

Defining FM excellence

Your guide to the IFMA-RICS suite of credentials and professional development



The IFMA-RICS collaboration

The most significant evolution in the history of facility management

Together, IFMA and RICS are defining and standardizing credentials, practice standards and professional development for the industry. We are uniting the global FM community to increase consistency of strategy across the life cycle of the built environment.

The collaboration will:

- advance **standards and professionalism** in FM worldwide, to drive greater consistency and effectiveness of the management of global real estate assets
- **raise the profile** of FM, giving a greater voice and increased recognition and status to the profession and the value of FM
- foster a more inclusive, global FM **knowledge-sharing** community, uniting all the professionals who optimize the built environment
- create a one-stop shop for FM **professional development** needs and a suite of credentials for entry into and advancement in the FM discipline.

Join the global network. Visit **www.fm.training**



Suite of credentials



A knowledge-based credential demonstrating depth of core FM topic expertise



A knowledge-based credential demonstrating sustainability expertise in FM



A certification that sets the industry standard for practicing facility managers

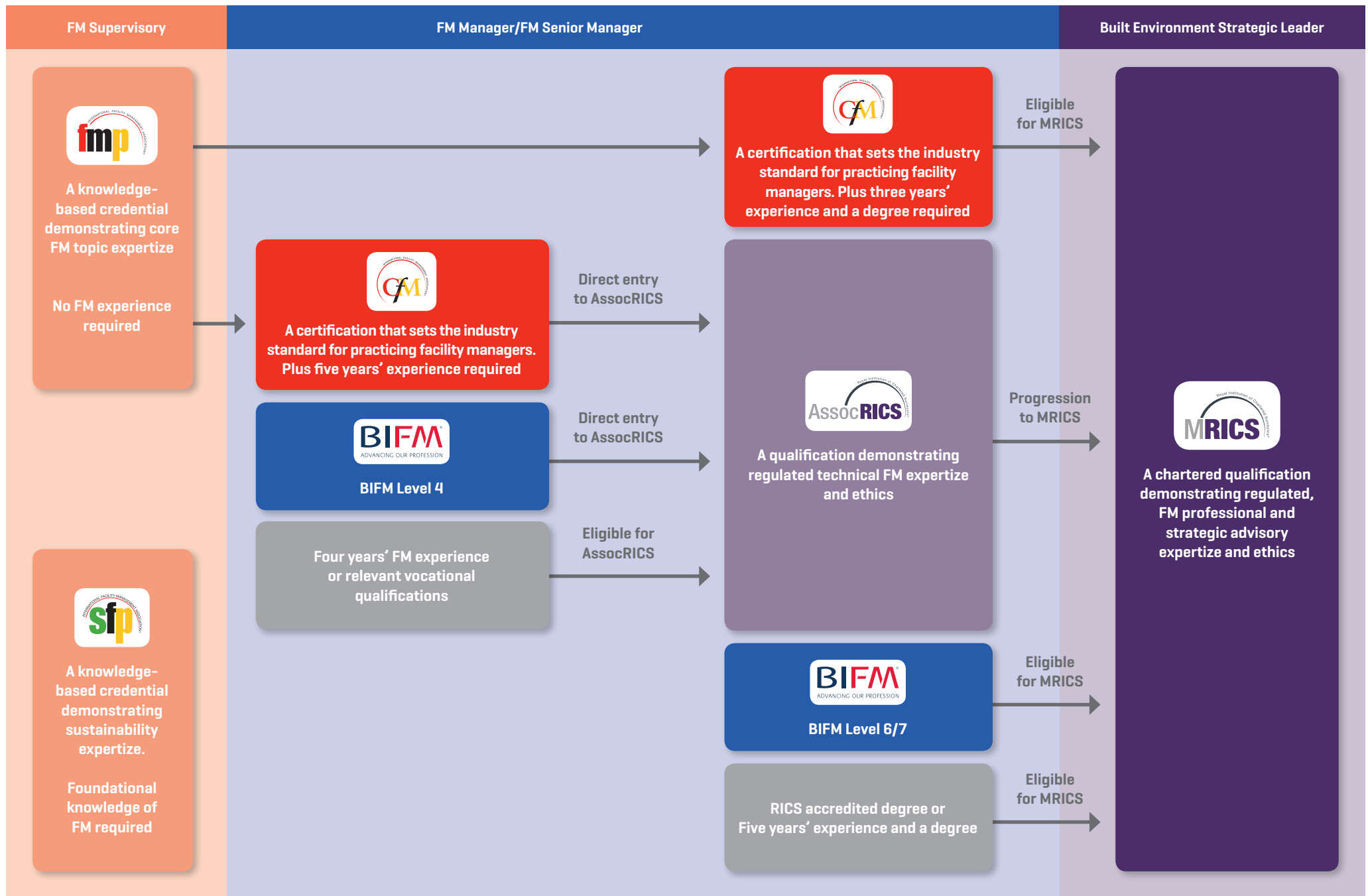


A qualification demonstrating regulated, technical FM expertise and ethics



A chartered qualification demonstrating regulated, FM professional and strategic advisory expertise and ethics

CFM credential holders are eligible for direct entry to AssocRICS



Facility Management Professional® (FMP®)

Master the core

For facility managers seeking to advance while early in the FM field, those working with FM professionals or in related industries, the FMP credential is perfect for you.



How will I be assessed?

Online. You will be assessed on the following four knowledge areas. Successful completion of these four final assessments will qualify individuals for the FMP credential.

Operations and maintenance	Project management
Finance and business	Leadership and strategy



How long will it take to qualify?

Online courses can be completed at your own pace. Overall average commitment is 100 hours.



Next steps

Learn more and sign up at www.fm.training/credentials/fmp

Sustainability Facility Professional® (SFP®)

Exceed in efficiency

This credential is essential for facility managers and like-minded professionals with an interest in sustainable practices.



How will I be assessed?

Online. You will be assessed on the following three areas. Successful completion of these three final assessments will qualify individuals for the SFP credential.

Strategy and alignment for sustainable facility management	
