



Higher National Unit Specification

General information

Unit title: Facilities Management: Space Management
(SCQF level 8)

Unit code: HX5C 35

Superclass: VH

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Version: 01

Unit purpose

This unit enables learners to develop an understanding of space management within a facilities management context, including gaining an understanding of strategy for space allocation and accommodation, briefs for space layout, implementation of changes and assessing feasibility of new developments.

This unit is suited to learners who are working or seeking work in the field of facilities management and is part of the HND Facilities Management Group Award.

Outcomes

On successful completion of the unit the learner will be able to:

- 1 Compare and contrast new developments in the use of space.
- 2 Explain the process of programming and managing changes in accommodation, including an assessment of the impact of building structure and building services on space management.
- 3 Prepare a strategy for space allocation in offices and buildings.
- 4 Prepare a space layout brief.

Credit points and level

1 Higher National Unit credit at SCQF level 8: (8 SCQF credit points at SCQF level 8)

Higher National Unit Specification: General information (cont)

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Recommended entry to the unit

Entry to this unit is at the discretion of the delivering centre; however it would be beneficial if the learner had prior experience of the facilities management industry. It is recommended that learners have some experience of studying Facilities Management at Higher National level and that they will already have achieved the HN Unit HL9C 34 *Facilities Management: Projects*.

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes for this unit specification.

There is no automatic certification of Core Skills or Core Skill components in this unit.

Context for delivery

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit Specification: Statement of standards

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Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Learners should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Compare and contrast new developments in the use of space.

Knowledge and/or skills

- ◆ Current and emerging innovative ways of using space in buildings including:
 - impact on facilities management
 - potential options and their feasibility

Outcome 2

Explain the process of programming and managing changes in accommodation, including an assessment of the impact of building structure and building services on space management.

Knowledge and/or skills

- ◆ Implications of building structure and building services on space use and layout
- ◆ Effective use of space
- ◆ Legislation influencing space management
- ◆ Processes for managing accommodation changes
- ◆ Review processes for accommodation changes

Outcome 3

Prepare a strategy for space allocation in offices and buildings.

Knowledge and/or skills

- ◆ Space allocation strategy
- ◆ Principles of space allocation
- ◆ Compliance of space allocation with the relevant legislation

Higher National Unit Specification: Statement of standards (cont)

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Outcome 4

Prepare a space layout brief.

Knowledge and/or skills

- ◆ Technologies available to assist in planning and managing space
- ◆ Rationale required within space layout briefs

Evidence requirements for this unit

Learners will need to provide evidence to demonstrate their knowledge and/or skills across all outcomes by showing that they can:

For Outcome 1

- ◆ research innovative ways of using space in buildings and what that means for facilities management.
- ◆ compare developments within space management with reference the benefits to the business.

For Outcome 2

- ◆ analyse the implications of building structure and building services on space use and layout.
- ◆ describe the processes that facilities managers should follow when managing accommodation changes.
- ◆ explain review processes used to ensure change in accommodation is successful.

For Outcome 3

- ◆ review and evaluate a space allocation strategy.
- ◆ describe the principles of space allocation.
- ◆ evaluate compliance of space allocation with the relevant legislation.
- ◆ prepare a space allocation strategy.

For Outcome 4

- ◆ review the technologies available to assist in planning and managing space.
- ◆ prepare a space layout brief.
- ◆ provide a rational for space management decisions.



Higher National Unit Support Notes

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Unit support notes are offered as guidance and are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this unit

The following guidance provides additional information on the extent and scope of information learners could expect to display when meeting outcomes.

This unit could provide underpinning knowledge covered by National Occupational Standard unit 'Strategically plan space' ASTFM515.

For Outcome 1:

- ◆ Learners should be expected to cite not only current ways of using space management, which may come from their own experience, but also research and cite new and innovative methods. It is expected that learners are able to discuss the benefits and drawbacks of such methods. This may include, but should not be limited to potential returns on capital investment and potential benefits to the business and stakeholders.

For Outcome 2:

- ◆ Implementation and review processes to manage accommodation changes should follow standard project management techniques, including post-implementation review. Following learning completed in HL9C 34 *Facilities Management: Projects*.
- ◆ Learners are expected to refer to the need to communicate accommodation changes to those working within and using a building, including methods to ensure effective communication is carried out.
- ◆ The impact of building structure and services should include legislative requirements, cost considerations, and effective use of space within building limitations.

Higher National Unit Support Notes (cont)

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For Outcome 3:

- ◆ Review and evaluation of strategy is expected to consider best practice factors such as space efficiency in building design, space utilisation, space norms in different sectors, financial benchmarking for space provision.
- ◆ Principles of space allocation should include the optimal use of assets, employee retention, cost reduction, environmental impact, flexibility, innovation, space reflecting/rewarding rank or status, company vision, space to perform tasks, adequate through routes, clear exit routes, adequate light and ventilation, inter-relationships between individuals and/or departments.
- ◆ The developed strategy should take into account factors such as philosophy of space utilisation, flexibility to business strategy, benchmarking and KPI targets, space utilisation rates and costs.

For Outcome 4:

- ◆ Technologies available to assist in planning and managing space could include, but not be limited to computer aided design (CAD), Computer aided facilities management (CAFM) and access control systems.
- ◆ Rationales for a particular brief is expected to include meeting customer requirements, legislative requirements, cost considerations and use of space to help occupational synergy, efficient working and organisational aspirations.

Guidance on approaches to delivery of this unit

This unit is likely to form part of a group award designed to provide learners with technical and professional skills and knowledge for employment within the facilities management sector. It supports delivery for learners who are employed within this field and will be able to draw on their previous knowledge and experience of the sector. It would be appropriate for centres to contextualise their teaching and encourage learners to use evidence and case studies from employment.

It may therefore be beneficial to integrate delivery of this unit with future units within the HND *Facilities Management* Group Award. Particular thought should be given to integration of assessment with HN Unit HX57 35 *Facilities Management: Information Management* and HN Unit F7J7 35 *Business Culture and Strategy*.

Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Higher National Unit Support Notes (cont)

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The unit can be assessed outcome by outcome, two or more outcomes together or all outcomes together, providing a holistic assessment of the unit.

Due to the focus on vocational skills and experience relevant to the facilities management sector throughout this unit, suggested method for assessment will focus on utilising the learner's own experience. Suitable forms of assessment could include development of space layout briefs and strategy alongside presentations and extended response questions. The uses of relevant case studies or learners own experience could help relate assessments to real working situations and contexts. Outcomes 2, 3, and 4 could be assessed together based on the learners current work experience.

Assessment could be delivered as an e-assessment if desired.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

There is no automatic certification of Core Skills or Core Skills components in this unit, however there may be opportunities to develop the Core Skills of *Communication*, *Numeracy*, *Information and Communication Technology (ICT)*, *Problem Solving* and *Working with Others* at SCQF level 8.

History of changes to unit

Version	Description of change	Date

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General information for learners

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This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

This unit is designed to develop your understanding of space management within a facilities management context. It will develop your knowledge of strategy for space allocation and accommodation. You will develop skills to prepare briefs for space layouts and the implementation of changes. You will also develop knowledge of new developments and be able to assess their feasibility.

This is relevant to you if you are working, or seeking work, in the field of facilities management sector and is part of the HND Facilities Management Group Award.

In Outcome 1 you will research a range of new developments in the use of space, comparing and contrasting these to examine their feasibility.

In Outcome 2 you will learn about the process of programming and managing changes in accommodation, taking into account the impact of building structure and services on changes.

In Outcome 3 you will prepare a strategy for space allocation in offices and buildings. This will include learning about space allocation strategies, the principles of space allocation and legislation which requires to be adhered to.

In Outcome 4 you will prepare a space layout brief. In doing so, you will learn about a range of technologies available for space planning and management, whilst also examining possible rationales for space management/change.