



Defence Awarding  
Organisation

# **Qualification Handbook**

**DAO Level 5 Certificate in Facilities  
Management and Logistics Operations**

**QN: 603/2001/1**

# The Qualification

## Overall Objective for the Qualifications

This handbook relates to the following qualification:

- Level 5 Certificate in Facilities Management and Logistics Operations (RQF)

This level 5 certificate in Facilities Management and Logistic Operations provides the standards that must be achieved by individuals who are overseeing and supervising a team of logistic operators.

## Pre-entry Requirements

Learners who are taking this qualification will need to be working at management level.

## Unit Content and Rules of Combination

This qualification is made up of a total of 5 mandatory units. To be awarded this qualification the candidate must achieve a total of 23 credits as shown in the table below.

Mandatory Units					
Unit Reference Number	Unit Title	RQF Level	GLH	TQT	Credit Value
F/615/9128	Oversee the management of the supply chain activities	5	49	56	6
F/615/9131	Direct the Operation of Accounting Systems	5	40	45	5
L/615/9133	Oversee the Operation of Contracts	5	40	45	5
Y/615/9135	Oversee the organisational Moves and Freight Movement	5	20	25	3
K/615/9138	Oversee Property Management of the organisation	5	31	36	4

## Age Restriction

This qualification is available to learners aged 18 years and over.

**Opportunities for Progression**

This qualification creates a number of opportunities for progression within the logistic environment.

**Exemption**

No exemptions have been identified.

**Credit Transfer**

Credits from identical RQF units that have already been achieved by the learner may be transferred.

# Qualification Units

URN:	F/615/9128	
Title:	Oversee the management of the supply chain activities	
Level:	5	
Credit Value:	6	
GLH:	49	
TQT:	56	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to explain the operation of the accounts systems	1.1 Assess the operation of the accounts system 1.2 Explain the purpose of manual accounting	
2. Be able to understand the powers to delegate authority to authorise a range of procedures	2.1 Explain the chain of command between superior and subordinate levels of the organisation 2.2 Describe what is meant by delegation of authority 2.3 Explain how to delegate authority to others 2.4 Explain the importance of making effective and efficient use of people's knowledge and skills 2.5 Carry out forecast planning using the organisations systems 2.6 Identify the requirements for the next financial/training year	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about delegating responsibility and making the best use of team members within the supply chain.	
Unit expiry date	5 years	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Students will be formatively assessed by the instructor during and at the end of each lesson in the form of oral questions and/or practical exercises. Students will undergo summative testing using appropriate tests and marking guides. Testing should, when possible, be carried out by an independent invigilator who has not taught the subjects.	
Name of the organisation submitting	Defence Awarding Organisation	

the unit	
Availability for use	Restricted

URN:	F/615/9131	
Title:	Direct the Operation of Accounting Systems	
Level:	5	
Credit Value:	5	
GLH:	40	
TQT:	45	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand how to use the organisations accounting systems	1.1 Carry out current SyOPs procedures on the accounts system 1.2 Explain the role of the Management of the Joint Deployed Inventory (MJDI) in the supply chain 1.3 Demonstrate the ability to access the help facility 1.4 Explain and demonstrate the process of managing a password within the organisation 1.5 Explain Oracle Discoverer and its uses 1.6 Explain how to set User roles 1.7 Demonstrate how to 'Run Workbooks' in oracle discoverer	
2. Understand the organisations procedure to place demands	2.1 Explain the procedure to vet demands 2.2 Explain Earmarking 2.3 Explain non-codified items 2.4 Explain the procedure to process a demand 2.5 Evaluate Internal demand solutions 2.6 Evaluate External demand solutions 2.7 Evaluate Stored Demands 2.8 Execute the procedure to progress, cancel and transfer a demand 2.9 Explain the challenges of low value purchasing 2.10 Generate a Low Value Purchase (LVP)	
3. Be able to Action Receipts and Issues within the organisation	3.1 Carry out the procedure to bring an item onto stock. 3.2 Demonstrate how to complete a discrepant receipt 3.3 Explain the use of serial numbers 3.4 Demonstrate how to process batch and serial number data 3.5 Demonstrate how to action loan and non-codified receipts	

