Training verification log sheet

QCTO NQF level 6 Facilities Management Qualification

Curriculum code: 14390100

Practical Modules

Module 12: **143901000-PM-12, Space and Facilities planning, NQF Level 6, Credits 12**

**Practical Skill Modules**

1. PM-012-PS01: Draft a facilities and space planning needs analysis
2. PM-012-PS02: Determine space planning standards (criteria)
3. PM-012-PS03: Manage change related to space configuration and reconfiguration
4. PM-012-PS04: Manage the space planning process
5. PM-012-PS01: Draft a facilities and space planning needs analysis

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Confirm the space availability as rentable/tenantable/useable area |  |  |  |  |  |  |
| 2. Determine the floor and business requirements and relate it to the capacity of the facility, taking aspects such as static and dynamic allocation into consideration (stacking and blocking) |  |  |  |  |  |  |
| 3. Benchmark area, people, utilisation and functional aspects of space analysis internally and externally |  |  |  |  |  |  |
| 4. Design survey instruments and criteria to determine client satisfaction |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

1. PM-012-PS01: Draft a facilities and space planning needs analysis:

1.1 Confirm the space availability as rentable/tenantable/useable area

**Supporting Documents and Evidence for:**

1. PM-012-PS01: Draft a facilities and space planning needs analysis:

1.2 Determine the floor and business requirements and relate it to the capacity of the facility, taking aspects such as static and dynamic allocation into consideration (stacking and blocking)

**Supporting Documents and Evidence for:**

1. PM-012-PS01: Draft a facilities and space planning needs analysis:

1.3 Benchmark area, people, utilisation and functional aspects of space analysis internally and externally

**Supporting Documents and Evidence for:**

1. PM-012-PS01: Draft a facilities and space planning needs analysis:

1.4 Design survey instruments and criteria to determine client satisfaction

1. PM-012-PS02: Determine space planning standards (criteria)

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Analyse the strategic requirements of a business’ facilities and space requirements to determine the occupation strategy for a portfolio |  |  |  |  |  |  |
| 2. Analyse and define workspace standards in terms of allocation criteria (hierarchical; functional; egalitarian) |  |  |  |  |  |  |
| 3. Analyse and define workplace standards including drawings showing configuration/furniture footprint |  |  |  |  |  |  |
| 4. Analyse and define facilities standards to inform occupation level in terms of maximum occupancy levels, taking relevant regulations into consideration |  |  |  |  |  |  |
| 5. Analyse and define building services to inform the space planning process |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

2. PM-012-PS02: Determine space planning standards (criteria)

2.1 Analyse the strategic requirements of a business’ facilities and space requirements to determine the occupation strategy for a portfolio

**Supporting Documents and Evidence for:**

2. PM-012-PS02: Determine space planning standards (criteria)

2.2 Analyse and define workspace standards in terms of allocation criteria (hierarchical; functional; egalitarian)

**Supporting Documents and Evidence for:**

2. PM-012-PS02: Determine space planning standards (criteria)

2.3 Analyse and define workplace standards including drawings showing configuration/furniture footprint

**Supporting Documents and Evidence for:**

2. PM-012-PS02: Determine space planning standards (criteria)

2.4 Analyse and define facilities standards to inform occupation level in terms of maximum occupancy levels, taking relevant regulations into consideration

**Supporting Documents and Evidence for:**

2. PM-012-PS02: Determine space planning standards (criteria)

2.5 Analyse and define building services to inform the space planning process

1. PM-012-PS03: Manage change related to space configuration and reconfiguration

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Confirm budget implications and limitations and authority for the proposed space design |  |  |  |  |  |  |
| 2. Analyse and indicate the impact of the space design on services requirements |  |  |  |  |  |  |
| 3. Conduct change briefings to obtain buy-in and an understanding of change implications for the business |  |  |  |  |  |  |
| 4. Allocate cost associated with the change on an equitable basis to various business units |  |  |  |  |  |  |
| 5. Plan and implement a move management plan |  |  |  |  |  |  |
| 6. Conduct post-occupancy evaluations |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

3. PM-012-PS03: Manage change related to space configuration and reconfiguration

3.1 Confirm budget implications and limitations and authority for the proposed space design

**Supporting Documents and Evidence for:**

3. PM-012-PS03: Manage change related to space configuration and reconfiguration

3.2 Analyse and indicate the impact of the space design on services requirements

**Supporting Documents and Evidence for:**

3. PM-012-PS03: Manage change related to space configuration and reconfiguration

3.3 Conduct change briefings to obtain buy-in and an understanding of change implications for the business

**Supporting Documents and Evidence for:**

3. PM-012-PS03: Manage change related to space configuration and reconfiguration

3.4 Allocate cost associated with the change on an equitable basis to various business units

**Supporting Documents and Evidence for:**

3. PM-012-PS03: Manage change related to space configuration and reconfiguration

3.5 Plan and implement a move management plan

**Supporting Documents and Evidence for:**

3. PM-012-PS03: Manage change related to space configuration and reconfiguration

3.6 Conduct post-occupancy evaluations

1. PM-012-PS04: Manage the space planning process

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Formulate a space planning strategy that addresses who gets what, why and how |  |  |  |  |  |  |
| 2. Compile a workplace standard document, based on confirmed workspace criteria |  |  |  |  |  |  |
| 3. Prepare a brief that defines the scope within which the space planner should operate |  |  |  |  |  |  |
| 4. Negotiate suitable layout strategies, based on ergonomics, healthy design and business objectives |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

4. PM-012-PS04: Manage the space planning process

4.1 Formulate a space planning strategy that addresses who gets what, why and how

**Supporting Documents and Evidence for:**

4. PM-012-PS04: Manage the space planning process

4.2 Compile a workplace standard document, based on confirmed workspace criteria

**Supporting Documents and Evidence for:**

4. PM-012-PS04: Manage the space planning process

4.3 Prepare a brief that defines the scope within which the space planner should operate

**Supporting Documents and Evidence for:**

4. PM-012-PS04: Manage the space planning process

4.4 Negotiate suitable layout strategies, based on ergonomics, healthy design and business objectives