Managing sustainable facilities	Operating sustainable facilities



How long will it take to qualify?

Online courses can be completed at your own pace. Overall average commitment is 100 hours.



Next steps

Learn more and sign up at www.fm.training/credentials/sfp

Certified Facility Manager® (CFM®)

Define FM excellence

A certification that sets the industry standard for practicing facility managers. This credential measures facility management knowledge and competence and is ideal for experienced managers.



How will I be assessed?

To qualify you will need to successfully complete an examination.

The CFM exam will assess the following competencies:

Accounting principles and procedures	Diversity, inclusion and teamworking
Business planning	Ethics, rules of conduct and professionalism
Client care	Health and safety
Communication and negotiation	Inclusive environments
Conflict avoidance, management and dispute resolution procedures	Sustainability
Data management	



How long will it take to qualify?

Depending on your experience, it will typically take between 12 months and five years to qualify.



Next steps

Learn more and sign up at www.fm.training/credentials/cfm

Associate (AssocRICS)

Gain the advantage

If you have work-based experience or vocational qualifications, you're already on your way to qualifying as an RICS Associate. As an Associate you are entitled to use the designation AssocRICS after your name.



How will I be assessed?

To qualify, you must complete the Associate Assessment. You will be assessed through written submissions which will test a range of skill sets.

Assessment requirements

	Associate assessment	Direct entry
1,000 word summary of experience for mandatory competencies	✓	
2,000 word summary of experience for technical competencies	✓	
2,500 word case study	✓	
CPD – 48 hours for the past 12 months	✓	
Online ethics assessment	✓	✓

If you already have one of the following RICS approved qualifications, you will be eligible for direct entry, meaning you can qualify straightaway without completing a written submission.

- International Facility Management Association (IFMA) Certified Facility Manager (CFM) credential
- BIFM Part II Professional Examinations
- BIFM Diploma in Facilities Management (level 4 or above)
- Building Futures Group Senior Manager or Strategic Manager Competency Certificate
- Building Futures Group's Course (formerly known as the Facilities Management Association Certificate)
- Sheffield Hallam University Foundation degree (FHEQ Level 5): Facilities Management, Facilities Services, or Integrated Maintenance and Facilities Service or Foundation Certificate (FHEQ Level 4): Facilities Management or Facilities Services
- Institute of Asset Management: Diploma (IAMDip). Minimum of four years' relevant experience required.



How long will it take to qualify?

Depending on your experience, it will typically take six to twelve months to qualify. Here is a summary of the competency requirements you will need to demonstrate:

Mandatory competencies	
Accounting principles and procedures	Business planning
Client care	Data management
Communication and negotiation	Health and safety
Conduct rules, ethics and professional practice	Sustainability
Conflict avoidance, management and dispute resolution procedures	Team working

Technical competencies	
Choose six from the following:	
Analysis of client requirements	Project financial control and reporting
Building Information Modelling management	Property management
Contract practice	Supplier management
Procurement and tendering	



Next steps

If you are interested in becoming an Associate visit rics.org/associate and download our Associate Pathway Guide for Facilities Management and enrol online. Still have questions? Email join@rics.org



Progressing from AssocRICS to chartered status

RICS offers flexible progression from Associate to chartered status for those with the career ambition and capability to work at a more advanced level. It involves an element of further study/training and work experience at an advanced level, plus written submissions and a face-to-face interview to demonstrate your competencies.

Requirements for AssocRICS progression to chartered status	
Four years' relevant experience, 900 study hours from final level of an RICS accredited degree	✓
48 hours of recorded CPD	✓
1,500 word summary of experience for mandatory competencies	✓
3,000-4,000 word summary of experience for technical competencies	✓
3,000 word case study	✓
Online ethics assessment	✓
Final interview	✓

Both the **University College of Estate Management** and **Birmingham City University** offer flexible learning modules for progression. Visit rics.org/progression for more details.

Chartered (MRICS)

Premier professional status

Chartered status is awarded to individuals who maintain exemplary standards, which is why having MRICS after your name demonstrates your professionalism and strategic expertise.

To become chartered you will need a combination of academic and/or professional qualifications as well as experience.



How will I be assessed?

To qualify you will need to complete the Assessment of Professional Competence (APC). You will be assessed through written submissions and a face-to-face interview that will demonstrate your technical and soft skill competencies.

Requirements for the APC

	Graduate Accredited degree < 5 years' experience	Graduate Any degree and over 5 years' experience	Degree equivalent professional qualification
1,500 word summary of experience for mandatory competences	✓	✓	✓
4,000 word summary of experience for technical competences	✓	✓	✓
3,000 word case study	✓	✓	✓
CPD – you must complete a minimum of 48 hours per 12 months of structured training	✓	✓	✓
Online ethics assessment	✓	✓	✓



How long will it take to qualify?

Depending on your existing experience, it will typically take between two and five years to complete the APC.

Senior Professional

In recognition of exceptional career achievement we offer an assessment specifically designed for senior professionals. Our Senior Professional Assessment is available to individuals who are:

- **industry leaders, such as CEOs, board members and senior directors**
- **experts in their field**, for example speakers at high level conferences or contributors to leading industry publications.



How will I be assessed?

To qualify as a chartered professional through the Senior Professional Assessment you will be assessed through written submissions and a face-to-face interview that will demonstrate your technical and soft skills competencies.

Requirements for the Senior Professional Assessment

	10 years' experience and in a senior industry position	5 years' experience and in a senior industry position with an under or postgraduate degree
Resume template	✓	✓
Organizational structure chart	✓	✓
Summary of experience	✓	✓
Recorded CPD	✓	✓
Case study	✓	✓
Online ethics assessment	✓	✓
Final interview	✓	✓



How long will it take?

It will typically take six to twelve months to qualify.



Next steps

If you are interested in becoming chartered visit [rics.org/spa](https://www.rics.org/spa) and download the Senior Professional Assessment Guidance for Applicants. Still have questions? Email join@rics.org

Facilities Management Pathway

Here is a summary of the competency requirements you will need to demonstrate:

Mandatory competencies	
Accounting principles and procedures	Diversity, inclusion and teamworking
Business planning	Ethics, Rules of Conduct and professionalism
Client care	Health and safety
Communication and negotiation	Inclusive environments
Conflict avoidance, management and dispute resolution procedures	Sustainability
Data management	

Technical competencies: Core	
Asset management	Performance management
Business alignment	Procurement and tendering
Client care	Project finance
Legal/regulatory compliance	Supplier management
Maintenance management	Workspace strategy

Technical competencies: Optional – choose four of the following:	
Big data	Environmental management
BIM management	Landlord and tenant
Business case	Managing projects
Change management	Measurement
Commercial management	Risk management
Conflict avoidance, management and dispute resolution procedures OR Data management OR Health and safety OR Inclusive environments OR Sustainability	Smart cities and intelligent buildings
Consultancy services	Stakeholder management
Construction technology and environmental services	Strategic real estate consultancy
Contract administration	Waste management
Contract practice	Works progress and quality management
Design and specification	

