



Certificate in Corporate Real Estate and Facilities Management

Duration: **6 Months Distance Learning Programme**
Language: **English**

RICS Member: **£895.00 + VAT**
Non RICS Member **£995.00 + VAT**

Course Summary

Facilities management is the total management of all services that support the core business of an organisation.

Good facilities management makes a huge difference to the efficiency and productivity of a company, its staff and even its clients. Using best business practice, a company's operating costs can be reduced while its productivity is increased. It is the discipline that ensures all the different buildings and services of a company work as efficiently as possible

This course will enable you to recognise the factors that influence property choice, nature of tenure and acquisition and disposal of corporate real estate. This includes the cost implications of the property life cycle and the consideration of liabilities and legal issues. You will also be able to apply techniques to improve workplace productivity, sustainability, communication and the overall competitive strategy of an organisation.

Who is this course for?

This advanced course is ideal for professionals who have worked in the corporate and commercial real estate and facilities management sector for at least 2 years. It is suitable for property managers, asset managers, facilities managers, project managers and all those who want to improve the efficiency, effectiveness of the facilities that they manage.

Course Structure

The duration of this distance learning programme is 6 months. During this period you will learn via a combination of online self-study material supported by interactive live online tutor-led sessions.

The course is composed of 6 units. Each unit will give you a detailed understanding of the topic and will blend theory and practice via case studies test your understanding and will include the following resources:

- Instructional tutor presentations
- Course textbook
- Case studies and practical exercises.
- Online forum for tutor and delegates
- Live tutor facilitated online classroom sessions

Instructional tutor e-learning

The tutor instructional e-learning have been created by a subject matter expert who specialise in construction management. This instructional e-learning courses support the candidate's development of the covered module.

Case Studies and Practical Exercises

Case studies within the distance and blended approach assist in bringing the theory to life. Delegates are provided with structured case studies, which will direct them to share their answers with their fellow delegates within the module forum and online live tutor session where their questions and examples can be discussed and supported.

Online forums to share information and ask questions

Forums provide a great opportunity to share information and pose questions you may have related to the topics during the distance learning. Having access to forums will allow all delegates to share best practice and foster a strong learning and development community within the 6 month programme.

Live tutor facilitated online classroom sessions

The live tutor session during the 6 month programme, have been designed to support the delegates and help consolidate their learning. These structured sessions will allow the tutor to consolidate the taught topics and explain some of the key theoretical points in a live environment. Being online is like a face to face session without the need to leave the office, therefore delegates can be based anywhere geographically to participate.

Course Text Book

The text book has been sourced to provide candidates with a thorough in-depth look into the topics covered throughout the course and supply further reading regarding best practice and key techniques regarding corporate real estate and facilities management .

Course Contents

Unit 1 Strategic CRE and FM

- An introduction to strategic facilities management
- Strategic concepts and corporate facilities management strategies
- The different issues corporate real estate issues including BIM

Unit 2 Corporate Real Estate Life Cycle

- Evaluate the issues in acquiring and disposing of operational property
- Key legal issues of freehold and leasehold real estate
- The major causes of a lease and how they impact on the occupation of property
- Corporate Real Estate and choice of properties
- Different operational issues of holding property

Unit 3 The FM Life Cycle

- Procurement of Corporate Real Estate and Facilities Management services
- Using sustainable environment energy, and waste management
- The importance of sustainability
- Financial Management in Facilities Management

Unit 4 The Workplace

- The role of the workplace in organisational productivity
- The changing world of work
- Defining workstation utilisation
- Apply successful transformation methods

Unit 5 Facilities Support Services

- Defining operational management, including input vs output specifications
- Different types maintenance management required by facilities management professionals
- How to measure and review performance against a benchmarking framework
- Analysing the risks within a facilities management role

Unit 6 Management Information Systems

- Utilising building automation including introduction to intelligent buildings
- Computer aided facilities management (CAFM)
- Different types of CAFM to support facilities management performance

Course Overview

This course is made of up of 6 units delivered across a 24 weeks (6 month) training course. The technical units are listed below:

Unit 1 – Strategic Corporate Real Estate and Facilities Management

Unit 2 – Corporate Real Estate Life Cycle

Unit 3 – The FM Life Cycle

Unit 4 – The Workplace

Unit 5 – Facilities Support Services

Unit 6 – Management Information Systems

Learning Outcomes

Upon reaching the end of each unit, candidates should have gained the required knowledge and understanding to be able to:

- Articulate and interpret the role of CRE and FM in the overall competitive strategy of the organisation in the context of when, where, what type and on what terms real estate services will be demanded
- Critically consider the aims of the corporate real estate and facilities manager in managing the property of an organisation
- Recognise and analyse the various factors that influence the choice of a property
- Critically evaluate the issues in acquiring and disposing of operational property
- Examine the principal legal issues and liabilities of freehold and leasehold real estate
- Identify and critically consider the key clauses of a lease and how they impact on the occupation of a property
- Demonstrate an understanding of the major elements that make up the costs relating to occupancy of buildings and critically evaluate the different ways occupancy costs are managed
- Critically evaluate the issues surrounding life-cycle replacement periods and the associated implications for cost
- Demonstrate a critical understanding of the vital role that management of facilities has for improved sustainability performance
- Recognise the impact of the workplace on organisational productivity
- Analyse the effectiveness of alternative workplace strategies
- Evaluate the role of FM in the field of support services
- Analyse and apply the various management models available to FM
- Determine the range of support services in existence within an organisation and evaluate the relevance of those services to the objectives of an organisation
- Implement the management processes and procedures necessary for the attainment of effective and efficient FM

End of Course Assessment

You will be assessed through an online examination hosted by the RICS Online Academy. The online examination will take place at the end of the 6 month course and you will need to acquire the requisite minimum score to successfully complete the course.

Upon successful completion of the course delegates would have completed 200 CPD hours study over the 6 month period. Delegates will also receive a certificate of course completion confirming you have successfully attended and passed the Certificate in Corporate Real Estate and Facilities Management.