

# ADVANCED CERTIFICATE IN FACILITY MANAGEMENT

## OVERVIEW 2027

BACKGROUND FOR REGISTRATION AND DISTANCE LEARNING PROGRAMME  
NQF 6 / 126 CREDITS



## ADVANCED CERTIFICATE IN FACILITY MANAGEMENT

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### WHAT EMPLOYERS ARE SAYING ABOUT THE ACADEMY FOR FM

He has become an important partner in facilities decision-making due to his increased knowledge in the field.  
- Church of the Latter Day Saints

The programme is excellent.  
- Webber Wentzel Law Firm

The programme is well developed and tailor-made for the FM field.  
- Gauteng Provisional Treasury

There is a huge improvement overall and the company made a good investment through this programme.  
- Kimberley Ekapa Mining

I feel the information gained will be invaluable to the student.  
- Pick n' Pay

The Academy has really improved the student's approach to different challenges of his job on a daily basis.  
- Standard Bank Namibia

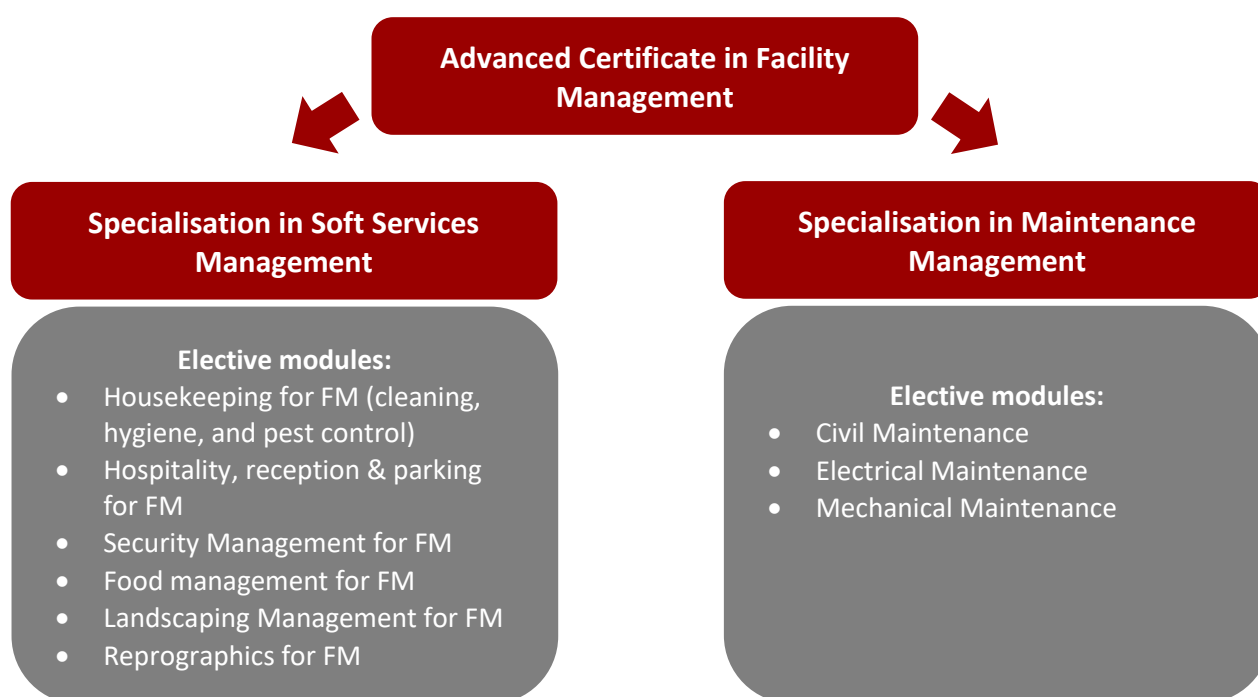
# 1. WHAT IS THE ADVANCED CERTIFICATE IN FACILITY MANAGEMENT?

See a brief video overview of this programme [here](#).

