

Facilities Management in Wales is white (100%) and 60% male. When comparing the sector workforce with other nations in the UK, Wales has the lowest proportion of employees aged between 16 and 24 (3%), and the second highest proportion of employees aged over 55 (21%). 12% of the FM workforce has a disability.* The sector wishes to recruit more young people and BME groups into the sector. Facilities Services in Wales, which represents level 2 job roles, is 100% white but is fairly split between the genders, 60% male and 40% female. 85% of the workforce is aged 45+ with 15% being 65+. 18% of the workforce have a disability.* The statistics indicate that the sector in Wales faces issues around an ageing workforce, a need to attract younger staff and staff from non-white groups.

The FM sector is not as easily defined as other industries in the economy and does not always enjoy the same profile. As a result, it is not always an obvious career choice for those entering the workforce and in the past there has not been a clear entry point into the industry. Consequently, staff tend to enter FM at a later stage in their career and are therefore typically older. There is a general lack of understanding amongst the population about Facilities Management as a good career with good pay and prospects and professional status

Asset Skills is taking the following steps to address diversity issues in the workforce:

- Raising awareness in schools about FM as a career through work with careers advisors
- Working with the Association of Women in Property and Women in FM
- Use of non stereotypical images on the careers website and materials
- Case studies for FM Apprentices which reflect more women, young people and those from BME groups

Apprenticeships are seen as a vital route to encourage, and facilitate, a greater diversity of individuals into the industry. Employers and training providers are encouraged to offer additional support and mentoring to ensure that apprentices complete their training. Training providers and employers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the Industry, using the 9 protected characteristics of :

1. Age
2. Disability
3. Gender
4. Gender reassignment

5. Marriage and civil partnership
6. Pregnancy and maternity
7. Race
8. Religion or Belief
9. Sex or sexual orientation

Asset Skills will monitor take up and achievement of all Apprenticeships through the Apprenticeship Review and Approvals Group (ARAG) and continue to take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy.

*Classifications as part of the DDA and those having a work limited disability only.

On and off the job training (Wales)

Summary of on- and off-the-job training

Job roles within Facilities Management require a through level of technical competency and knowledge, which will be undertaken through work-based training practice and experience. The total number of hours for each level is as follows:

Foundation Apprenticeship -372 hours made up as follows:

- 149 for the Certificate in Facilities Services
- 103 for the Certificate in Facilities Services Principles
- 120 for ESW

Apprenticeship - 356 hours made up as follows:

- 154 for the Certificate in FM Practice
- 82 for the Certificate in FM
- 120 for ESW

The figures for both levels incorporate training hours for ERR induction and recording and hours for mentoring/progress reviews. It is envisaged that the framework will take 12 months to complete.

Higher Apprenticeship Level 4 (Generic pathway) - 596 made up as follows:

- 220 for the Diploma in FM Practice
- 196 for the BIFM Diploma in FM
- 180 for ESW

Higher Apprenticeship Level 4 (Building Services pathway) - 600 made up as follows:

- 220 for the Diploma in FM Practice
- 200 for the HNC Diploma in Construction and the Built Environment (Building Services)
- 180 for ESW

The figures for both pathways incorporate training hours for ERR induction and recording and hours for mentoring/progress reviews. It is envisaged that the framework will take 18 months to complete.

Higher Apprenticeship Level 5 (Generic pathway) - 400 made up as follows:

- 220 for the Diploma in FM
- 180 for ESW

Higher Apprenticeship Level 5 (Building Services pathway) - 460 made up as follows:

- 180 for the HND in Construction and the Built Environment (Building Services engineering)
- 98 for the BIFM Certificate in FM
- 180 for ESW

The figures for both pathways incorporate training hours for ERR induction and recording and hours for mentoring/progress reviews. It is envisaged that the generic pathway will take 12 months to complete and the building services pathway 15 months.

Prior achievement of knowledge and skills

In Wales there is an additional facility to recognise prior achievement of both knowledge and skills. The balance of recognition will be based on the training providers initial assessment.

Training hours, delivered during contracted working hours under an apprenticeship agreement, may vary depending on the previous experience and attainment of the apprentice. The amount of off and on-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, provided the total number of hours for this framework can be verified for apprenticeship certification. (see below for more details). The time limit for previous attainment has been set at five years prior to applying for apprenticeship certification.

Off-the-job training

Off-the-job training is defined as time for learning activities away from normal work duties.

Off-the-job training may include any activity where an apprentice receives any form of instruction, tuition, assessment or progress reviews. For illustration (but not exclusively) private study, coaching, mentoring, e-learning, distance learning or classroom training may count as off-the-job training, provided it is carried out during paid work time.

Foundation Apprenticeship

The amount of off-the-job training is 223 which are hours for the knowledge certificate, ESW, mentoring, progress reviews and ERR induction and recording.

