

**AN 8-WEEK DISTANCE LEARNING COURSE**

Starting 15 March 2010 • Ending 7 May 2010

*Includes*

Optional online final assessment

# EFFECTIVE FACILITIES & PROPERTY MANAGEMENT

A SELF-MANAGED, WRITTEN, DISTANCE LEARNING COURSE

Gain the all-round skills of the effective facilities and property manager in just 8 modules over 8 weeks (approximately 3-4 hours a week)



**THIS COURSE WILL:**

- ENSURE you are fully aware of your organisation's environmental responsibilities – both ethically and legally
- DEMONSTRATE how to provide security for your property and safeguard the welfare of employees
- DETAIL effective measures on budgeting, cost control and efficient record keeping
- FOCUS on the health and safety issues facing the modern facilities manager
- EXAMINE how to plan and use the property you are responsible for effectively
- SET OUT your rights and duties as a landlord and highlight the pitfalls you need to be aware of
- UPDATE you with all you need to know on the legal aspects of facilities management, including tenancy agreements, property acquisitions and types of contracts

**Designed for**

Facilities and property managers and all those with responsibility for managing and maintaining a property for an organisation

[www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning)

**Save up to 50%**

SEE INSIDE FOR DETAILS...

# Overview

## Why choose the 'Effective Facilities and Property Management' distance learning course?

**All businesses are in property but amazingly only a few manage it efficiently.**

The Royal Institute of Chartered Surveyors stated that British industry is throwing away £18 billion every year through inefficient control and use of its property assets. Local government, the NHS, the education sector and central government in the UK spend a staggering amount on facilities management and outsourced services. With so much investment at stake the effective management of an organisation's property assets is a vital responsibility and should be approached in a professional and competent manner.

'Effective Facilities and Property Management' covers all aspects of facilities and property administration. It highlights best practice in the field: from budget and cost control, accommodation planning, acquisition, building works and condition surveys through dilapidations, health and safety and insurance to maintenance, outsourcing, privity of contract, rating, security, under-letting, VAT and zoning. It also covers the latest legislation covering energy consumption and reductions, waste and environmental issues.

## What does this course offer:

- **Flexibility** – learn at a pace and place of your own choosing
- **A well-designed** programme focused on practical relevance
- **Manageable** weekly instalments and self-assessment progress questions
- **No need** for time away from the office
- **Reduced expenditure** – no hotel or travel fees
- **Self-managed study** – no compulsory marked tests or assignments
- **The flexibility** of studying at work, home or on the move
- **Access** to the expert
- **Discounted** attendance at seminars – call us to find out more
- **Certificate** on course completion
- **Guideline answers** for self-assessment questions
- **Optional final assessment** upon completion of the course

## Who will benefit from this course?

- Facilities managers and property managers
- HR managers with responsibility for the FM function within their organisation
- H&S managers
- Production and works managers
- Commercial property landlords
- Construction managers
- Company secretaries
- Professional advisers
- Owners and directors of companies without a specialist manager who nevertheless need to know where they stand and what they need to do

## Online final assessment

Upon completion of the course there is an OPTIONAL final assessment in the form of an online multiple-choice paper. This is evaluated by the Academy of Distance Learning in Business training faculty.

For more information and to book visit  
[www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning)

# Course content

## Module 1

### ACQUISITION OF A PROPERTY AND TYPES OF CONTRACT

- Acquisition
- Valuation
- Freehold ownership
- Leasehold commitment
- Licence
- Guarantees
- Condition survey

## Module 2

### TENANCY AGREEMENTS – OBLIGATIONS AND TERMINATION

- Tenancy agreements
- Use and user clause
- Reinstatement
- Variation of orders/lease
- Notice servicing
- Option to break
- Termination
- Lessee's works
- Covenants

## Module 3

### LANDLORD'S RIGHTS AND DUTIES

- Landlord's rights and duties
- Rent review
- VAT on rent
- Service charge
- Underletting
- Upwards only rent review (UORR)
- Privity of contract

## Module 4

### MAKING THE MOST OF YOUR PROPERTY – PLANNING AND USE

- Accommodation planning
- Relocation
- Zoning
- Planning
- Building works
- Neighbours

## Module 5

### SECURITY AND MAINTENANCE

- Access
- Security
- Electronic security
- Trespassers
- Terrorist precautions
- Maintenance
- Janitorial duties
- Repairs and decoration
- Dilapidations

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### Module 6

#### HEALTH AND SAFETY, HOMWORKING AND DISCRIMINATION

- Health and safety
- First aid
- Fire precautions
- Notice boards
- Insurance and incidence reporting
- Christmas precautions
- Homeworking
- Work/leisure occupation
- Disability discrimination

### Module 7

#### ENVIRONMENTAL CHALLENGES AND RISK MANAGEMENT

- Environmental obligations
- Energy
- Waste
- Contaminated land
- Risk management
- Contingency planning
- Safety communication

### Module 8

#### BUDGETS, COSTINGS AND KEEPING RECORDS

- Yearly projections
- Rating
- Budgetary control
- Cost checklist
- Internal rents
- Marriages of interests
- Keeping property records
- Archiving

## THE FALCONBURY TRAINING PARTNERSHIP SCHEME

**With our Training Partnership Scheme  
you will get great savings: Enrol 2 get 1  
free, enrol 6 get 3 free, enrol 10 get 5 free.**

For more information on the substantial  
discounts offered by our Training Partnership  
Scheme please visit our website:

**[www.falconbury.co.uk/public/content/  
training-partnership-scheme](http://www.falconbury.co.uk/public/content/training-partnership-scheme)**

## Course Contributor

**David M Martin**, FCIS, FCIPD, FloD, has been Assistant Secretary of two public companies, Scaffolding Great Britain and Gaskell & Chambers, where he was directly involved in property and contractual matters as well as personnel and corporate administration. He was subsequently appointed Secretary and then Director and Secretary of one of the top 250 listed PLCs where he remained for nearly ten years.

David was responsible for a range of disciplines – including property and insurance as well as statutory and legal requirements and corporate/internal communications. The property portfolio comprised over 400 units including retail, manufacturing, warehousing and domestic premises.

Following a takeover, he founded his own business consultancy – Buddenbrook – in 1985. Buddenbrook carries out various projects for a range of clients, large and small, including conducting property negotiations, acquisitions and disposals, rent reviews and renewals etc.

David is also an employer's representative for the panel of members for the Employment Tribunals and a member of one of the Registrar of Companies committees. He speaks at around 90 seminars each year and is author of around 40 business books. A fifth edition of his title *The Company Director's Desktop Guide* and a fourth edition of his *The A-Z of Employment Practice* are available from Thorogood.

### EFFECTIVE FACILITIES AND PROPERTY MANAGEMENT IN-HOUSE TRAINING

[www.falconbury.co.uk/inhouse](http://www.falconbury.co.uk/inhouse)

We can run an in-house version of this distance learning course within your organisation, tailored to your specific needs. It can incorporate the modules in this distance learning course or we can create a programme specifically for your needs.

Interested? Then call Caroline Glen NOW on **+44 (0)20 7729 6677** for a FREE consultation and quote or email **[caroline.glen@falconbury.co.uk](mailto:caroline.glen@falconbury.co.uk)**

#### NEED IT NOW?

Please see our website for more details on how this course can be downloaded for you to start learning immediately

**[www.falconbury.co.uk](http://www.falconbury.co.uk)**

#### NEED IT FOR YOUR WHOLE TEAM?

This course can provide fantastic value for training and developing your whole team. If you are interested in a corporate multi-participant deal please contact **Caroline Glen** on **+44 (0)20 7729 6677** or **[caroline.glen@falconbury.co.uk](mailto:caroline.glen@falconbury.co.uk)**

## EFFECTIVE FACILITIES & PROPERTY MANAGEMENT

### 8 WEEKLY MODULES

Starting 15 March 2010 • Ending 7 May 2010

Ref: 1440

IT IS IMPORTANT TO FILL OUT ALL THE INFORMATION BELOW

Please quote your Partnership Number to receive your reduced rate

Full course fees: **£799** (VAT IS NOT CHARGED ON THIS COURSE)

FOR MORE THAN THREE PARTICIPANTS PLEASE PHOTOCOPY THE FORM AS NEEDED

#### First participant's details

£799 Full Price  £399 Partnership Price

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email

#### Second participant's details

£679.15 SAVE 15%  £399 Partnership Price

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email

#### Third participant's details – FREE

£FREE  £399 Partnership Price

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email

#### Contact details (ALL INVOICES WILL BE ADDRESSED TO THIS CONTACT)\*

**NOTE:** Enrolments received within 7 days of the start date may experience a delay in receiving the first Module.

Mr/Mrs/Ms (surname) \_\_\_\_\_

First names \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_

Email

#### Organisation details

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

#### Payment details

**NB Please note that payment must be made in advance of the course, Falconbury reserves the right to refuse the release of modules if payment has not been received.**

I enclose a cheque made payable to Falconbury Ltd  PO Number \_\_\_\_\_

I would like to pay by bank transfer (BACS) payment:

In GBP Sterling (£) to Nat West Sort Code 60-04-16 • Account No. 30212820

In Euros (€) to Nat West Sort Code 60-04-16 • Account No. 90618831  
IBAN No. GB78NWBK60721190618831

Please charge my credit card  Mastercard  Visa

Card no.

Expires  Security number (last three digits on signature strip)

Alternatively book via our secure booking form on our website or call us with your card details.

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_

\* Contact details above must be those of the cardholder

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## 5 WAYS TO ENROL

WEB [www.falconbury.co.uk/distancelearning](http://www.falconbury.co.uk/distancelearning)

E-MAIL [distancelearning@falconbury.co.uk](mailto:distancelearning@falconbury.co.uk)

FAX +44 (0)20 7729 6110

TEL +44 (0)20 7729 6677

POST Falconbury Ltd, 10-12 Rivington Street  
London EC2A 3DU, UK

#### THE FEE INCLUDES

- 8 weekly, mailed, distance learning course module booklets with self-aid progress questions
- Certificate of participation on completion of the course
- A ring binder to hold the module booklets
- An email contact address for on-going support and advice from the course contributors throughout the course
- Guideline answers to self-assessment questions
- Optional online marked final assessment

#### HOW TO REGISTER AND PAY

An invoice and enrolment confirmation will be sent within 7 days, please contact us if you have not heard anything after that time.

Payments may be made by credit card, by bank transfer (for bank account details please see payment details section of enrolment form) or cheque made payable to Falconbury Ltd and posted to the address above. Any questions please contact **customer services on +44 (0)20 7729 6677**.

#### MULTIPLE ENROLMENT DISCOUNTS

A multiple enrolment discount of 15% is available on the 2nd and subsequent participant if booked at the same time from the same organisation. This discount can apply to any online discount but, unless otherwise stated, this may not be used in conjunction with any other offer or the Falconbury Training Partnership Scheme.

#### ALWAYS READ THE SMALL PRINT

##### CANCELLATIONS AND TRANSFER:

Once we have received your enrolment form the place(s) are confirmed.

##### Up to 28 days before the course

- Cancellation – 10% administration fee
- Transfers – Free of charge
- Substitute delegates – Free of charge

##### 27 to 14 days before the course

- Cancellations – 100% fee
- Transfers – 10% fee
- Substitute delegates – Free of charge

##### 13 to 0 days before the course

- Cancellations – 100% fee
- Transfers – 100% fee
- Substitute delegates – Free of charge

A maximum of one transfer is allowed. After the transfer no cancellation can be accepted and the full invoiced fee will be charged. Transfers are subject to payment of the difference on higher value courses. No substitute may be made after the start of the course.

#### PARTNERSHIP CONDITIONS

The Falconbury Training Partnership Scheme cannot be used in conjunction with any other discount offer, including multiple booking discounts, unless otherwise stated or negotiated.

#### PLEASE NOTE

- It may be necessary, for reasons beyond the control of Falconbury, to alter the line-up of authors or course content. However, every effort will be made to adhere to the published syllabus
- Every effort will be made to distribute the materials according to the schedule. However, certain unforeseen circumstances may delay the despatch of materials

#### DATA PROTECTION

The personal information provided by you on this form will be held on a database. Sometimes your details may be made available to external companies for marketing purposes. If you do not wish your details to be used for this purpose please write to: The Database Manager, Falconbury Ltd, 10-12 Rivington Street, London EC2A 3DY, UK.