## 1.1. Programme information

**The Advanced Certificate in Facility Management – NQF Level 6** - is intended for supervisors and managers who are involved in the broad field of FM and who wish to expand their specialised knowledge and skills. The programme has 2 areas of specialisation and students must select whether they will complete the programme in either:

- **Soft services management** within the wider FM function.
- **Maintenance management** within the wider FM function.



Click [here](#) for the detailed overview about the programme with **Soft Services specialisation**

Click [here](#) for the detailed overview about the programme with **Maintenance Management specialisation**

Facility Management is an integrated function requiring the integration of accommodation, soft services and facilities maintenance management. However, the FM field is too wide and the body of knowledge too extensive for a holistic FM qualification at this level (NQF6). The Advanced Certificate is intended for those who wish to specialise in either the Maintenance Management or Soft Services function of the broader FM field.

## 1.2 Purpose of the Qualification (ACFM)

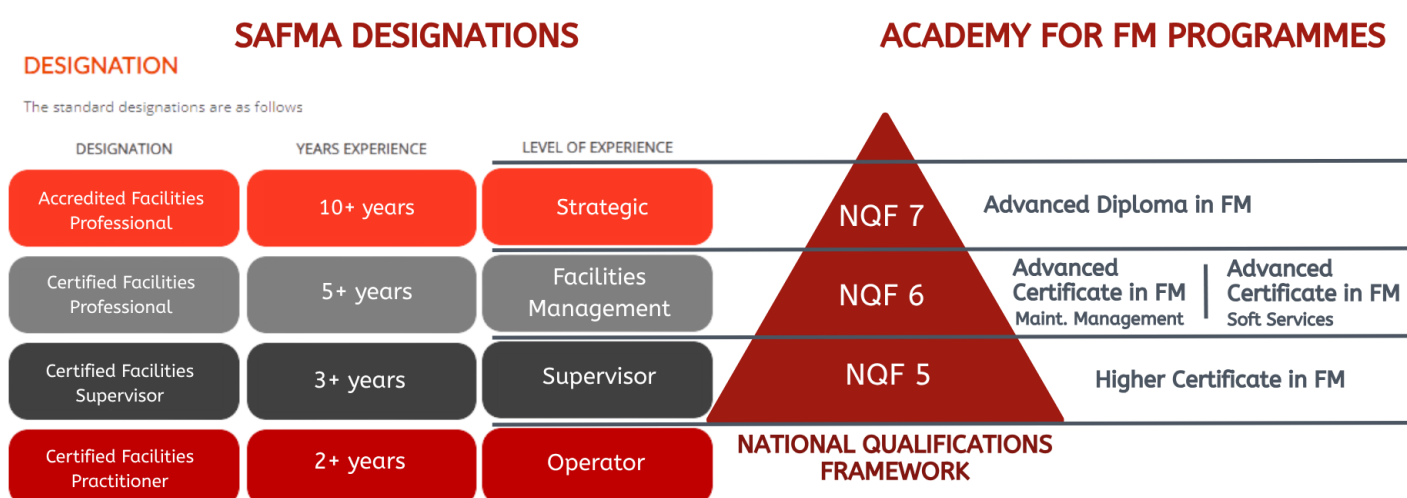
The purpose of this qualification is to provide a student who already works in the Facility Management environment with the required skills and knowledge to perform a supervisory / managerial function

concerning the management of FM maintenance management or soft services and understanding of the implications for productivity and the relevant economic and environmental constraints.

The programme serves to support and advance the functioning of individuals in this industry by:

- Promoting the development of knowledge, skills and values that are required in facility management;
- Helping students optimise their career in the FM;
- Creating opportunities for FM's to specialise at higher levels of learning.

The qualification fits into the Academy's holistic learning path in FM, for people employed in the facility management field, which incorporates all our qualifications as per the below:



### 1.3 How will the ACFM benefit me?

Students working towards the Advanced Certificate will find that the acquisition of competence will add value to their understanding of the sector and functioning of the workplace. It will provide for consolidation of the broad knowledge, skills and values needed in the facility management field of study.