Apprenticeship

The amount of off-the-job training is 202 which are hours for the knowledge certificate, ESW,

mentoring, progress reviews and ERR induction and recording.

Higher Apprenticeship Level (generic pathway)

The amount of off-the-job training is 376 which are hours for the knowledge certificate, ESW, mentoring, progress reviews and ERR induction and recording.

Higher Apprenticeship Level 4 (Building Services Engineering)

The amount of off-the-job training is 380 which are hours for the knowledge certificate, ESW, mentoring, progress reviews and ERR induction and recording.

Higher Apprenticeship Level 5 (Generic pathway)

The amount of off-the-job training is 290 which are hours for the knowledge certificate, ESW, mentoring and progress reviews.

Higher Apprenticeship Level 5 (Building Services pathway)

The amount of off-the-job training is 360 which are hours for the knowledge certificate, ESW, mentoring and progress reviews.

Examples of off-the-job training include the following:

- Training hours relating to the knowledge qualification
- Induction where activities are covered away from normal work duties
- Taught hours relating to Employment Rights and Responsibilities
- Essential Skills Wales
- Mentoring/coaching/ feedback and assessment reviews which are carried away from normal work duties
- Private study in work time including web based learning

How this requirement will be met

Off-the-job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and tutor, mentor or manager;
- allow access as and when required by and apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods listed above.

Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be

verified by attendance records. A declaration form confirming that off-the-job training hours have been completed must be provided as evidence when applying for an apprenticeship completion certificate.

Evidence for off-the-job training will include:

- Achievement of knowledge qualifications
- Essential Skills Wales Certificates
- Employment Rights & Responsibilities 'sign off' sheet signed by the apprentice and assessor confirming that ERR has been achieved

Previous attainment

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording or exemptions for certificated learning outside of the QCF, for example Principal Learning qualifications. For apprentices who have already achieved the relevant qualifications, they must have been certificated within five years of applying for the Apprenticeship Certificate.

Previous experience

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised (see QCF Guidance on Claiming credit for further details). To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's "QCF recognition of Prior Learning" procedures and the hours recorded may then count towards the off-the-job hours required to complete the apprenticeship.

On-the-job training

On-the-job training is defined as skills, knowledge and competence gained within normal work duties.

Foundation Apprenticeship

The amount of on-the-job training is 149 which are hours for the competency qualification

Apprenticeship

The amount of on-the-job training is 154 which are hours for the competency qualification

Higher Apprenticeship Level 4 (both pathways)

The amount of on-the-job training is 220 which are hours for the competency qualification

Higher Apprenticeship Level 5 (Generic pathway)

The amount of on-the-job training is 110 which are hours for the competency qualification

Higher Apprenticeship Level 5 (Building Services pathway)

The amount of on-the-job training is 100 which are hours for the competency qualification

Examples of on-the-job training could include:

- coaching and mentoring given whilst on the job
- job shadowing
- company updates on policy and procedures whilst on the job
- instructions, briefings and guidance given whilst on the job
- collecting evidence for portfolio work whilst on the job
- essential skills practice and development whilst on the job

How this requirement will be met

On-the-job training needs to be:

- planned, reviewed and evaluated jointly between the apprentice and tutor, mentor or manager;
- allow access as and when required by and apprentice either to a tutor, teacher, mentor or manager
- delivered during contracted working hours;
- formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records.

Evidence for on-the-job training will include:

- Achievement of competency qualifications

On-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. A declaration form confirming that on-the-job training hours have been completed must be provided as evidence when applying for an apprenticeship completion certificate.

Previous attainment and experience

Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures (same as off-the-job above). The amount of on-the-job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced

accordingly, provided the number of on-the-job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim a substantial proportion of hours towards the on-the-job framework total through prior learning acquired from previous employment or other vocational programmes, then the apprentice's learning programme should include 'customisation.' Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate units from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a CQFW recognised body, or follow Essential Skills at a level higher than that specified in the framework and other competency-based qualifications/units relevant to the workplace. The training provider must have transparent APL procedures in place to evidence the level of APL recognition.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within five years from the date of application for the Apprenticeship Certificate or have been continuously employed in the industry for eighteen months.

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

The apprentice will have opportunities to demonstrate the importance of improving own learning through mentoring and progress review sessions as part of the apprenticeship framework.

Working with others

The apprentice will have opportunities to demonstrate working with others in the competency qualifications, within all framework levels, and therefore employers felt that a separate qualification was not appropriate.

Problem solving

The apprentice will have opportunities to demonstrate problem solving skills in the competency qualifications, within all framework levels, and therefore employers felt that a separate qualification was not appropriate.

Additional employer requirements

There are no additional employer requirements for this apprenticeship.

apprenticeship
FRAMEWORKS ONLINE

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