



Transcend Qualification Suite for Facilities Management Professionals

Qualification Suite Specification

Version 01: 01 October 2024



Welcome

Welcome to the Transcend Qualification Suite for Facilities Management Professionals. Transcend is an Ofqual regulated awarding organisation. This is a pioneering, progressive suite of occupational qualifications that sit on the Ofqual Register of Regulated Qualifications. This specification introduces the purpose and delivery conditions for each qualification in this progressive suite which must be complied with to ensure effective and efficient delivery. This document must be read in conjunction with *Transcend Centre Recognition Conditions, Qualification Unit Specifications and Assessment Materials*.

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Part 01: Qualification Suite Purpose

Qualification Suite Scope									
<p>Transcend Facilities Management Professionals is a progressive suite of Ofqual regulated qualification that sit in sectors subject area 15.3 Business Management. Developed in collaboration with the British Training Board [BTB], It is delivered by military trainers licenced by the BTB and is awarded by Transcend. The purpose of this suite is to provide members of the armed forces, veterans and other public servants 19+ in operational or strategic FM roles with the knowledge, skills, and behaviours required to manage people, processes, systems, and assets effectively across a wide range of facilities environments. Each qualification in the suite is listed on the Ofqual register of Regulated Qualifications.</p> <p>This qualification is integral to the occupational pathways contained within the Transcend BTB MVP Education Portfolio. The purpose of the Transcend BTB MVP Education Portfolio is to offer the range of occupational qualifications that align to the BTB Military Skills Translator and range of BTB Initiatives designed to enable the Military Professionals, Veterans, Public Servants [MVP] and the families within their community to thrive.</p>									
Qualification suite regulation	Qualification Titles	Ofqual ref	EQF Equivalent	Start	Review	GLH	DSH	TQT	Credit
	Transcend Level 3 Certificate in Facilities Management	610/4830/6	Equivalent to EQF level 4	04 Oct 2024	31 Oct 2028	155	55	210	21
	<p>The Transcend Level 3 Certificate in Facilities Management is a knowledge-based, vocationally related qualification. It is designed for individuals working under limited supervision who are involved in the day-to-day coordination of facilities and building-related services. The purpose of the qualification is to provide learners with a broad understanding of the core functions within facilities management, including supervision of compliance, resources, maintenance, services, and team performance. Learners will develop the knowledge and skills required to contribute effectively to the safe, efficient, and sustainable operation of workplace environments. This qualification supports those at the beginning of their facilities management career pathway or progressing into supervisory roles, enabling them to demonstrate competence and prepare for more advanced responsibilities within the sector.</p>								
	Transcend Level 5 Certificate in Facilities Management	610/3953/6	Equivalent to EQF level 6	01 Apr 2024	31 Oct 2028	175	125	300	30
	<p>The Transcend Level 5 Certificate in Facilities Management is a vocationally related qualification designed for individuals in operational management or specialist roles within the facilities management sector. The purpose of the qualification is to enable learners to develop advanced knowledge and skills required to lead and coordinate complex facilities services, projects, and teams. It focuses on areas such as sustainable development, specialist operational scopes, engineering and business service integration, and strategic asset management. Learners will gain the ability to critically evaluate and improve FM systems and lead improvements across multidisciplinary functions. This qualification supports progression into senior facilities roles and contributes to professional recognition within the industry.</p>								

Qualification suite standards	This qualification is aligned to the professional proficiencies validated by the BTB Military Skills Translator .	
Qualification suite development partner	This qualification is developed in collaboration with industry specialists the British Training Board [BTB] as the technical partner. The BTB is an independent educator of military professionals and veterans across the UK. This qualification is subject to consultation with armed forces trainers, military professionals, veterans, and equality experts. The collaboration and consultation groups remain in place for the lifetime of the qualification to ensure it remains fit for purpose.	
Qualification suite delivery partners [recognised centres]	This qualification is delivered in collaboration with industry specialists the British Training Board [BTB] as the independent licensing body for education providers of military professionals and veterans across the UK. To deliver this qualification providers must have a BTB licence and be able to meet the centre recognition and qualification approval conditions. It is only delivered by providers that have evidence of the BTB Licence, are recognised as centres and approved to offer the qualification by the awarding organisation. Recognised centres are required to deliver the qualification in accordance with the BTB licence, centre recognition and qualification delivery conditions. All providers must contact the British Training Board [BTB] to access their licencing scheme prior to making a submission to the awarding organisation.	
	Applicant centres	Recognised centres
	Access the Transcend Awarding Website to submit a centre recognition enquiry to initiate the process.	Access the Transcend Awarding Management System [TAMS] to create and submit the Transcend Recognised Centre Extension Form.

Qualification suite participants and progression	This qualification is relevant to military professionals and veterans.	
	Educational pathway	Employability pathway
	Transcend Level 3 Certificate in Facilities Management This qualification is relevant to military professionals and veterans that wish to achieve a regulated qualification that is recognised by civilian employers. It can lead to progression onto higher level qualifications in the suite.	This qualification is suitable for individuals seeking to enter or progress in facilities-related roles such as Facilities Coordinator, Site Supervisor, or Maintenance Lead. It is particularly relevant to those transitioning from operational roles into supervisory responsibilities within estates, public services, or commercial environments.
	Transcend Level 5 Certificate in Facilities Management Learners can progress onto higher-level professional qualifications such as strategic leadership, environmental management, or digital transformation in the built environment.	This qualification is relevant to military professionals, veterans, and public service leavers who wish to gain employment in senior facilities management roles. This includes FM Manager, Compliance Lead, Property and Asset Manager, or those overseeing multidisciplinary FM teams in a civilian occupational context.
Qualification suite endorsements	This qualification suite is endorsed by the British Training Board [BTB] and the employers and educators within their eco-system.	

Qualification Suite Summary		
Qualification suite purpose	<p>The purpose of the qualification is to confirm occupational competence</p> <p>The sub-purpose of the qualification is to confirm competence in an occupational role to the standards required</p>	
Qualification suite rationale	<p>The rationale for this progressive suite of qualifications is to develop the learner's ability to fulfil the role of a highly proficient Facilities Manager</p>	
Qualification suite aims and objectives	Transcend Level 3 Certificate in Facilities Management	
	Aim	<p>The aim is to develop the learner's ability to carry out facilities management responsibilities under limited supervision. Learners will build the foundational knowledge and practical skills required to coordinate operational services, ensure compliance, support health and safety, and manage team activities across a variety of FM environments.</p>
	Objective	<p>The objective is to equip learners with the knowledge, skills, and behaviours required to perform effectively in operational facilities management roles. Learners will gain the competence to supervise day-to-day activities, support compliance and safety, manage team workloads, and ensure effective use of resources and services within their organisation.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Monitor and support compliance with health, safety, and legal regulations • Coordinate maintenance, services, and resource use across sites or buildings • Supervise team relationships, performance, and task allocation • Apply procedures for asset management, record-keeping, and service improvement • Contribute to organisational efficiency through cost-effective FM practices • Ensure customer and stakeholder needs are supported by FM operations • Support the implementation of security and environmental controls • Operate in line with organisational values, policies, and operational standards <p>Learners will be able to demonstrate sustainable impact in frontline FM coordination roles across sectors such as public services, education, healthcare, housing, and commercial property.</p>

Transcend Level 5 Certificate in Facilities Management	
Aim	The aim is to develop the learner's ability to lead and manage complex facilities management functions at a strategic level. Learners will acquire advanced capabilities in planning, compliance oversight, financial management, sustainability integration, and organisational leadership to drive performance and innovation across the FM lifecycle.
Objective	<p>The objective is to develop advanced occupational competence in the strategic delivery of facilities management. Learners will gain the ability to lead operations, drive compliance and sustainability, manage financial performance, and oversee large-scale FM projects in alignment with corporate objectives and national standards.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Lead FM operations through strategic planning, risk management, and policy development • Integrate sustainable development goals into FM strategies and reporting • Oversee legal compliance, audits, and health & safety governance across multiple sites • Manage budgets, contracts, and financial controls within FM portfolios • Direct HR functions within FM, including recruitment, training, and team development • Evaluate and apply digital technologies, BIM, and data-driven decision-making tools • Coordinate facilities projects including lifecycle planning, asset management, and contractor oversight • Influence corporate strategy by aligning FM functions with wider organisational goals <p>Learners will be able to demonstrate sustainable impact as senior FM professionals within complex, regulated environments including healthcare estates, defence infrastructure, local government, and commercial property management.</p>
Qualification suite uniqueness	<p>This is the only qualification developed specifically for military professionals and veterans to translate their skills into the civilian role of a Facilities Manager.</p> <p>The Register of Regulated Qualifications should be accessed to source information on other awarding organisation providers who offer similar provision.</p>

Qualification Suite Structures

Transcend Level 3 Certificate in Facilities Management

This qualification is comprised of nine mandatory units. Learners must successfully achieve these units to achieve the qualification.

Unit		AO Ref	Ofqual Ref	Level	GLH	DSH	TUT	Credit
U01	Facilities Management scope and organisational contexts	QU001650	K/651/3719	3	20	10	30	3
U02	Supervising legal and regulatory compliance in a facilities management context	QU001652	R/651/3720	3	25	5	30	3
U03	Supervising health, safety and reducing risks in a facilities management context	QU001654	F/651/3725	3	20		20	2
U04	Supervising the effective use of resources in a facilities management context	QU001656	T/651/3721	3	15	5	20	2
U05	Supervising effective working relationships in a facilities management context	QU001658	Y/651/3722	3	15	5	20	2
U06	Supervising assets and maintenance strategies in a facilities management context	QU001660	A/651/3723	3	15	15	30	3
U07	Supervising allocation and review of team workloads in a facilities management context	QU001662	D/651/3724	3	15	5	20	2
U08	Supervising security controls in a facilities management context	QU001664	J/651/3727	3	15	5	20	2
U09	Supervising services in a facilities management context	QU001666	H/651/3726	3	15	5	20	2

Transcend Level 5 Certificate in Facilities Management - Structure

This qualification is comprised of two mandatory units. Learners must successfully achieve both units to achieve the qualification.

Units		AO Ref	Ofqual Ref	Level	GLH	DSH	TUT	Credit
U01	Facilities management evolution and sustainable development	QU001806	T/651/6070	5	45	35	80	8
U02	Specialist facilities management roles, responsibilities and scopes	QU001809	Y/651/6071	5	90	50	140	14
U03	Specialist facilities management business service and engineering projects	QU001811	A/651/6072	5	40	40	80	8

Part 02: Qualification Suite Delivery Specification

Qualification Delivery Conditions	
<p>This qualification must be delivered in accordance with the Transcend Recognised Centre Conditions and the supplementary Qualification Delivery Conditions outlined here. This qualification sits with the Transcend BTB MVP Education Portfolio and the BTB Licenced workforce, venues and approaches have been agreed as meeting the required conditions. These are subject to continuous review by the awarding organisation to ensure the qualification is accessible and remains valid. The qualification unit specifications must be sourced via the BTB as a licensed practitioner.</p>	
Qualification resource conditions	Qualification coordination conditions
<p>The qualification resources are comprised of:</p> <p>BTB Licensed Tutors, Assessors, IQAs BTB Licensed Training Venues and Facilities</p>	<p>The qualification coordination must comply with:</p> <p>BTB Approved Engagement, Eligibility and Access SOP BTB Approved Agreement, Attendance and Achievement SOP</p>
Qualification delivery conditions	Qualification assessment conditions
<p>The qualification must be delivered in accordance with the:</p> <p>BTB Approved Delivery Models and RPL SOPs BTB Approved Standardised and Personalised Programmes</p>	<p>The qualification must be assessed in accordance with the:</p> <p>BTB Approved Assessment strategies and methods BTB Approved Assessment tasks and marking guidelines</p>
Qualification IQA conditions	Qualification IQA conditions
<p>The qualification must be internally quality assured in line with the:</p> <p>BTB Approved IQA Monitoring Approach BTB Approved IQA CASS Moderation Strategies</p>	<p>The qualification must be externally quality assured in line with the:</p> <p>Transcend EQA Monitoring approach Transcend EQA CASS Moderation Strategies</p>

Appendix 01: Qualification Suite Specification Version Control

This document is subject to version control. We will request feedback from centres in advance of any change. We will then inform centres of the changes made in advance and will re-publish the specification via our website. All changes will be tracked here and confirmed as an updated version.

Version	Publication	Details
Version 01	01 October 2024	Publication 01