The Advanced Certificate will facilitate access, mobility, and progress along a learning path for students who wish to focus their skills and knowledge in this field of study so they can become competent and qualified to manage facility soft services / maintenance management for any organisation.

### 1.4 What will I get when I complete the programme?

Students who successfully comply with all the relevant assessment criteria will be awarded the Advanced Certificate in Facility Management (Soft Services) OR Advanced Certificate in Facility Management (Maintenance Management), depending on which elective stream they choose.

This qualification / programme is a formal registered qualification - accredited at NQF Level 6, 126 credits. They will also be registered on SAQA's National Learner Registration Database of qualified people in SA, where anyone can verify their achievement. Successful students will also be able to register as professional FMs with the SA Facilities Management Association (SAFMA).

Convocation ceremonies are arranged annually. Students can, however, obtain proof of their continuous assessment results (marks) at any time via our Online Student Portal. An Academic Record is also made available to students at the end of each semester.

## 2. CAN I BE ADMITTED TO REGISTER FOR THE ACFM?

The ACFM is an NQF Level 6 qualification. Therefore, you can be admitted to the qualification if:

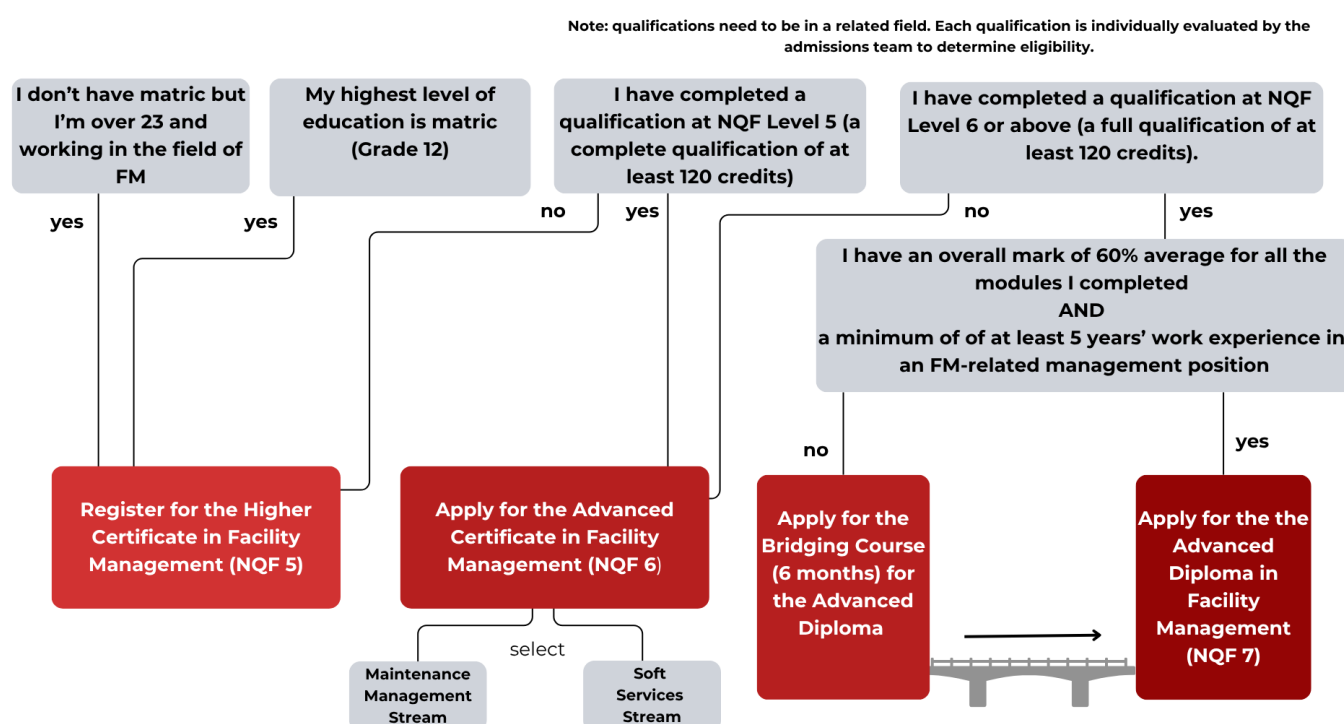
- You are in possession of a Higher Certificate in Facility Management (HCFM/ NQF5)

