

Diploma in Facilities Management

Global BW College (Pte) Ltd has designed this diploma programme to provide the students the foundation and knowledge in Facilities Management course.

The Diploma in Facility Management is designed for technical aspirants who wishes to peruse their career or those who are working in the building and facility management industry. This course would help to enhance the candidate technical knowledge and practical skills to work in the growing demand field facilities management.

This course will help to gain the fundamental knowledge regarding the facility management and the necessary skills to maintain and establish that in an efficient, productive and functional way. The course would also cover various concepts in building automation and on how the building automation can be use in facility management.

Module Title and Learning Objectives

Module 01: Facilities Management

- Introduction to Facilities Management
- Learn on facility planning and development of corporate space
- Acquire skills in facility maintenance and repair programs
- Overview of financial management, planning and controls, project management and budgeting
- Gain knowledge of workplace requirements to support businesses

Module 02: Workplace Safety and Health System Management

- Hazards identification
- Implement control measures
- Workplace Safety and Health
- Workplace Safety and Health Policy
- Workplace and Health Culture
- Workplace Safety and health performance management
- Workplace Safety and health Incident Management
- Emergency Response Management

- Workplace communications

Module 03: Equipment and Inventory Management

- Acquiring inventory items;
- Managing inventory control; and
- Reviewing the effectiveness of inventory management

Module 04. Introduction to Effective Supervision of Staff

- Understand the role of supervisor/leader
- Understand the problem-solving process, techniques and approaches used by supervisors
- Understand Current supervision techniques required by supervisors to lead their team
- Recognize the importance of maintaining the highest standard of quality in the team
- Recognize the need to be in line with the vision and expectations of the organization
- Understand the importance of inculcating teamwork for all the members in the department

Module 05: Improve Operational Effectiveness

- Apply emotional intelligence to reflect on own work performance, leadership style and behaviours, and identify professional development opportunities for self to work with others effectively at the workplace.
- Collaborate with the senior leadership team to develop implementation plans to carry out strategic priorities and directions of the organisation.
- Develop effective communication channels and processes to enhance team's performance.
- Consult with the stakeholders to develop effective organisational communication channels.
- Recommend effective communication channels and processes to promote organisation's activities, services and programmes to the customers accurately and ethically.

Module 06: Improve Environmental Management System

- Explain the effects of the EMS Regulations and the Industry Codes of Practices and Standards.
- Perform an 'Environmental Aspects and Impacts' assessment on the business functions to make an inventory of the hazards and high-risk activities
- Develop an EMS framework specific to the EVS workplace which will enable the organisation to mitigate environmental risks and eliminate the hazards.
- Develop the environmental operational controls and monitoring processes to track that the implementation of EMS at the workplace and to take corrective actions if there are non-compliance with the EMS regulatory requirements

- Develop a training plan to communicate the EMS framework to the employees and to equip them with the competence to carry out their specific environmental responsibilities.

Mode of Delivery:

- Face-to-face

Course Duration:

- 6 Months(Part-time)

Entry Requirements:

Age: 18 years old

Language proficiency: Minimum C6 in the English Language at GCE O Level

Academic Level: The minimum Entry Requirement is related 3 GCE O Level, including minimum C6 in English Language at GCE O

Assessment:

The terms and conditions to be met so as to be awarded the Diploma Certificate.

Student must achieve 75% attendance and pass all modules required written assignment to be awarded the Diploma in Environment Services.

Intake Dates

Date	Day	Time
17 May 2025	Saturday	6.00pm-10.00pm
06 July 2025	Sunday	1.00pm-5.00pm
10 Aug 2025	Sunday	1.00pm-5.00pm
21 Sept 2025	Sunday	1.00pm-5.00pm

FEES:

Course Fee:	\$3,600.00
Registration Fee:	\$100.00
Material Fee:	\$100.00
Total:	\$3,800.00