

The standard in FM Education

ADVANCED DIPLOMA IN FACILITY MANAGEMENT

OVERVIEW 2027

BACKGROUND FOR REGISTRATION AND DISTANCE LEARNING PROGRAMME
NQF 7 / 120 CREDITS



ADVANCED DIPLOMA 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

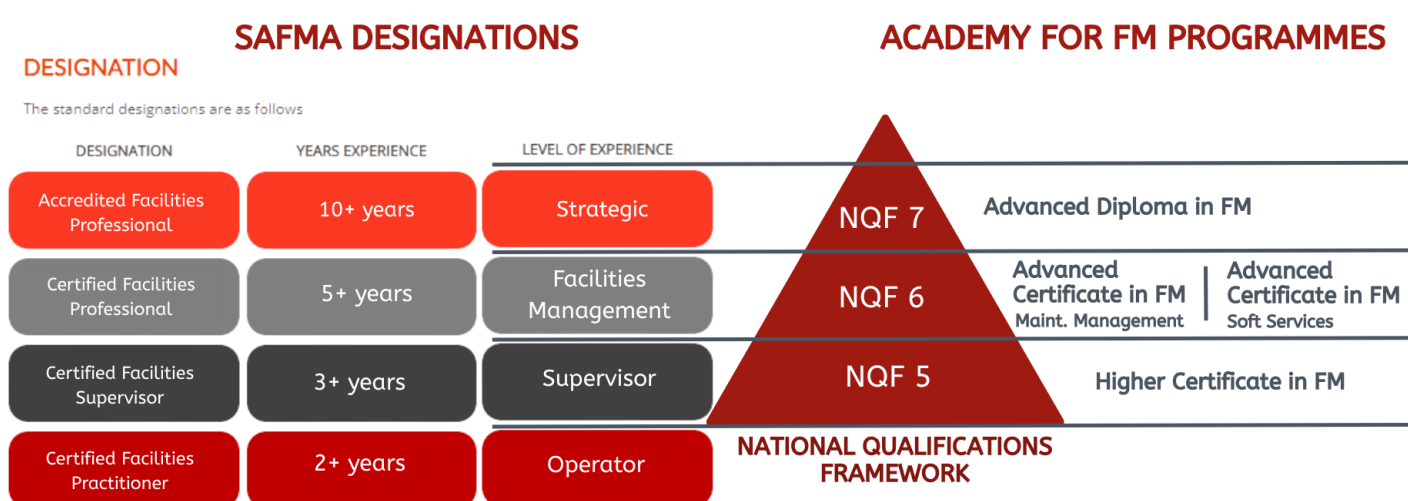
The Academy has really improved the student's approach to different challenges of his job on a daily basis.
– Standard Bank Namibia

1. WHAT IS THE ADVANCED DIPLOMA IN FACILITY MANAGEMENT?

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

This qualification provides a balanced learning programme consisting of both theoretical and practical components that should address the workplace need for competent facility managers across all economic sectors.

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:



1.1. Programme information

The Advanced Diploma in Facility Management – NQF Level 7 - is intended for managers who are involved in the broad field of FM and who wish to expand their specialised knowledge and skills in the management of FM.

Facility Management is an integrated function requiring the integration of accommodation, soft services and facilities maintenance management. The Advanced Diploma is intended for those who wish to take responsibility for the overall management of the FM function in the organisation.

1.2. Purpose of the Qualification

The purpose of this qualification is to create an awareness of common pitfalls in the field and provide the know-how to evaluate services that may be managed in a sub-optimal manner by the organisation.

The qualification comprises a range of subjects as well as the applicable international best practice in the field including ISO and SANS Standards and draws upon the expertise of academics and employers in the field.

The programme is intended for any individual who is employed in or is planning to be employed in the field of facility management and is directed specifically at those in managerial level positions. The qualification 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 FMs to specialise at higher levels of learning.

1.3 How will the Advanced Diploma benefit me?

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

The Advanced Diploma 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 FM for any organisation.

1.4 What will I get when I complete the programme?

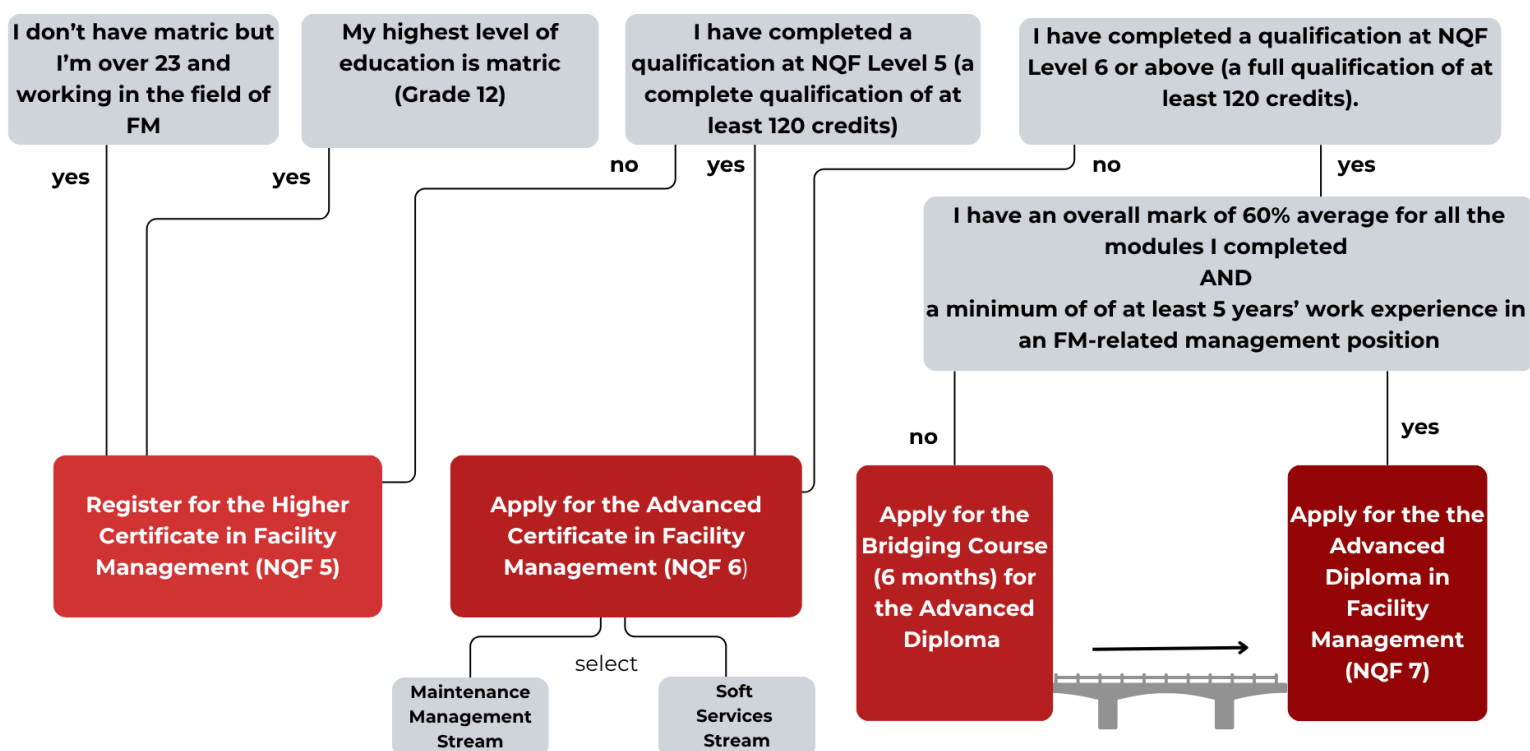
Students who successfully comply with all the relevant assessment criteria will be awarded the Advanced Diploma in Facility Management. This programme is a formal registered qualification - accredited at NQF Level 7, 120 credits. They will also be registered on SAQA's National Learner Registration Database 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 PROGRAMME?

Note: qualifications need to be in a related field. Each qualification is individually evaluated by the admissions team to determine eligibility.



i. Experience

Admission to this programme requires a minimum of 5 years of experience in FM at a senior level.

ii. Education

The Advanced Diploma is an NQF Level 7 qualification. Therefore, you can be admitted to the qualification if:

- You are in possession of an NQF Level 6 qualification in FM or a cognate field which should include the following:
 - Diploma in Electrical Engineering, Construction or Civil Engineering (NQF6) with an average pass mark of at least 60% for the final year subjects
 - National Diploma in Engineering (Electrotechnology) (NQF 6) – now expired - with an average pass mark of at least 60% for the final year subjects
 - Occupational Diploma in Facilities Management (NQF6) with an average pass mark of at least 60% for the final year subjects
 - Advanced Certificate in Facilities Maintenance Management (NQF6) with an average pass mark of at least 60% for the final year subjects

An applicant who has a National Diploma but did not obtain an average mark of 60% for the final year subjects of the Diploma/National Diploma may apply if they have at least 12 months of FM or construction related experience after having obtained the above-mentioned qualifications.