**OR**

- You have achieved an equivalent NQF 5 - level qualification (with a minimum of 120 credits). Prospective students need to complete a CAT (Credit Accumulation and Transfer) application as part of their registration form on our website to apply for admission.

**AND**

- In view of the WIL requirements of the programme, students must be employed at the time of registration.



Please note that the ACFM assumes that students have a broad theoretical and practical knowledge of the Facility Management environment and that students who do not have a NQF 5 qualification in a closely related field may find the programme content challenging. In such cases, if your NQF 5 qualification is not in a suitably related field, or has a narrow scope, we may recommend purchasing our Higher Certificate material for reference and background.

### Internet Access and Computer Literacy

Any student wishing to study with the Academy needs to have sufficient access to the internet to engage with The Academy on the student portal where material is loaded, assignments submitted etc. The programmes are offered via Distance Learning and are fully internet reliant. Students also need sufficient computer skills and literacy to operate the student portal, to submit assignments in Microsoft Word and correspond via email. They also need to be able to open and work with PDF documents.

Students should have sufficient access to technical support and to their own data / internet usage to ensure their studies are not hindered due to technical reasons. Students will need access to sufficient data to download material (PDF / Word documents), upload assignments, write online tests, participate in online class sessions with lecturers and watch videos online. Students who do not have access to email or the internet should not register as they will not be able to complete the programmes offered by the Academy.

## 3. WHAT DOES THE PROGRAMME COVER?

### Summary of the Programme

Summary of the Programme

| Compulsory modules (Core)                  |                                                               |         | Credits                                  |         |
|--------------------------------------------|---------------------------------------------------------------|---------|------------------------------------------|---------|
| 1.                                         | Business Communication                                        |         | 6                                        |         |
| 2.                                         | FM Theory                                                     |         | 6                                        |         |
| 3.                                         | Management for Facility Managers                              |         | 18                                       |         |
| 4.                                         | Risk Management for FM                                        |         | 6                                        |         |
| 5.                                         | Project Management for FM                                     |         | 6                                        |         |
| 6.                                         | FM Information Systems                                        |         | 6                                        |         |
| 7.                                         | Green Buildings & Sustainability                              |         | 6                                        |         |
| 8.                                         | FM Contract & Service Level Agreements                        |         | 6                                        |         |
| 9.                                         | Strategic Sourcing for FM                                     |         | 6                                        |         |
| 10.                                        | Capstone (Research Assessment)                                |         | 6                                        |         |
| Total Compulsory Modules                   |                                                               |         | 72                                       |         |
| Elective modules                           |                                                               |         |                                          |         |
| Elective Stream (Soft Services Management) |                                                               | Credits | Elective Stream (Maintenance Management) | Credits |
| 1.                                         | Housekeeping for FM (Cleaning, Hygiene & Pest control)        | 12      | Maintenance Management: Civil            | 18      |
| 2.                                         | Hospitality, Reception, Parking for FM                        | 6       | Maintenance Management: Electrical       | 18      |
| 3.                                         | Security Management for FM                                    | 12      | Maintenance Management: Mechanical       | 18      |
| 4.                                         | Landscaping for FM                                            | 6       |                                          |         |
| 5.                                         | Food Management for FM                                        | 12      |                                          |         |
| 6.                                         | Reprographics for FM (Copying, Printing, Scanning) & Mailroom | 6       |                                          |         |
| Total Elective Modules                     |                                                               |         |                                          | 54      |
| Core Modules                               |                                                               |         |                                          | 72      |
| Elective Stream Modules                    |                                                               |         |                                          | 54      |
| TOTAL CREDITS                              |                                                               |         |                                          | 126     |

Please see the individual overviews of each programme for details.

## CAPSTONE ASSESSMENT

The qualification requires Work Integrated Learning (WIL) which must be completed in the workplace. It requires the integration of practical on-the-job experience with the academic learning. A WIL Assignment (Called Capstone F – Formative) has to be completed by the student for every semester of study. These formative submissions culminate in a Capstone Summative assignment to be completed by students at the end of their study period.



## 4. HOW DO I PRACTICALLY GO ABOUT STUDYING FOR THIS QUALIFICATION?

The ACFM is presented on the Distance Learning platform, which means that it is **offered online**. Contact sessions are conducted online via web conferencing. All study material is made available on the Academy's user-friendly Online Student Portal. Students therefore download the study material and submit their completed assignments online. Tests and exams are also written online on the student portal.

### 4.1. How long does it take?

The ACFM was designed to be completed over **24-months** and is presented as a part-time programme on a revolving annual cycle. Since this is a two-year programme, only half the modules will be offered per annum so as to ensure a manageable pace for students. The 24-month period will be broken up into 2 semesters per annum with exams at the end of each semester.

While the programme can be completed over a 2-year period, students have a maximum of 4 years to complete the qualification from the time they register.

### 4.2. When can I start?

The programme is structured in such a way that students can begin with any module, so you can register at any time during the year. All modules are individually credit bearing and the order in which they are

completed does not matter. Therefore, students can start at any time agreed with the Academy. Three foundational modules must be completed before other modules can be attempted.

Please note that all the modules in one semester are clustered together for the Work Integrated Learning Assessment submissions. This means that students who do not start at the beginning of a semester may not be able to complete the Work Integrated Learning requirements for the modules they take in that same semester.

### 4.3. What about classes?

Research has conclusively shown that there is a direct link between student engagement and academic success. The Academy endeavours to improve student engagement and maximise opportunities for student academic success and therefore a series of virtual face-to-face contact sessions (online) web conferencing, are required. This format allows for comprehensive engagement with lecturers and other students, as well as more interactive feedback with lecturers in working through assignments and providing real-time student support. Our online classes are offered during office hours as we have found that this is when most people are able to attend and have internet access.

### 4.4. What if I can't attend an online contact session?

Student engagement is essential for academic success and is compulsory for students to participate in online contact sessions. These sessions are offered during office hours and are recorded. Should students be unable to attend an online session, these can be accessed at a later date. Various resources, such as study material, audio and video clips are available on the online student portal to assist all students. Students can also communicate with lecturers by e-mail. Tests and exams are written online on the Academy's student portal.

### 4.5. Schedule overview

There are 2 semesters that run each year (January-June and July-November). Students will take core and / elective modules offered in each semester and write exams on those modules at the end of each semester. Foundational Modules (Orientation, Business Communication & Academic Research and FM Theory) must be taken and passed first, regardless of when a student starts, and only upon completion of these modules can other modules be attempted. The full programme is offered across 4 semesters (i.e. 2 years).

A **list of exact dates** (including contact sessions and submission deadlines) is available for students on the Student Learning Platform.

## 5. WHAT IS THE COST OF THE PROGRAMME?

**The cost of education must be seen in the context of the value of education.**

Please note that the study fee is split into two segments: a tuition fee and an annual registration fee:

- The 2027 tuition fee for the ACFM programme is R **72 034** per student, if paid in advance. The tuition fee includes study notes, lectures, lecturer access and examination fees only, but not registration fees or textbooks. The tuition fee is a once-off amount paid for the duration of the ACFM.
- The 2027 registration fee is R 3 470. This fee is payable on an annual basis. Therefore, for new students who register for 2027, the full cost of the programme is in the table below.

Please note that all the modules in one semester are clustered together for the Work Integrated Learning Assessment submissions. This means that invoices are created to show clusters for which students must register and students must follow the Academic calendar.

| Description                                                              | Price           |
|--------------------------------------------------------------------------|-----------------|
| Student Registration fee 2027                                            | R 3 470         |
| Tuition Fees 2027/8: Advanced Certificate in Facility Management (NQF 6) | R 72 034        |
| <b>Sub-total</b>                                                         | <b>R 75 504</b> |

### Textbooks:

Students will be required to purchase a subscription to Perlego - an online library where they will be able to access prescribed and other material. This is the cheapest option. Alternatively, students can purchase the required textbooks from a book shop. Perlego is an independent company that has no affiliation with the Academy and prices are subject to change. See [www.perlego.com](http://www.perlego.com)

Note: VAT is not applicable as Higher Education Institutions are exempted from VAT.

For a detailed breakdown of the costs, please see the Overview for the [ACFM \(Soft Services Management\)](#) or [ACFM \(Maintenance Management\)](#)

### 5.1. What payment options are there?

- Payment can be made in full.
- Payments can be made per year.
- Payments can be made per semester.
- Payments can be made per module.

Modules are priced differently according to their credit weighting.

## 5.2. Some payment Terms and Conditions

- Group rates can be negotiated with the Academy.
- Having been registered by **SAQA** (ID #94576), the ACFM can be included in the **Skills Development Plans** of employers contributing to the National Skills Fund or SETA.
- The student registration fee is a standard feature of every tertiary institution and will amount to R 3 470 for the 2027 academic year (first time students).
- The registration fee is payable before the end of January for every year of study.
- The registration fee is not subject to a negotiated payment option or a discount.
- The Academy does not refund students who drop out, but such students can be replaced as per the Academy's student replacement policy.

## 5.3. Re-registration fees

- Students who re-register to continue their studies in a following academic year will pay a re-registration fee. Re-registration fees are payable for each calendar year in which a student studies.
- Students will also be liable for payment of tuition fees for any modules they need to repeat.

## 6. HOW DO I REGISTER?

Registration is all done online, and the process works as follows:

1. Prospective students should go online to: <https://www.a4fm.ac.za/advanced-certificate-application-registration/> and complete an online registration / application form. On this form, the student must indicate which elective stream of the programme they have chosen to study (Soft Services / Maintenance Management).
  - Graduates of the Higher Certificate in Facility Management will be able to complete a registration form (and indemnity) online.
  - Students with other NQF Level 5 qualifications need to complete a completed CAT (Credit Accumulation and Transfer application and attach this to their registration form as part of their online application.
  - Once the Academy receives and reviews this application, the student will be notified if he/she can be admitted to the programme.

2. The Academy raises a quote or invoice as may be requested, for the full fee (tuition fee and annual registration fee) and sends to student/employer. (Any modules for which the student can be credited will be deducted from this fee in the quotation).
3. Should the student / employer wish to make an alternative payment arrangement (per semester / per module), a request should be sent to [accounts@a4fm.ac.za](mailto:accounts@a4fm.ac.za) and a corresponding invoice will be raised according to the agreement reached.
4. Student / employer pays in full or provide/s an employer order number or pay as per the arrangement between employer / student and the Academy.
5. The Academy sends the student his/her Academy student number which provides access to the student portal on our site. This will allow a student access to all study material.

## 7. WHO ENDORSES THE QUALIFICATION?

The Academy for Facility Management has a proud track record of academic excellence, spanning over 20 years. It is a duly registered Private Higher Education Institution of the Higher Education Act.

Registered by the DHET (National Department of Higher Education and Training) and CHE (Council on Higher Education) under:

- Certificate Nr. 2009/HE07/012.
- SAQA (SA Qualifications Authority) qualification ID number issued 120402.
- The ACFM was approved by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). The Academy's Provider Code is CHED 145. Qualification Code CHED-3456. HEQC reference number for this programme is: H/PR415/E006CAN
- All programmes are endorsed by the professional industry body SAFMA (SA Facility Management Association – [www.safma.org](http://www.safma.org)).



## JOIN THE CLASS OF 2027



**Take the next step in advancing your FM career and register now!**

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