

WiFi Facility Management Academy

1) Training Programme

The Training Programme consists of 9 individual modules (the topic of each module and the schedule of module delivery have been published on the website of the programme).

2) Registration

After you register in the platform, you can enrol in the individual modules. Each of the modules will be open for enrolment up to a week before its scheduled start date.

3) Training methodology

As a trainee at WiFi Facility Management Academy you can choose among four modes of training:

- **Self-directed training** - If you choose this option, you will be able to review all materials under a given module/ all modules, without being able to do exercises or take module tests. If you select this training mode, you will not be awarded a Certificate of Completion of Training.
- **Training under an individual module** - If you choose this option, you will be able to complete only one of the programme modules. After taking part in the virtual consultations and the discussion forum, as well as after completing the progress check and the module test, you will be awarded a certificate of completion of training only for the respective module.
- **Training with a certificate of completion of training** - If you select this training mode, you will have to follow the sequence of module delivery in accordance with the preliminary programme schedule. After successfully completing modules from 1 to 8, you will be given access to module 9 where you will have to take a final test and write a project paper which will be assessed by an exam committee. The participants who have passed the test and have written a project paper that completes the requirements of the assignment will be awarded a Certificate of Completion of Training.
- **Training in all modules on the basis of an individual plan** - Rather than following the preliminary schedule of module delivery, you can enrol only in modules that you find interesting. If you manage, at some point, to cover all

modules from 1 to 8, you will be given access to module 9 where you will have to take a final test and write a project paper that will be assessed by an exam committee.

4) What do you have to do in order to successfully complete the training

In order to obtain a Certificate of Completion of Training, you need to pass the test in the end of each module. You will be given access to a module test only if you have covered 100 % of the training content, i.e. a presentation and a script. Exercises are not part of the obligatory training materials that you need to cover in order to be given access to the module test.

5) Module Content

Each module is presented in the form of an electronic book which contains a script, a presentation, progress checking exercises, case studies, an online consultation in a virtual classroom, a discussion forum, and a test.

6) Online Consultations

Online consultations take place once a week in accordance with a preliminary schedule attached to each module. The first online session will take place on 1 December, 2016 at 2 pm. You can find a link to the virtual classroom in module 1. The virtual classroom will be active 15 minutes before the announced time and you can access it only if the tutor has already logged in. With a view to having a good-quality consultation, you will need a headset and a microphone.

7) Duration

Each training module will be delivered over a period of 3 calendar weeks. Only Module 9 will take 2 calendar weeks.

8) Assessment Methods

- The assessment under modules 1 - 8 will be in the form of a multiple choice test. Each test will contain 30 questions with more than one correct answer. The test shall be taken not later than the last date for the respective module and shall be completed within 60 minutes!
- The assessment under module 9 consists of two components - 50% of the final grade is based on a project paper and the other 50% are based on a final multiple choice test. The project paper shall be practically oriented and shall

be of an approximate length of 8-10 pages. The test will consist of 40 multiple choice questions with more than one correct answer. The participants will have to complete the test within 120 minutes.

9) Contact information

Do not hesitate to contact us in case you have any further questions, or in case you need any kind of administrative or technical assistance.

Administrative assistance

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