

The standard in FM Education

HIGHER CERTIFICATE IN FACILITIES MANAGEMENT

OVERVIEW 2027

BACKGROUND FOR REGISTRATION AND DISTANCE LEARNING PROGRAMME
NQF 5 / 120 CREDITS



HIGHER CERTIFICATE IN FACILITY MANAGEMENT (HCFM)

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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

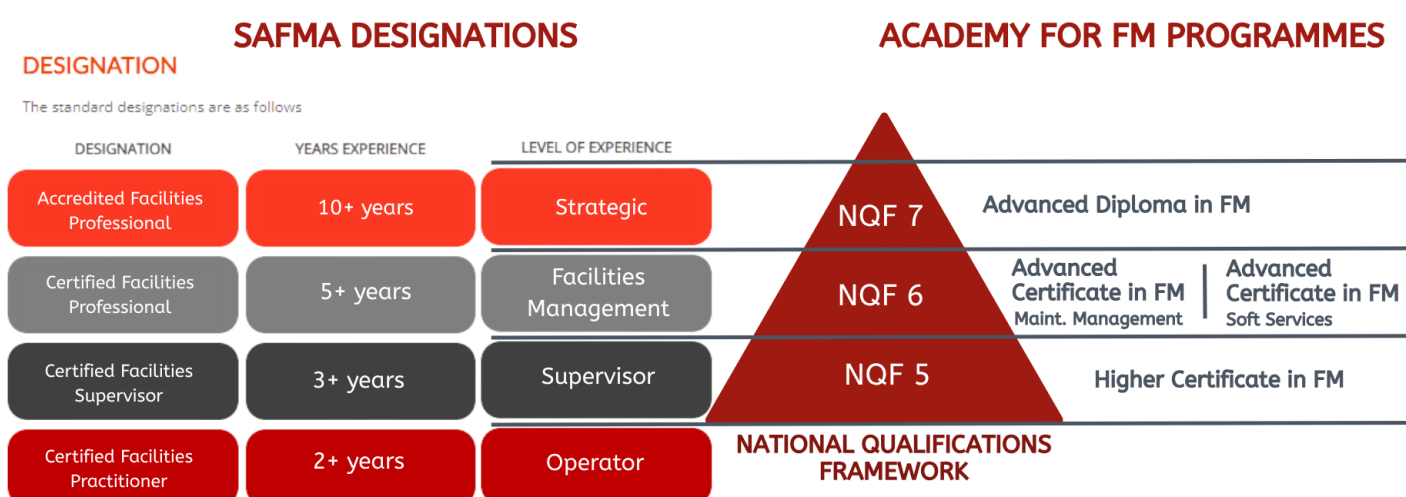
1. WHAT IS THE HIGHER CERTIFICATE IN FACILITIES MANAGEMENT?

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

1.1. Programme information

The Higher Certificate in Facilities Management (HCFM) – NQF Level 5 - is intended for FM supervisors and managers who are involved within the broad field of FM and who wish to expand their specialised knowledge and skills. The focus is on all the FM functions in the organisation, the FM tools required and Service Level Agreements.

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:



1.2 Purpose of the Qualification (HCFM)

The Qualification is for any individual who is employed in, or planning to be employed, in the field of facility management and is directed specifically at those in supervisory / entry level management capacity. It serves to support and advance the capacity of individuals in this industry by:

- Promoting the development of knowledge, skills and values that are required in facility management;
- Helping students realise their potential in the field;
- Providing opportunities for people to progress to higher levels of learning within the FM field.



1.3 How will the HCFM benefit me?

Students working towards the HCFM qualification will find that the learning and enhanced competence will add value to their understanding of the sector and functioning in the workplace. The HCFM will provide them with broad knowledge, skills and values which are demanded by employers in the field of FM. The Qualification will facilitate access, mobility and progress along a learning and career path for those who:

- Have worked in the field of facility management or real estate or another related field, but have not obtained a formal qualification;
- Wish to extend their range of skills and knowledge of this field of study so that they can become competent facility managers.

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 Higher Certificate in FM. The programme is accredited at NQF Level 5, 120 credits. They will also be registered on SAQA's National Learner Registration Database of qualified people in SA.

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 sent to students at the end of each semester.

2. CAN I BE ADMITTED TO REGISTER FOR THE HCFM?

The HCFM is an NQF Level 5 qualification. Therefore, you can be admitted to the qualification if:

- You have a valid Senior Certificate (Grade 12) as stipulated by the relevant Act
- OR
- You do not have a Senior Certificate, but you are over 23 years of age and have relevant experience in the field of Facility Management. (In this case, please send us a copy of your formal job description and CV in order to determine the suitability of your experience).

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 are 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 sufficient data to download material (PDF / Word documents), upload assignments, write online tests, participate in online video conferencing sessions 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

HIGHER CERTIFICATE IN FACILITIES MANAGEMENT	Notional hours*	NQF Level	Credits
A) FOUNDATIONAL MODULES			
1. Orientation	(10)	5	
2. Research Methodology	(10)	5	
B) CORE MODULES			
1. Facility Management Consumer and Communication	100	5	10
2. Health and Safety for Facilities Managers	100	5	10
3. Facility Management Theory	200	5	20
4. Building Maintenance for Facility Management	200	5	20
5. FM Soft Services	200	5	20
6. Financial Management for FM	200	5	20
7. Space Planning and Management for Facility Management	200	5	20
TOTAL	1200*		120

*Estimated total number of hours it will take the average student to complete the HCFM

Please see page 12 for the details about the content of each module.

Work Integrated Learning

There is a work-integrated learning component of every module. Students will be required to spend a certain number of hours gaining practical experience in their workplace with regard to the syllabus theme. A Work Integrated Learning (WIL) Template must be completed by the student and signed-off by their supervisor or manager.

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

The programme is offered in a distance learning / hybrid mode, which means the student learning platform is fully online, but face-to-face lecturer time is also available via video-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.

4.1. How long does it take?

By regulation of the Higher Education Act, the programme may be completed over:

- 12 months by fulltime students.
- 18-24 months by part-time students
- All students have a maximum time frame of 3 years to complete the programme.

All the modules of the programme (7) are presented during each calendar year on a continuously revolving cycle (three in the first semester and four in the second semester). However, students must determine their own pace at which they wish to complete the programme by deciding which modules to complete each semester, as only they can manage their time schedules. Please note that students must pass the required number of modules each year to complete the entire programme within the maximum three-year regulation timeframe.

Students must keep in mind that if they are working and studying, the time they have available may make it difficult to complete the entire programme in 12 months. Therefore, they should only register for the number of modules in any year that they will be able to successfully manage, factoring in work, family and other responsibilities.

4.2. When can I start?

The programme is offered on a continual revolving schedule, in other words, it is structured in such a way that students can start when it suits them, so you can register at any time during the year. Starting at the beginning of a calendar year is ideal, but not necessary, as all modules are individually credit-bearing.

4.3. How do I start?

Every student must start with and complete the Foundational Modules before they can get access to the Core Modules. Our research over many years has proven that student success starts with the two foundational modules. We are interested in your academic success and to facilitate this process, you are required to complete these modules. Which can easily be done in a few days. They will provide you with a sufficient orientation about the Academy, the whole learning process and critical research skills that will enable you to achieve academically.



4.4. What about lectures / classes?

Research has very 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 online video conference sessions 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 students are able to participate and have internet access.

What if I can't attend an online session?

Student engagement is essential for academic success and is compulsory for students to participate in online sessions. Should students not be able to attend these sessions live, they must ensure they watch the recordings. 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 (Moodle).

4.5. Schedule overview

Students are required to successfully complete the orientation and Introduction to Academic Research modules before they will be able to access any further study material.

Foundational modules to be completed at time of registration, regardless of when that is during the calendar year: • Orientation • Introduction to Academic Research <i>These modules must be completed before student can commence with any academic / core module.</i>	
Modules offered in Semester 1	Modules offered in Semester 2
FM Consumer & Communication (FMCC): February 2027 FM Theory (FMT): March 2027 Building Maintenance for FM (FMBM): April 2027 <i>1st semester exams: June 2027</i>	FM Soft Services (FMSS): July 2027 Financial Management for FM (FMFin): August 2027 Space Planning & Management for FM (FMSP): September 2027 Health and Safety for FM (FMHS): October 2027 <i>2nd semester exams: November 2027</i>

A list of exact dates (including contact sessions and submission deadlines) is available for students on the Student Portal. While it is unlikely, please note that these dates are subject to change.

Each module runs for approximately 6 weeks. During this time the student needs to:

- Work through all the material on the student portal
- Attend 2 online sessions with the lecturer for discussion
- Complete and submit 2 assignments
- Complete and submit a Work Integrated Learning (WIL) Template
- Write 2 tests

If a student achieves exam admission, the student will then write one exam for each module at the end of the semester.

5. WHAT IS THE COST OF THE PROGRAMME?

5.1. Tuition fees

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 HCFM programme is:

- R 10 266 Per 20 credit module per student
- R 5 080 Per 10 credit module per student

Therefore, the full tuition cost for all the modules in 2027 is:

MODULE	COST	PAYMENT CLOSING DATE FOR MODULE
FM Consumer and Communication (FMCC) (10 credits)	R 5 080	15 January 2027
Facility Management Theory (20 credits)	R 10 266	15 February 2027
Building Maintenance for Facility Management (20 credits)	R 10 266	15 March
FM Soft Services (FMSS) (20 credits)	R 10 266	15 June 2027
Financial Management for FM (FMFin) (20 credits)	R 10 266	15 July 2027
Space Planning and Management for FM (FMSP) (20 credits)	R 10 266	15 August 2027
Health and Safety for Facilities Managers (FMHS) (10 credits)	R 5 080	15 September 2027
TOTAL	61 490	

- The tuition fee includes study notes, lectures, lecturer access and examination fees, but not registration fees.
- Please note that there is one textbook that students will need to purchase for the FM Finance Module. The book must be bought from a book shop or can be purchased from Juta Online or Takealot.com.

- 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.

5.2. Registration fees

The 2027 registration fee (which also covers foundational modules) is R3 470. This fee is payable annually. Therefore, for new students who register for all the modules of the programme in 2026, the cost is:

DESCRIPTION	PRICE
2027 registration fee	R 3 470
Tuition fees (all 7 modules)	R 61 490
TOTAL	R 61 297

The vast majority of students complete the programme over more than one academic year. Please note that a re-registration fee is payable for any additional academic year of study.

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

5.3. Payment options

- Students will need to pay the annual registration fee (R3 300) + the full tuition fees for any modules for which they register in any year.
- Students may also choose to register and pay per semester and will then pay a semester registration fee (R1 735) + the tuition fees for modules taken in that semester.
- Students can pay per module.

5.4. Payment terms and conditions

- Group rates can be negotiated with the Academy.
- Having been registered by SAQA (ID #75283), the HCFM 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 3300 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 as per the Academy's student replacement policy.

5.5. Re-registration fees

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

6. HOW DO I REGISTER?

1. Prospective students should go online to: <https://www.a4fm.ac.za/higher-certificate-in-facility-management-registration-form/> and complete a registration form.
2. The Academy raises a quote or invoice as may be requested and sends it to the 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 or per module), a request should be sent to register@a4fm.ac.za and a corresponding invoice will be raised according to the agreement reached.
4. Student employer pays in full or provides an employer order number or pays 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 their study material.
6. No student will receive a student number or be able to commence with their studies unless payment has been received by the Academy.
7. Terms and conditions as per the Academy's registration policy apply.

The Registration and Admissions policies as well as the Disciplinary Procedures for students of the Academy are available on request. Students are expected to adhere to these and all other policies of the institution.



7. WHO ENDORSES THE QUALIFICATION?

The Academy for Facility Management has a proud track record of academic excellence, spanning 21 years. It is a duly registered Private Higher Education Institution of the Higher Education Act.

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

- Certificate Nr. 2009/HE07/012.
- SAQA (SA Qualifications Authority) qualification identity number 75283.
- The HCFM was approved by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). The ETQA (Education Training Quality Authority) is the CHE/HEQC and the relevant provider ETQA ID is: 621. The Academy's Provider Code is: CHED 145. Qualification Code CHED-548.
- All the modules / subjects of the HCFM have been approved by SAAMA (the SA Maintenance Association, as ECSA affiliate) for credits towards their Continuous Professional Development (CPD) programme.
- All programmes are endorsed by the professional industry body SAFMA (SA Facility Management Association – www.safma.org).

For more information, please contact The Academy.

8. DETAIL ABOUT EACH MODULE / LEARNING COMPONENT

There are 7 modules that comprise the HCFM, as well as 2 compulsory orientation modules. The different modules cover the following content:



ORIENTATION

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



RESEARCH METHODOLOGY

Academic writing, plagiarism and referencing and literature review requirements.



FM CONSUMER & COMMUNICATION (10 CREDITS)

FM customers and their behaviour and needs in the FM environment, communication for excellence in service delivery, customer satisfaction, principles of effective communication and conflict management.



FACILITY MANAGEMENT THEORY (20 CREDITS)

Origins, integrated nature, theory and principles of the field, FM objectives and scope, roles and responsibilities of the FM, corporate strategy, FM policy and trends.



BUILDING MAINTENANCE FOR FM (20 CREDITS)

Building condition assessment, medium & long-terms operations & maintenance programmes, planned & unplanned maintenance, equipment and life-cycles, strategy and policy & building maintenance schedules.



FM SOFT SERVICES (20 CREDITS)

Professional delivery of soft services, quality control, financial implications and cost effectiveness in service delivery, service level agreements and contract management, principles and functioning of help desk in the FM environment, creating cost-saving partnerships with suppliers, knowledge and understanding of supply chain and value chain and common negotiating errors.



FINANCIAL MANAGEMENT FOR FM (20 CREDITS)

Accounting terms and mechanisms, extent of own financial involvement, balance sheets and income statements, mark-up and profit margins, core financial indicators, productivity, facility management budgeting and communication between the FM and finance departments.



SPACE PLANNING & MANAGEMENT (20 CREDITS)

Determining present and future accommodation needs of the organisation, optimal space utilisation, space needs analysis, planning efficient use of the available space, workstation layout and ergonomics.



HEALTH & SAFETY FOR FM (10 CREDITS)

Risk management, rights and responsibilities of the employer and employee in Health & Safety, the Occupational Health and Safety Act & SHE Quality Management.



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

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