

Participants in our Training programmes include representatives from the following organisations:

- Grace Kennedy & Co Ltd. (Distribution Center & Cold Storage Divisions)
- Hi Lo Food Stores Ltd.
- Jamaica Broilers Group Ltd.,
- Lasco Foods Ltd
- Serge Island Ltd.
- Progressive Grocers Ltd.
- Facey Commodity Ltd.
- Nestle Jamaica Ltd.
- United Estates Ltd.
- Dairy Industries Ltd.
- Trinjam Foods (Jamaica Producers)
- Sandals Royal
- Expedicare
- Holiday Inn Sunspree Resort
- Negril Cabins
- Cable & Wireless Jamaica
- Fachoy Foods Ltd.
- Breezes Montego Bay
- Raeburn Farm Supplies...
- Westico Foods
- Beaches Inn
- Sunset Villas
- Golf View Hotel
- China Delight
- Sunset Resort
- Island Grill
- National Processors
- Desnoes and Geddes Limited
- Air Jamaica
- Factories Corporation Limited
- Tourism Product Development Company
- Guardian Life Limited
- Half Moon Hotel
- A number of pest control companies

Mission Statement

To provide quality technical, vocational and higher education opportunities that meets the dynamic needs of the Jamaican and the global workforce. It accomplishes this by emphasising:

- Strong skills in communication, problem solving, and critical thinking
- Opportunities for experiential, cooperative, and internships experiences
- A strong background in information technologies
- Interdisciplinary programs
- A strong sense of commitment to public service
- A personalized learning environment

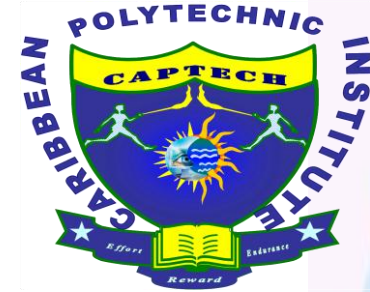
Board of Directors

Managing Director/Executive Chairman -
Keithea Beckford, Yvette Beckford-Dawkins
Caribbean Polytechnic Institute is a division of
Sustainable Alternatives Limited

For further information

Contact:

Caribbean Polytechnic Institute
Tel: 765-2471; Mobile:366-5375
E-mail: info@captech.edu.jm
Web: www.captech.edu.jm



**Professional
Diploma
in
Facilities
Management**



Description

The Professional Diploma in Facilities Management course focuses on external issues including customer services, quality and environmental issues, as well as the use and management of buildings. Learners will also examine a range of support functions, such as: procurement, ICT, financial and people management. They will also explore a range of strategic issues, including project management and health and safety.

Entry Requirements

Minimum Five CXC/GCEs at C Grade or above including English Language and Mathematics. Mature candidates who do not satisfy the entry criteria but has the related experience may also apply.

Assessment

The programme is assessed continuously via coursework in most units. A range of assessment methods are used including practical sports, written reports, work experience and investigations. There is a strong student centred approach to the course where all students are encouraged to develop the confidence to learn independently.

Modules

Facilities Operations

- Operational responsibilities
- Legal, health and safety obligations
- Administrative systems
- Evaluation and Review

Managing Support Services

- *Support services*
- *Procurement*
- *Information management and technology.*
- *Financial management*
- *People management.*

Building Services and Fabric

- *Space management*
- *Property portfolio*
- *Property (fabric)*

Strategic Issues in Facilities Management

- *Facilities management strategies*
- *Project management*
- *Safety management*
- *Environmental Management*

Property Services for the Facilities Manager

- *Mechanical Services*
- *Electrical Services*
- *Plumbing*
- *Maintenance Scheduling and Management*

Who Should Participate?

Property managers, facility managers, supervisors and other individuals who wish to be certified in this area



FINANCING & PAYMENT PLAN OPTIONS AVAILABLE

Cost: \$90,000.00

Start Date: Start Date: (See Calendar for date)

Registration fee: \$1,000.00

Times: Wednesdays at 5:30 p.m. - 8:30 p.m.



SUSTAINABLE ALTERNATIVES LTD.

Registration Form

From the list of courses below, place a tick to the left of the one for which you will be registering:

- | | |
|--|---|
| <input type="checkbox"/> Building Infrastructure and Utilities Maintenance | <input type="checkbox"/> Purchasing and Inventory Management |
| <input type="checkbox"/> Business and Executive Travel | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Contract Administration | <input type="checkbox"/> Property Portfolio Management |
| <input type="checkbox"/> Customer Care | <input type="checkbox"/> Professional Diploma in Logistics |
| <input type="checkbox"/> Ecotourism | <input type="checkbox"/> Visual Merchandising Management |
| <input type="checkbox"/> Environmental Management System | <input type="checkbox"/> Event Planning and Promotions |
| <input type="checkbox"/> Food Safety Principles and Practices | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Horticulture and Landscape Maintenance | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> International Assessor | <input type="checkbox"/> Retail Management |
| <input type="checkbox"/> International Diploma in Teaching and Training | <input type="checkbox"/> Facility Management |
| <input type="checkbox"/> Marketing and Promotions | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Mechanical and Electrical Engineering | <input type="checkbox"/> Procurement |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Stock Management and Security Controls |
| | <input type="checkbox"/> Urban Integrated Pest Management |
| | <input type="checkbox"/> Other _____ |

Name of Participant _____ Date of Birth _____

Company Name _____ Job Title _____

Mailing Address _____

Years of Experience in Related Activities _____ Tel/Cell No(s) _____ / _____

Deposit Enclosed \$ _____ Signature of Participant _____

FOR OFFICE USE ONLY

Date Received _____ Financial Status _____

Officer's Signature _____

NB! Participants who register and fail to attend will be required to pay eighty percent (80%) of the total cost for the course.

Kindly make cheques payable to Sustainable Alternatives Ltd.

Please copy if additional forms are needed.