



Defence Awarding
Organisation

Qualification Handbook

**DAO Level 4 Certificate in Facilities
Management and Logistic Operations**

QN: 603/1365/1

The Qualification

Overall Objective for the Qualifications

This handbook relates to the following qualification:

- Level 4 Certificate (RQF) Facilities Management and Logistic Operations

This qualification provides the standards that must be achieved by individuals that are overseeing and supervising a team.

Pre-entry Requirements

Learners who are taking this qualification will need to be working in the role of supervisor or manager.

Unit Content and Rules of Combination

This qualification is made up of a total of 7 mandatory units. To be awarded this qualification the candidate must achieve a total of 21 credits as shown in the table below.

Mandatory Units					
Unit Reference Number	Unit Title	Level	GLH	TQT	Credit Value
Y/615/6543	Manage working Safely in the work environment	4	6	6	1
H/615/6562	Manage Unit Supply Chain Activities	4	62	62	7
K/615/6563	Manage the Operation of Unit Accounting Systems	4	78	78	8
T/615/6565	Manage Accounts Audit	4	9	9	1
M/615/6564	Manage the Operation of Contracts	4	5	5	1
A/615/6566	Manage Unit Moves and Freight Movement	4	5	5	1
F/615/6567	Management of Unit Accommodation and Infrastructure	4	15	15	2

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 to Level 5 certificate in Facilities Management and Logistic Operations

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:	Y/615/6543	
Title:	Manage working Safely in the work environment	
Level:	4	
Credit Value:	1	
GLH:	6	
TQT:	6	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to assess hazards and risks in the workplace	1.1 Manage the completion of a hazard survey sheet 1.2 Manage the completion of a risk assessment form 1.3 Explain how to implement and maintain procedures for conduct of risk assessments	
2. Be able to manage hazards and risks	2.1 Develop and implement safe systems of work 2.2 Manage workplace hazards and risks 2.3 Manage the monitoring of the Safety, Health & Environment (SHE) and Fire conduct of contractors in the workplace 2.4 Manage the implementation and authorisation of safety and environmental monitoring schemes	
3. Maintain risk awareness of the workforce	3.1 Disseminate information on Safety, Health & Environment Legislation	
4. Be able to investigate hazards and risks	4.1 Explain how to investigate and report on accidents and incidents	
5. Be able to measure Health and Safety performance	5.1 Carry out a SHE audit	
6. Be able to assist in the control of Hazardous Materials and Dangerous Goods	6.1 Monitor the receipt and storage of Hazardous Materials and Dangerous Goods 6.2 Oversee the movement of Hazardous Materials and Dangerous Goods	
7. Be able to assist the Radiation Safety Officer	7.1 Explain how to monitor the storage of radiological material 7.2 Maintain radiological material records	

	7.3 Facilitate annual Radiological Substance Inspections
Additional information about the unit	
Unit purpose and aim(s)	This unit is about managing risk in the working environment. Dealing with risk assessment policies, setting and reviewing risk criteria and identifying potential risks in the workplace environment
Unit expiry date	30/04/2022
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively Programmed tested during practical or theory examinations.
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	H/615/6562	
Title:	Manage Unit Supply Chain Activities	
Level:	4	
Credit Value:	7	
GLH:	62	
TQT:	62	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Manage the operation of accounts	1.1 Explain how to apply paper scaling 1.2 Explain how to confirm Ammunition External Demand from Supply 1.3 Explain how Ammo containers, packages and vehicles are identified including content 1.4 Explain how to authorise increase/decrease in demand 1.5 Analyse the difference between the Weekly and Monthly Checks	
2. Manage receipt/issue procedures	2.1 Monitor discrepancy procedures 2.2 Complete receipts identifying types of Ammunition 2.3 Manage defect reporting 2.4 Explain the authorise loss and write off procedures 2.5 Explain how to manage part issues 2.6 Explain the Control of Unit external issues of Ammo 2.7 Explain sub-unit internal issues back to main account 2.8 Explain how to control internal issues Fraction Packs 2.9 Explain how to monitor Ammo internal issues and receipts 2.10 Manage loan accounting	
3 Manage back-loading and disposals	3.1 Explain why you monitor Contract Repair Procedures 3.2 Explain why you monitor Reverse Supply Procedures 3.3 Describe the actions for disposal for ammo procedures within the Defence Logistic Framework	
4 Manage storehouse procedures	4.1 Monitor stock rotation/shelf life procedures 4.2 Explain the storage of ammo 4.3 Describe the Commanding Officers responsibilities 4.4 Explain how to check Hazard Classification Code (HCC) for	

	storage purposes
5 Manage the operation of accounts	5.1 Explain how to monitor specific accounts 5.2 Explain how to manage Combat Service Supplies
6 Be able to assist in forecast planning	6.1 Explain the procedure when assisting in identifying requirements for the next financial/training year
Additional information about the unit	
Unit purpose and aim(s)	The unit is about managing Supply Chain Activities within the organisation. It involves monitoring the location of supplies and analysing checks.
Unit expiry date	30/04/2022
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively Programmed tested during practical or theory examinations.
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	K/615/6563	
Title:	Manage the Operation of Unit Accounting Systems	
Level:	4	
Credit Value:	8	
GLH:	78	
TQT:	78	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to manage fallback procedures	1.1 Explain how to manage Manual Accounting Systems 1.2 Manage the recording of losses including discrepancies 1.3 Manage the recording of disposals procedure 1.4 Explain the CES Accounting system 1.5 Explain the Standard Priority Code (SPC)	
2. Understand the Unit Equipment Table	2.1 Explain the unit establishment 2.2 Explain the equipment entitlement scales 2.3 Explain the purpose of the Defence Logistic Framework 2.4 Explain what an Equipment Sponsor is	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about managing a budget in supply chain management. Dealing with different types of budgeting systems, losses, discrepancies and voucher system.	
Unit expiry date	30/04/2022	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively Programmed tested during practical or theory examinations.	
Name of the organisation submitting the unit	Defence Awarding Organisation	
Availability for use	Restricted	