OR

- An appropriate diploma or bachelors' degree (or higher qualification) in a cognate field of study.
- Prospective students need to complete a CAT (Credit Accumulation and Transfer) application in order to apply for admission.
- For the registration process, see page 12 below.

Students who have completed a non-FM qualification (at NQF level 6) and who are not accepted into the programme due to weaker marks or lack of FM experience, can take a special Bridging Course that enables being accepted into the Advanced Dip. It comprised of 3 modules and will take max. of 6 months to complete. Achieving success on the Bridging course, will:

- Guarantee full admission to the Adv Dip.
- Credit them with 2 module of the Adv. Dip.

Students who are not successful at the Bridging Course can apply for;

- Registration in the Advanced Certif. (specialising in either hard or soft services)
- apply for credits for completed modules of Advanced Certificate programme (NQF 6).

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 Zoom 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.

Language Policy

- English is the primary language for teaching and assessment.
- The language of instruction is English but may vary depending upon the participants' background. It would not be uncommon for the leader of the contact session to train in both English and Afrikaans or another appropriate language, depending on individual language ability.
- All communication, facilitation, assessment and moderation procedures are conducted in English.

3. WHAT DOES THE PROGRAMME COVER?

The Advanced Diploma in Facility Management provides intensive, focused and applied specialisation of Facility Management. The qualification comprises a holistic and functionally integrated overview of the field and the range of modules encompass the best, tried and tested practices in the facilities environment and draws upon the expertise of academics and employers in the field.

Summary of the Programme

Compulsory Modules	Credits
Foundational modules	
i. Orientation	
ii. Business Communication and Research	10
1. Facility Management Theory	20
2. Management for Facility Managers	20
3. FM Maintenance Management	20
4. FM Soft Services Management	20
5. FM Space Planning & Management	20
6. Capstone (Summative)	10
TOTAL	120

Please see page 13 for the details about the content of each module.

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. All formative academic work culminates in a Capstone (final or summative) assignment to be completed by students.

Capstone is informed by all formative academic work and seeks to increase the value generated by the FM discipline for organisations, by way of:

- Aligning FM planning and operations to the corporate strategic management process
- Securing resources and support from the organisation
- Improving performance through effective operations and management reporting

The FM's challenge is how to ensure that the FM function is:

- Aligned to the core business strategy / business plan / objectives
- Well-established in the organisation
- Seen to be adding value in the organisation
- Compliant with corporate governance and statutory requirements

One of the ways to meet this challenge is to align the demand organisation (student's employer or client) with the FM standards. Aligning to these standards (41000-suite of standards) will require a comprehensive due diligence process. This challenging process is the theme for the Capstone assignment for the ADFM qualification.

Students will be required to complete the summative Capstone assignment which will focus all their research, for every module, on the portfolio of the demand organisation. This project will therefore take shape over the entire study period and will be submitted as the final project submission.

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

The Advanced Diploma in Facility Management is presented on the Distance Learning platform, which means that it is **offered online**. Contact sessions are conducted online via online web conferencing. Our online classes take place during office hours (usually at 10AM) as we have found this to work best for most of our students. If you are not able to make an online class live, you can watch the video recording which will be loaded on the student portal later. 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 Academy's student portal.

4.1. How long does it take?

The programme 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. When a student begins, they will need to complete foundational modules (Orientation and Business Communication and Research) before the other academic modules can be attempted.

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) via 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.

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 presented during office hours. They are also recorded and 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

YEAR ONE	
FOUNDATIONAL MODULES: • Orientation • Business Communication and Research <i>These modules will be the first modules the student must complete, before other modules can be attempted. As soon these modules are completed, students will be able to continue with whichever module is coming up next in the calendar.</i>	
Your 1 st semester (not calendar year)	2 nd semester
• FM Theory	• Management for FM • Maintenance Management for FM
YEAR TWO	
1 st semester	2 nd semester
• FM Soft Services Management • FM Space Planning and Management	• Capstone

* Every semester culminates with exams

A **list of exact dates** (including contact sessions and submission deadlines) is available for registered students on the Moodle (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. This qualification enables FM's to compete for the top jobs in the industry as well as the AFP - SAFMA's highest professional FM designation.

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 programme is 74 240 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 programme.
- 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 cost is:

Description	Price
Student Registration fee 2027	R 3 470
Tuition Fees 2027/8: Advanced Diploma in Facility Management (NQF 7)	R 74 240
Prescribed 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. Perlego is the cheapest option, or students can purchase textbooks from bookshops. Perlego is an independent company that has no affiliation with the Academy and prices are subject to change. See www.perlego.com	
TOTAL	R 77 710

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

- The tuition fee includes study notes, lectures, lecturer access and examination fees, but not registration fees.
- The tuition fee is payable for every module the student undertakes in any calendar year. Students who register for a module and receive the material for it, will be liable for the tuition fee, regardless of whether or not they attempt the module or engage academically with it.
- A student who fails a module, or does not successfully engage with the module, will have to register and pay for that module again in a subsequent academic year.
- Registration and tuition fees are non-refundable, but organisations can send a replacement student for a student who withdraws, according to our student replacement policy.

Prices are subject to change.

Programme of Study: Advanced Diploma in Facility Management (NQF 7, 120 credits)		
DESCRIPTION	UNIT PRICE	NETT PRICE
Registration fee 2027: Academy for FM		R 3470
<i>Please note re-registration fees must be paid ANNUALLY for registration with the institution for each year of study.</i>		
Tuition fee 2027 for the Advanced Diploma Facility Management (NQF Level 7, 120 credits)		R 74 240
Orientation	Included in registration fee	
Business communication & Research (ADBCR) (10 credits)	R 5 618	
FM Theory (ADT) (20 credits)	R 11 437	
Management for FM (ADM) (20 credits)	R 11 437	
Facility Maintenance Management (ADMaint) (20 credits)	R 11 437	
Facility Soft Services Management (ADSS) (20 credits)	R 11 437	
FM Space Planning and Management (ADSP) (20 credits)	R 11 437	
Capstone Module (ADCap) (Final Summative Assessment) (10 credits)	R 11 437	
Prescribed Textbooks – A subscription to Perlego.com will need to be purchased by the student* (which is the cheapest option), or textbooks will need to be purchased from bookshops;		
TOTAL		R77 710

*Perlego is an independent company that has no affiliation with the Academy and prices are subject to change. See www.perlego.com.

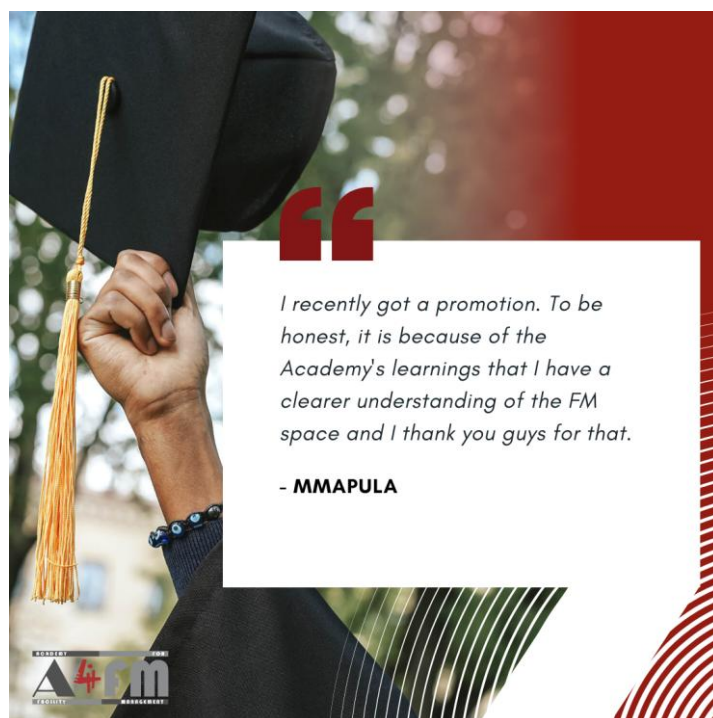
5.1. What payment options are there?

- 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.
- Duly registered by **SAQA** (ID 122351), the Advanced Diploma 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 (1st 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 by another, 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. This is an escalating fee for each year of study.
- Students will also be liable for payment of tuition fees for any modules they need to repeat.

6. HOW DO I REGISTER?

1. Complete an application form at: <https://www.a4fm.ac.za/advanced-diploma-application-registration/>
2. If you qualify for admission, you will be invoiced / quoted.
3. Once payment is received, you can start studying.

If you do not qualify for admission to the programme, the registrar will advise you on other options regarding your studies.

7. WHO ENDORSES THIS 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 various regulators:

- Certificate Nr. 2009/HE07/012.
- SAQA (SA Qualifications Authority) qualification ID number issued - 122351
- The Adv. Dip. 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 CHED13826. 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).

For more information, please contact the Academy.

7. DETAIL ABOUT EACH MODULE / LEARNING COMPONENT

The following table contains the purpose and outcomes of every module, which provides a broad overview of the curriculum (course content):



ORIENTATION

Overview of the academic processes, structure, requirements and guidelines.



BUSINESS COMMUNICATION & RESEARCH METHODOLOGY (10 CREDITS)

Academic & business communication skills, academic texts, research skills, writing academic and business reports, communication skills.



FACILITY MANAGEMENT THEORY (20 CREDITS)

Integrated understanding of the FM field and its scope, key concepts, benefits & application in the corporate context. Prepares student for an FM leadership role in the organisation & to manage the full FM function.



MANAGEMENT FOR FACILITY MANAGERS (20 CREDITS)

Integrated management of all services clustered under FM function investigating classic and contemporary management theories and principles and how to apply them in the FM context.



MAINTENANCE MANAGEMENT (20 CREDITS)

An integrated overview of key maintenance management concepts, principles and processes for application in the field of FM to learn to evaluate, select and apply the principles for the safe, integrated, effective & efficient delivery of FM across infrastructure services.



SOFT SERVICES FOR FM (20 CREDITS)

Integrated overview of key facility soft services concepts, principles and processes for application in the corporate context. Focus on best practice, principles and models of soft services management, policy and procedures with a focus on housekeeping, catering and security.



FM SPACE PLANNING (20 CREDITS)

Integrated overview of key space planning and management concepts, principles and processes for application in the corporate context including space planning theory, strategy, policy and procedures.



CAPSTONE (10 CREDITS)

An integrative summative module to assess the student's understanding of integrated FM management and their ability to apply it in practice. This research task prepares the student for analytical and problem-solving role required for a senior facility manager.

Purpose & Learning Outcomes of Modules

Orientation
The purpose of this non-credit bearing module is to ensure that students have sufficient and integrated understanding of the Academy, its rules and processes, the Student Learning platform (Moodle), the programme and its constituent modules to make academic progress.
Business Communication
The purpose of this module is to equip the student with the academic and business communication skills required to successfully complete their undergraduate studies. The focus is on understanding of academic and business texts, research skills, working in a team context and the writing of academic and business reports. The skills mastered in this module will lead to improved performance throughout their academic and professional careers.
<i>Learning Outcomes:</i> • Read academic and business texts with understanding • Participate in learning discussions and teamwork • Demonstrate communication skills • Display digital literacy in the drafting of an academic assignment • Apply research skills
FM Theory
The purpose of the module is to obtain an integrated understanding of the entire field of Facility Management, its scope, key concepts and benefits and its application in the corporate context. FM is about the integrated management of all the different services clustered under the broad Facility Management function. This will prepare the student for the FM leadership role in the organisation and the ability to manage the full FM function.
<i>Learning Outcomes:</i> • Integrated knowledge and understanding of the field and the ability to use FM terminology and concepts and benefits appropriately in the work environment. • Facilitate strategic leadership re the FM function (hard, soft & space services) in the demand organisation. (i.e., the work environment or corporate context). • An integrated understanding of the statutory and standards framework for FM (Management System/s) to be used by the demand organisation. (i.e., the work environment or corporate context). • An integrated knowledge of sourcing and service level agreements for optimal FM services delivery to the demand organisation. (i.e., the work environment or corporate context). • Integrated understanding and application of FM strategy, policy & plans, • processes, procedure and • systems at the corporate level of the demand organisation. (i.e., the work environment or corporate context).
Management for FM
FM is about the integrated management of all the different services clustered under the broad Facility Management function. Management is therefore key to the knowledge of any facility manager. In this module, the student explores classic and contemporary management theories and principles. Furthermore, the student is introduced to practices pertaining to a senior manager and the corporate governance challenges; the manager and his/her boss; the manager of a function and his/her role within the corporate strategic management system and FM function. Attention will also be given to the link between managing the core function and managing resources such as finance, human resources, information systems and processes. This will prepare the student for a management role of the full FM function in the demand organisation. The FM manager's role must be seen in the context of its role in

