



Facilities Manager v1.3, v1.4

☆ Level 4 £ £7,000 📅 24 months

1. What the role entails

This occupation is found in various sectors and organisations, such as professional facilities management companies, property management companies, construction, hospitals, schools, colleges, and universities. A facilities manager may work directly for the company whose services they manage, or they may work for an organisation that provides these services to various businesses.

The broad purpose of the occupation is to be responsible for the maintenance and security of buildings and services. Their work ensures that the environment meets the needs of the people working within it. They manage tasks like overseeing building projects, renovations, or refurbishments, managing general upkeep and maintenance, ensuring that facilities meet regulations and environmental, health, and security standards. The exact duties of a facilities manager can depend on the organisation and industry.

2. On-programme assessments

Apprentices will typically spend 24 months on-programme and undertake the minimum required off-the-job training as per the apprenticeship funding rules. Apprentices must spend at least 12 months on-programme. Before entering Gateway, the apprentice must complete the following on-programme requirements:

- English and maths or equivalent qualifications, if required (see DfE apprenticeship funding rules for full details)
- a Business Case proposal
- a Portfolio of Evidence to underpin the Professional Discussion.

3. Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and the apprentice. The apprentice should only enter Gateway once the employer is content that the apprentice is working at or above the level of the occupational standard.

The apprentice must also have completed all the on-programme elements before they enter Gateway, including submitting a Business Case proposal for the Business Case and Question and Answers, and a Portfolio of Evidence to underpin the Professional Discussion.



4. End-point assessment

The end-point assessment (EPA) for Facilities Manager contains two methods of assessment:



Business Case and Questions and Answers

The apprentice will write a Business Case that has a real business application and benefit. The Business Case should be a maximum of 3,500 words (with a 10% tolerance). This will then be discussed in a Question and Answer session with an Independent End-Point Assessor (IEPA) which will last 1 hour and 15 minutes.

Grading – the IEPA grades the Business Case and Questions and Answers as pass, distinction or fail.



Professional Discussion underpinned by a Portfolio of Evidence

The Professional Discussion is a two-way discussion which gives the apprentice the opportunity to demonstrate the knowledge, skills and behaviours (KBSs) mapped to this assessment method. The Professional Discussion will last 1 hour and 15 minutes.

The Portfolio of Evidence will be completed during the on-programme period and submitted at Gateway. The apprentice must have access to their Portfolio of Evidence during the Professional Discussion where the IEPA will ask at least eight questions. The apprentice can refer to and illustrate their answers with evidence from their Portfolio of Evidence however, the Portfolio of Evidence is not directly assessed.

Grading – the IEPA grades the Professional Discussion underpinned by a Portfolio of Evidence as pass, distinction or fail.

5. Grade aggregation table

Business Case and Questions and Answers	Professional Discussion underpinned by a Portfolio of Evidence	EPA grade
Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

If any assessment method is failed, the overall grade will be deemed a fail.

6. Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPA methods, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

7. What next?

On successful completion of the Facilities Manager EPA, apprentices may choose from a number of job roles such as Facilities Manager, Facilities Management Operations Manager, Estates Manager or Facilities Management Contract Manager. There is also a Level 6 Senior and Head of Facilities Management apprenticeship standard it would be possible to progress onto.

Why NCFE?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education, Social Care, Digital, Active Leisure and Business apprenticeship standards. NCFE offers flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.