	<p>3.6 Demonstrate the procedure to issue both internal and external stock</p> <p>3.7 Explain the procedure to action internal and external issues on loan</p>
4. Be able to Maintain Records within the organisation	<p>4.1 Demonstrate how to manage store locations</p> <p>4.2 Change selected item attribute data such as location, value and serial number</p> <p>4.3 Produce a non-codified item record in line with the organisations policy</p> <p>4.4 Demonstrate how to make an asset adjustment both increase and decrease</p>
5. Be able to carry out the maintenance of Articles in Use	<p>5.1 Explain the purpose of an (AinU) Articles in Use</p> <p>5.2 Carry out checks prior to opening an AinU</p> <p>5.3 Demonstrate how to create, amend and delete an AinU</p> <p>5.4 Explain the importance of having authorised personnel when using an AinU</p> <p>5.5 Complete Equipment Schedule (CES) maintenance</p> <p>5.6 Explain the required entitlement to holdings and appropriate security</p>
Additional information about the unit	
Unit purpose and aim(s)	This unit is about understanding the organisations accounting system.
Unit expiry date	5 years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	<p>Students will be formatively assessed by the instructor during and at the end of each lesson in the form of oral questions and/or practical exercises.</p> <p>Students will undergo summative testing using appropriate tests and marking guides. Testing should, when possible, be carried out by an independent invigilator who has not taught the subjects.</p>
Endorsement of the unit by a sector or other appropriate body (if	

required)	
Location of the unit within the subject/sector classification system	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted



URN:	L/615/9133	
Title:	Oversee the Operation of Contracts	
Level:	5	
Credit Value:	5	
GLH:	40	
TQT:	45	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to delegate authority to oversee and monitor contracts	1.1 Explain who would have the authority to monitor contract performance within the organisation 1.2 Carry out contract reviews 1.3 Describe the organisations policy for non-compliance	
2. Be able to advise on the operation of contracts	2.1 Give budgetary advice on contracts 2.2 Carry out financial analysis of contracts 2.3 Evaluate contract documents and amendments 2.4 Explain the organisation procedure to authorise and monitor contractors	
3. Be able to facilitate catering within the organisation	3.1 Conduct management checks on contractors 3.2 Oversee the catering accounts 3.3 Facilitate Local Authority Inspections	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about dealing with contractors and analysing the financial viability of contracts.	
Unit expiry date	5 years	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Students will be formatively assessed by the instructor during and at the end of each lesson in the form of oral questions and/or practical exercises. Students will undergo summative testing using appropriate tests and marking guides. Testing should, when possible, be carried out by an independent invigilator who has not taught the subjects.	
Name of the organisation submitting the unit	Defence Awarding Organisation	

Availability for use	Restricted
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URN:	Y/615/9135	
Title:	Oversee the organisational Moves and Freight Movement	
Level:	5	
Credit Value:	3	
GLH:	20	
TQT:	25	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to oversee the organisations move	1.1 Identify real estate requirements of the organisation 1.2 Oversee a site visit to ensure it meets all requirements 1.3 Explain the movement procedures and processes 1.4 Oversee Host Nation Support within the organisation	
2. Be able to delegate and oversee freight movement	2.1 Plan and control the use of Cargo Transport Units (CTU) 2.2 Facilitate Cargo Transport Units (CTU) staff training requirements 2.3 Facilitate movement of unaccompanied baggage 2.4 Oversee the movement of Hazardous Materiel's and Dangerous Goods	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about the movement of the organisations facilities to a new location. Dealing with the organisations requirements, movement of equipment and training of staff.	
Unit expiry date	5 years	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Students will be formatively assessed by the instructor during and at the end of each lesson in the form of oral questions and/or practical exercises. Students will undergo summative testing using appropriate tests and marking guides. Testing should, when possible, be carried out by an independent invigilator who has not taught the subjects.	
Name of the organisation submitting the unit	Defence Awarding Organisation	

Availability for use	Restricted
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URN:	K/615/9138	
Title:	Oversee Property Management of the organisation	
Level:	5	
Credit Value:	4	
GLH:	31	
TQT:	36	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to understand how to Establish Forward Maintenance Plan	1.1 Explain the purpose of a forward maintenance plan 1.2 Explain the 4 Cs Process of contractors 1.3 Explain the duties of the Estate Facilities Manager and the support they provide to the Center for Special Operations 1.4 Explain the contract management team structure for the customer and the partner	
2. Be able to understand how to Control accommodation	2.1 Describe the accommodation control measures in place with the organisation for specific personnel 2.2 Explain the different parts to a contract (Schedules) 2.3 Explain the duties of the Contract Supervising Officer (CSO) 2.4 Explain the default procedure and the importance of weekly and monthly meeting with service provider	
3. Be able to understand how to Control property encroachments	3.1 Explain who is responsible for the policy on Encroachments within the organisation 3.2 List the authorised encroachments of the organisation 3.3 Explain the difference between an Encroachment and an Easement	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about the implementation of strategies for managing property portfolios. Undertake property relocations in a facilities management role.	
Unit expiry date	5 years	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Students will be formatively assessed by the instructor during and at the end of each lesson in the form of oral questions and/or practical exercises. Students will undergo summative testing using appropriate tests and marking guides. Testing should, when possible, be carried	

	out by an independent invigilator who has not taught the subjects.
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted