List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Facilities Management

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
1	Carry out Workplace Safety and Health (WSH) Activities	
2	Develop Environmental Management System (EMS) reports	
3	Review safety and health risks inherent in designs	
4	Manage a team	
5	Coach team members	
6	Review Technical Reports	
7	Manage BIM Asset Management (BIM-AM)	
8	Manage Integrated Digital Delivery (IDD) for asset management	
9	Manage BIM in facilities management project life-cycle model	
10	Perform Data Collection	
11	Perform Data Visualisation	
12	Perform Data Analysis	
13	Conduct site inspections	
14	Plan project management schedule	
15	Conduct stakeholder communication	
16	Manage contracts	
17	Develop maintenance contract and service level agreement (SLA)	
18	Optimise site workflow	
19	Maintain fire safety	
20	Review Emergency Response Plan	
21	Arrange for Fire Safety Inspections	
22	Maintain air-conditioning and mechanical ventilation systems	
23	Maintain drainage, plumbing and sanitary systems	
24	Maintain building electrical works	
25	Manage Building Addition and Alteration Works	
26	Maintain lifts, escalators and travellators systems	
27	Maintain digital technologies and smart automation systems	
	Sub-total of Competencies (Standard)	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
7		
	Sub-total of Competencies (Company-specific)	

Note:

a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).

b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].

c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.

d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed *(standard & company specific)*

Percentage of selected competencies

Completed By:

_____

Name

_____

Designation

_____

Company

_____

Date

For ITE's Completion					
Reviewed by CED / College *(For Company-specific Competencies)*				**Verified by IBT Officer**	
Name:				Name & Date:	
Designation:		Date:			

WORK-STUDY DIPLOMA IN FACILITIES MANAGEMENT

MODULE OBJECTIVES

Core Modules

Workplace Safety & Health

On completion of the module, trainees should be able to identify workplace hazards, carry out risk assessment and implement risk control measures. They should also be able to carry out safety and health inspections independently to ensure compliance to WSH Act and subsidiary legislations.

Mechanical & Electrical Services

On completion of the module, trainees should be able to perform maintenance of mechanical and electrical systems such as air-conditioning and mechanical ventilation systems, electrical systems, drainage, plumbing and sanitary systems, and maintain building works.

Building Information Modelling

On completion of the module, trainees should be able to perform asset management and project life-cycle modelling from Building Information Modelling (BIM) models for operations and maintenance in Facilities Management.

Contract Administration & Management

Upon completion of the module, trainees should be able to perform administration, procurement procedures, valuation of services and products, tenant management, and service delivery of commercial and residential real estate.

Technical Communication

On completion of the module, trainees should be able to communicate effectively and document technical specifications and requirements with stakeholders (both internal and external) in both verbal and written modes of communication.

Data Analysis & Visualisation for Buildings

Upon completion of the module, trainees should be able to perform data collection, modelling, analysis and visualisation to obtain a building's operational performance.

Fire Safety Management

Upon completion of the module, trainees should be able to apply the procedures in managing a fire command centre, fire detection and control systems as well as formulate an Emergency Response Plan (ERP) for both commercial and residential buildings.

Integrated Facilities Management

Upon completion of the module, trainees should be able to manage building facilities through the integration of various systems, processes and technologies. They should also be able to assess a building's operational performance and provide smart and sustainable solutions to upkeep the building facilities effectively and efficiently.

Project Management

Upon completion of the module, trainees should be able to apply the five (5) process groups (Initiation, Planning, Execution, Monitoring and Control, Closing), ten (10) knowledge management areas and relevant tools/software in carrying out project planning, scheduling execution and monitoring. In addition, they could apply for the Certified Associate in Project Management (CAPM) credential offered by the Project Management Institute (PMI).

Company Project

On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

TRAINING PATTERN
(DAY RELEASE)

1 day Off-JT in a 44 hrs/5 day work week

		10 weeks	4 weeks	10 weeks	2 weeks	10 weeks	4 weeks	10 weeks	2 weeks
1st Year	ITE	**1 day**/week	*June Term Break*	**1 day**/week	*Sept Term Break*	**1 day**/week	*Dec Term Break*	**1 day**/week	*March Term Break*
	Company	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*

		10 weeks	4 weeks	10 weeks	2 weeks	10 weeks	4 weeks	10 weeks	2 weeks
2nd Year	ITE	**1 day**/week	*June Term Break*	**1 day**/week	*Sept Term Break*	**1 day**/week	*Dec Term Break*	**1 day**/week	*March Term Break*
	Company	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*

		10 weeks	4 weeks	10 weeks	2 weeks
3rd Year	ITE	**1 day**/week	*June Term Break*	**1 day**/week	*Sept Term Break*
	Company	**4 days**/week	*44 hrs / wk @ Company*	**4 days**/week	*44 hrs / wk @ Company*