any Demand Organisation. The FM function exists to optimise and facilitate the organisational work environment which will enable optimal productivity and efficiency of the workplace.
Learning Outcomes: • Integrated understanding and knowledge of and ability to evaluate and apply good corporate governance and management principles, frameworks and processes in a demand organisation. • An integrated understanding of the strategy of the demand organisation and how the FM function is aligned with other core and support functions and the ability to apply to analyse, apply and evaluate the principles and practices regarding strategic management pertaining to FM, in any demand organisation (all FM functions) • An integrated understanding of his/her role as manager of the FM function and the ability to evaluate and apply the principles of self-management (who you are, what and how you manage). • Integrated knowledge and application of principles regarding the management of personnel in the FM function for a demand organisation. (all functions e.g., hard, soft and space services)
Maintenance Management
The purpose of the module is to provide an integrated overview of key maintenance management concepts, principles, and processes for application in the field of FM. FM constitutes the second highest expenditure item in the operational budget for most organisations, and maintenance constitutes the principal share of this. Consequently, integrated and optimal management of maintenance services have a major impact on FM costs. This module explores key terms and concept as well as the latest statutory and standards frameworks for maintenance management for infrastructure systems / assets / components commonly found in a facility / building. This must enable the student to evaluate, select & apply the principles for the safe, integrated, effective, and efficient delivery of facility maintenance management across all the infrastructure services utilized by the demand organisation.
Learning Outcomes: • Integrated knowledge of best practice, principles, models and processes of facility maintenance management in the built environment. • Integrated knowledge of maintenance strategy, policy and procedures in the built environment. • Integrated knowledge of maintenance plans and processes and with emphasis on the building inventory, condition assessment and maintenance operations in the built environment. • Integrated knowledge of the statutory and standards framework for maintenance management in the demand organisation.
Soft Services
The purpose of the module is to provide an integrated overview of key facility soft services concepts, principles and processes for application in the corporate context.
Learning Outcomes: • Integrated knowledge of best practice, principles, models and processes of facility soft services management in the work environment. • Integrated knowledge of facility soft services strategy, policy and procedures in the work environment. • Integrated knowledge of facility soft services plans and processes in the work environment with emphasis on housekeeping or catering or security. • Integrated knowledge of the best practice, standards and statutory framework for facility soft services management in the demand organisation
Space Planning Management
The purpose of the module is to provide an integrated overview of key space planning and management concepts, principles and processes for application in the corporate context.
Learning Outcomes: • Integrated knowledge of best practice, principles, models and processes of space planning and management in the FM context / built environment.

- Integrated knowledge of space planning strategy, policy and procedures of the demand organisation.
- Integrated knowledge of space planning plans and processes in the FM context / built environment and with emphasis on the space inventory, space usage and space layout.
- Develop and apply a framework for statutory compliance re space utilisation and planning and management by the corporate entity.

Capstone (summative)

The purpose of this integrative summative module is to assess the student's understanding of integrated strategic FM management and his/her ability to apply this in practice. The research task will prepare the student for the analytical and problem-solving role required for the senior FM manager in the demand organisation.

Learning Outcomes:

- Demonstrate the ability to undertake independent research, present complex FM related information reliably and effectively to all levels, including the top management level, of the organisation.
- Demonstrate integrated knowledge of strategic management, systems, processes and resources for a functional leadership role in any demand organisation.
- Demonstrate integrated knowledge of the strategic leadership of the full FM function (soft services; maintenance management; space planning & management) in an organisational context across all sectors of the economy.



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

Postnet suite 593 P/Bag X04, Menlo Park, 0102 | +27 (0)12 993 0533 | 082 568 6824

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