Next steps

If you are interested in becoming chartered visit [rics.org/chartered](https://www.rics.org/chartered) and download our APC Pathway Guide for Facilities Management and enrol online. Still have questions? Email join@rics.org

Corporate Real Estate Pathway

Mandatory competencies	
Accounting principles and procedures	Diversity, inclusion and teamworking
Business planning	Ethics, Rules of Conduct and professionalism
Communication and negotiation	Health and safety
Conflict avoidance, management and dispute resolution procedures	Inclusive environments
Client care	Sustainability
Data management	

Technical competencies: Core	
Business alignment OR Strategic real estate consultancy	Landlord and tenant OR Property management
Business case	Valuation

Technical competencies: Optional	
Choose five from the following fourteen	
Change management	Programming and planning
Inspection	Purchase and sale
Leasing and letting	Supplier management
Local taxation/assessment	Strategic real estate consultancy
Measurement	Sustainability
Performance management	Valuation
Procurement and tendering	Workspace strategy



How long will it take to qualify?

Depending on your existing experience, it will typically take between two and five years to complete the APC.



Training and professional development

A one stop shop of all IFMA and RICS FM training is available to all professionals globally.

Essentials of Facility Management

The Essentials of Facility Management is a series of training modules covering the basics of FM and its value to an organization. The modules cover tactical planning and FM delivery and application of tools and technology, contracts and customer relations. This program is ideal for new entrants to FM. Successful completion of all modules will grant an electronic certificate on completion.

Module 1 – Introduction to Facility Management	Module 6 – Supervisory Roles in Facility Work Management
Module 2 – Introduction to Operations and Maintenance	Module 7 – Applying Work Management to Building Systems
Module 3 – The Basics of Building Systems	Module 8 – Work Management Tools in Facility Management
Module 4 – The Application of Technology	Module 9 – Managing Contractors in Facility Management
Module 5 – The Implications of Health and Safety in Managing Buildings	Module 10 – Managing and Tracking Customer Relations in Facility Management

 IFMA Credentials	 Leadership & Skills	 CPD Courses
Training to achieve each of the IFMA credentials: • Facility Management Professional • Sustainability Facility Professional • Certified Facility Manager	• An Introduction to FM • Fundamentals of Corporate Real Estate • Performance Management in Facilities • Certificates in CRE and FM	60 short online video courses covering: • Leadership • Technical Strategy • Delivery • Technology • Sustainability

Corporate access is available via license. Contact salesandservice@rics.org



FM Talent management program

The FM Talent management program is available to organizations looking to invest in professionally developing their FM team.

The program offers the opportunity for individuals at every stage of their career to enrol onto one of a suite of IFMA-RICS credentials to develop their technical and professional competence and to futureproof the highest standard of performance.

This investment from an organization offers a number of benefits.

Benefits

Gives people confidence in their professional capability
Optimizes team and business performance
Mitigates risk to project and contract delivery
Differentiates service to clients
Increases employee engagement and retention

Our program offers a bespoke solution for each organization and provides support for the group of individuals to achieve their qualification.

Step 1 – People audit

Your company provides information on the number of people they are looking to develop plus the breakdown of their education and number of years' FM experience.

Step 2 – Evaluation

We benchmark people to relevant IFMA-RICS credentials and recommend fm.training courses to optimize your team's L&D needs.

Step 3 – Presentation of options

We present a costed plan with milestones to map out timelines for candidates to achieve their qualifications.

Stage 4 – Final proposal

Presentation of timetabled delivery plan to include workshops with your firm to support your people development.

By enrolling onto the program your company is then eligible to use the FM Talent management program approved badge on corporate and recruitment materials to show your clients, prospects and potential new recruits that you invest in your people through the world's most sought after professional credentials.

The IFMA-RICS collaboration represents the most significant evolution in the history of facility management (FM), providing an unprecedented level of industry support to meet the growing demands of the 25 million FM practitioners around the world. The two organizations are aligning standards and professional development for the industry, uniting the global FM community to increase consistency and unification of strategy across the life cycle of the built

environment. The collaboration offers a single suite of professional qualifications in facility management, providing global recognition for FMs of all educational backgrounds, skills, work experiences and career goals. These efforts serve to raise the profile of FM, giving a greater voice and increased status to the profession to shape the future of the built environment and enable business success. Visit **www.fm.training** to learn more about the IFMA-RICS collaboration.

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