

## PROGRAMME SPECIFICATION

### Course record information

Name and level of final award	MSc Facilities and Property Management The MSc Facilities and Property Management is a Masters degree that is Bologna FQ-EHEA second cycle degree or diploma compatible.
Name and level of intermediate awards	Postgraduate Diploma in Facilities and Property Management Postgraduate Certificate in Facilities and Property Management
Awarding body/institution	University of Westminster
Teaching Institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Marylebone Campus
Language of delivery and assessment	English
Mode, length of study and normal starting month	One year full time, two years part-time (day/eve) September start
<a href="#">QAA subject benchmarking group(s)</a>	N/A
Professional statutory or regulatory body	Royal Institution of Chartered Surveyors (RICS)
Date of course validation/Revalidation	2014-15
Date of programme specification approval	September 2018
Valid for cohorts	e.g. from 2018/19
Course Leader	Andrew Youens
Course URL	<a href="http://westminster.ac.uk/courses/postgraduate">westminster.ac.uk/courses/postgraduate</a>
Westminster course code	PMPOC04F (FT); PMPOC04P (PT)
HECoS code	101308 (Facilities Management)
UKPASS code	P09FPFPM (FT); P09MPFPM (PT)

## **Admissions requirements**

There are standard minimum [entry requirements](#) for all postgraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: [westminster.ac.uk/courses/postgraduate/how-to-apply](http://westminster.ac.uk/courses/postgraduate/how-to-apply)

## **Recognition of Prior Learning**

*Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information: [westminster.ac.uk/recognition-of-prior-certified-learning](http://westminster.ac.uk/recognition-of-prior-certified-learning).*

## **Aims of the course**

The MSc Facilities and Property Management is aimed at graduates who are already in Property Management-related employment and who aspire to senior positions as commercial managers or in similar roles. The programme aims to provide a challenging, stimulating and professionally relevant course of study which is directly related to property and facilities management within the built environment.

The design of the programme recognises the significant challenges of combining postgraduate-level study with full time professional employment awareness where students take the part-time option.

Specifically, the programme aims to provide:

- A critical awareness of the importance of the financial implications of projects to clients and the context and constraints within which projects are undertaken.
- Knowledge and understanding of the theories, concepts, principles and techniques associated with property development and management.
- High level intellectual and practical skills required for the successful delivery of property projects from inception to completion.
- Experience in the planning and implementation of a personal research project related to real estate issues and the subsequent writing up of research findings in a dissertation.

Opportunities for personal and professional development and enhancement of lifelong learning skills within a structured framework.

Facilities and Property Management has emerged as a distinct professional discipline in recent years, focusing on the management of the interior and exterior of a wide range of properties in the built environment.

## **Employment and further study opportunities**

Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses

- Opportunities for part-time work, placements and work-related learning activities are widely available to students
- Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

### **Course learning outcomes**

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement and are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

### **Knowledge and understanding (KU)**

On completion of the MSc Facilities and Property Management the learner is expected to:

- Have a critical awareness of the context within which facilities and Property Management occurs, with particular reference to the economic, financial, corporate, legal and regulatory constraints.
- Have a critical awareness of the strategic importance of Property Management to client organisations and the positive contribution that it can make in this context.
- Have an in-depth and systematic understanding of the theories, concepts and principles which underpin effective facilities and Property Management.
- Have a comprehensive understanding of the techniques associated with procurement, property management, the control of project finances, contract law, value management and the management of risk.
- Have a critical awareness of the concepts of corporate governance, ethics and sustainability as appropriate to a property manager operating in the real estate industry.

### **Specific skills (SS)**

On completion of the MSc Facilities and Property Management the learner is expected to:

- Break down complex commercial property management problems, identify the relationship between the constituent parts, and effectively communicate the outcome. (Analysis)
- Combine information and ideas from a variety of traditional, contemporary and cutting-edge sources to develop innovative solutions to property management problems. (Synthesis)
- Critically evaluate evidence from both academic research and professional practice and demonstrate reasoning in the construction of arguments. (Evaluation)
- Utilise management skills, techniques, and systems to successfully undertake the procurement of services in a property management context within the constraints of the external environment. (Technical expertise)
- Demonstrate initiative in the decision-making and problem-solving processes associated with complex and unpredictable situations typically encountered in Property Management. (Application)
- Demonstrate independence of thought and personal responsibility in the exercise of property management skills. (Autonomy)

## **Key transferable skills (KTS)**

On completion of the MSc Facilities and Property Management the learner is expected to:

- Communicate complex academic and professional ideas and concepts in written, graphical and oral formats as appropriate. Convey information clearly and succinctly to specialist and non-specialist audiences.
- Work effectively in a group, either as a leader or a group member. Use interpersonal skills to negotiate and prioritise group tasks, making optimum use of the capacities of group members. Deal confidently with tensions and conflict.
- Make use of a wide range of information sources and learning resources, including traditional library resources, web-based resources, software, electronic media and audio-visual resources. Manage the retrieval and organisation of information efficiently and effectively.
- Articulate research problems and design and implement appropriate research methodologies. Undertake the research process independently and competently.
- Take full responsibility for their own learning as independent and self-critical learners. Reflect on their academic and professional practice and demonstrate commitment to personal and professional development and the concept of lifelong learning.

## **Learning, teaching and assessment methods**

### **Learning and Teaching:**

Web-based technology is exploited to some degree to ensure that students have flexible access to course materials and can interact with other students and with staff. The University's virtual learning environment (VLE), known as Blackboard, is the main platform through which students have access to course resources. Blackboard acts both as a repository for course materials and a gateway to various means of electronic interaction. The core material which forms the 'knowledge base' for the modules will be available electronically. This may take the form of electronic documents stored on Blackboard, and online lectures, including video lectures and presentations with voiceovers.

Students have access to a vast range of electronic resources via the University's library search engine. This enables students to access e-books, e-journals and a multitude of online databases from any location. Web 2.0 technologies such as blogs, wikis, podcasts, are also exploited to enable students to feel connected to the course without having to be physically present at the University.

In the enquiry-based learning approach students actively engage with complex scenarios which are open-ended and allow a variety of responses or solutions. Students determine the lines of enquiry and the methods employed, and the enquiry requires students to draw on existing knowledge and identify their required learning needs.

Students work collaboratively and use the extensive resources available to them to research the problems presented in the scenario. It is up to students to identify the key issues and the questions which need to be asked.

The scenarios are carefully designed so that there is no single correct answer and indeed, many alternative responses may be acceptable. Students gain a much deeper understanding of the material through their interaction with the scenario, and the knowledge they gain is more likely to be retained because it has been acquired by experience. Furthermore, their high level intellectual skills such as analysis, synthesis and evaluation are developed, as are the skills they need to tackle complex problems in real life.

## Assessment:

Assessment for the course is based primarily on coursework. In some modules tests are used to confirm knowledge and understanding of core concepts. In modules where enquiry-based learning is used, the scenarios adopted will provide the vehicles for the coursework. For the dissertation module, the assessment is based on an individual piece of research conducted by the student and culminating in the submission of a dissertation.

In broad terms, the assessment strategies adopted on the course will require students to provide evidence of the following:

- Analysis – have key concepts been understood and the relationship between them articulated?
- Integration of theory and practice – has evidence from both academic research and professional practice been effectively related to each other, and have theoretical concepts been appropriately applied to practical situations?
- Critical thinking – has information been used in a critical way rather than simply reproduced and accepted as fact?

## Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Postgraduate students study 180 credits per year.

Credit Level 7				
Module code	Module title	Status	UK credit	ECTS
7PROP006W	Law for Property Professionals	Core	20	10
7PROP011W	Space strategies and Legislation	Core	20	10
7PROP003W	Facilities Management: Strategy and Practice	Core	20	10
7PROP004W	Finance and Asset Management	Core	20	10
7PROP005W	Landlord and Tenant	Core	20	10
7CNMN010W	Fabric and Services Management	Core	20	10
7PROP002W	Dissertation	Core	40	20
Choose ONE option module				
7PROP009W	Property Finance Lending and Risk strategies	Option	20	10
7PROP010W	Site Assembly and Development	Option	20	10
7PROP007W	Project Implementation Process	Option	20	10
7PROP012W	Valuation and Law	Option	20	10
7CNMN013W	Risk Management for Projects	Option	20	10
Award of MSc Facilities and Property Management available				

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot do your first choice of modules.

## Professional Body Accreditation or other external references

MSc Facilities and Property Management is fully accredited by [Royal Institution of Chartered Surveyors](#) (RICS).

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations). In some cases course specific regulations may be applicable.

## **How will you be supported in your studies?**

### **Course Management**

The MSc Real Estate Development course is managed by the Postgraduate Property Programme Leader. The Postgraduate Property Programme is located within the School of Applied Management, one of the four departments in the Westminster Business School. The Programme Leader reports to the Head of School, who in turn reports to the Head of College.

### **Academic Support**

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at [westminster.ac.uk/blackboard](http://westminster.ac.uk/blackboard).

### **Learning Support**

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](http://westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students<sup>1</sup> can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

### **Support Services**

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at [westminster.ac.uk/student-advice](http://westminster.ac.uk/student-advice). The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at [westminster.ac.uk/students-union](http://westminster.ac.uk/students-union).

## **How do we ensure the quality of our courses and continuous improvement?**

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<sup>1</sup> Students enrolled at Collaborative partners may have differing access due to licence agreements.

The course was initially approved by a University Validation Panel in **2009**. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including evidence of student achievement, reports from external examiners in order to evaluate the effectiveness of the course.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with Revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

### **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Student representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the student representatives.
- There are also School Staff Student Exchange meetings that enable wider discussions across the School. Student representatives are also represented on key College and University committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- The University also has an annual Postgraduate Taught Experience Survey or PTES which helps us compare how we are doing with other institutions, to make changes that will improve what we do in future and to keep doing the things that you value.

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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