

WORK-STUDY DIPLOMA IN FACILITIES MANAGEMENT

MODULE OBJECTIVES

Core Modules

Workplace Safety & Health

On completion of the module, trainees should be able to identify workplace hazards, carry out risk assessment and implement risk control measures. They should also be able to carry out safety and health inspections independently to ensure compliance to WSH Act and subsidiary legislations.

Mechanical & Electrical Services

On completion of the module, trainees should be able to perform maintenance of mechanical and electrical systems such as air-conditioning and mechanical ventilation systems, electrical systems, drainage, plumbing and sanitary systems, and maintain building works.

Building Information Modelling

On completion of the module, trainees should be able to perform asset management and project life-cycle modelling from Building Information Modelling (BIM) models for operations and maintenance in Facilities Management.

Contract Administration & Management

Upon completion of the module, trainees should be able to perform administration, procurement procedures, valuation of services and products, tenant management, and service delivery of commercial and residential real estate.

Technical Communication

On completion of the module, trainees should be able to communicate effectively and document technical specifications and requirements with stakeholders (both internal and external) in both verbal and written modes of communication.

Data Analysis & Visualisation for Buildings

Upon completion of the module, trainees should be able to perform data collection, modelling, analysis and visualisation to obtain a building's operational performance.

Fire Safety Management

Upon completion of the module, trainees should be able to apply the procedures in managing a fire command centre, fire detection and control systems as well as formulate an Emergency Response Plan (ERP) for both commercial and residential buildings.

Integrated Facilities Management

Upon completion of the module, trainees should be able to manage building facilities through the integration of various systems, processes and technologies. They should also be able to assess a building's operational performance and provide smart and sustainable solutions to upkeep the building facilities effectively and efficiently.

Project Management

Upon completion of the module, trainees should be able to apply the five (5) process groups (Initiation, Planning, Execution, Monitoring and Control, Closing), ten (10) knowledge management areas and relevant tools/software in carrying out project planning, scheduling execution and monitoring. In addition, they could apply for the Certified Associate in Project Management (CAPM) credential offered by the Project Management Institute (PMI).

Company Project

On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.