URN:	T/615/6565	
Title:	Manage Accounts Audits	
Level:	4	
Credit Value:	1	
GLH:	9	
TQT:	9	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to manage unit audit of accounts and stock	1.1 Manage stock taking procedures 1.2 Facilitate and carry out inspections	
2. Manage the investigation of accounting and stock losses	2.1 Respond to discrepancy reports 2.2 Manage the write off procedures	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about managing auditing stock in a supply chain, managing discrepancies and write off requirements within the organisation	
Unit expiry date	30/04/2022	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively Programmed tested during practical or theory examinations.	
Name of the organisation submitting the unit	Defence Awarding Organisation	
Availability for use	Restricted	

URN:	M/615/6564	
Title:	Manage the Operation of Contracts	
Level:	4	
Credit Value:	1	
GLH:	5	
TQT:	5	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Oversee and monitor contracts	1.1 Monitor contract performance 1.2 Assist in the review of contracts 1.3 Assist with the actions on non-compliance	
2. Assist in the operation of contracts	2.1 Explain how to collate financial information for the analysis of contracts 2.2 Assist in the evaluation of tenders, contract documents and amendments	
3. Advise and monitor contractors	3.1 Explain how to authorise and monitor contractors in line with unit policy	
4. Oversee unit catering	4.1 Carry out management checks in line with local guidance 4.2 Facilitate Local Authority Inspections in line with local guidance 4.3 Oversee the ration/messing account	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about managing contracts within the supply chain. Dealing with negotiation, contracting, managing risk and financial information.	
Unit expiry date	30/04/2022	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively Programmed tested during practical or theory examinations.	
Name of the organisation submitting the unit	Defence Awarding Organisation	
Availability for use	Restricted	

URN:	A/615/6566	
Title:	Manage Sub-Unit Moves and Freight Movement	
Level:	4	
Credit Value:	1	
GLH:	5	
TQT:	5	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to assist during unit moves	1.1 Advise on real estate requirements 1.2 Assist in reconnaissance 1.3 Manage movement procedures and processes 1.4 Manage the requirements of Host Nation Support	
2. Manage freight movement	2.1 Manage the use of Cargo Transport Units (CTU) 2.2 Explain what is meant by the Stuffing of Containers 2.3 Explain the procedure of Emptying containers 2.4 Facilitate CTU staff training requirements 2.5 Explain the movement of unaccompanied baggage	
3. Manage movement of Dangerous Goods	3.1 Explain what UK Bio Security Measures are required when dealing with Bio substances 3.2 Manage movement of Dangerous Goods in line with government policy	
Additional information about the unit		
Unit purpose and aim(s)	This unit is about managing the movement of freight in different locations. Dealing with containers and transportation of dangerous goods within the organisation.	
Unit expiry date	30/04/2022	
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively during Programmed tested during practical or theory examinations.	
Name of the organisation submitting the unit	Defence Awarding Organisation	
Availability for use	Restricted	

URN:	F/615/6567	
Title:	Management of Unit Accommodation and Infrastructure	
Level:	4	
Credit Value:	2	
GLH:	15	
TQT:	15	
Learning outcomes	Assessment criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to understand the unit accommodation structural of the organisation	1.1 Explain the Organisational Schematic	
2. Be able to understand and manage the Accommodation Scaling	2.1 Explain how to locate scales 2.2 Describe examples of scales for Single Living Accommodation and Officers Mess 2.3 Explain the procurement policy of White Goods Contracts 2.4 Explain the accommodation and infrastructure key policy 2.5 Describe how to manage your responsibilities	
3. Understand how to manage accommodation through manual Logistics accounting	3.1 Explain the Distribution Summary 3.2 Describe the management inspections for the following periods a) monthly/quarterly b) 1-5 years depending on equipment c) Periodic d) Annual stocktaking and managerial examination / snap checks e) Handover/takeover	
4. Understand and demonstrate Accommodation Demanding Procedures	4.1 Explain the accommodation demand procedure 4.2 Explain the correct furnishings demand procedure through the DIO using the FPT 4.3 Explain the roles and responsibilities of the FPT	
5. Understand the Loss/Damage/Write off procedure	5.1 Explain the Defence Accommodation Stores Catalogue (DAS) of Supplies and Services	
6. Understand Barrack Damages	6.1 Explain the policy of Barrack Damage 6.2 Describe how this effects personnel	

7. Understand the policy of Re-appropriations	7.1 Explain the policy of Re- appropriations and disposal of buildings
Additional information about the unit	
Unit purpose and aim(s)	This unit is about the effective management of accommodation within the organisation. Dealing with the procurement, supplier management and damages
Unit expiry date	30/4/2022
Assessment requirements specified by a sector or regulatory body (if appropriate)	Formative assessments are conducted at the end of each stage of instruction and at the completion of the lesson to confirm student achievement. Students are summatively Programmed tested during practical or theory examinations.
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted