



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM6007A Develop life cycle asset management plan

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to develop a life cycle asset management plan. It requires the ability to determine asset management objectives, carry out strategic analysis and formulate an asset management plan.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of those involved in developing a life cycle asset management plan.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine asset management objectives.	1.1 <i>Asset management objectives</i> are assessed and clarified using appropriate <i>research and survey techniques</i> and consultative processes. 1.2 Strategic plans and other <i>information</i> are obtained and asset management issues analysed. 1.3 <i>Roles and responsibilities</i> associated with development of asset management plan are clearly defined and documented. 1.4 Monitoring and reporting arrangements for <i>asset management activities</i> are determined. 1.5 Information is reviewed to ensure accuracy and a detailed <i>budget</i> is prepared. 1.6 Applicable industry, <i>organisational and legislative requirements</i> are interpreted and complied with.
2 Conduct strategic analysis.	2.1 Information on current and future asset requirements is accessed and evaluated according to organisational policies and procedures. 2.2 Economic trends and market developments are identified and evaluated in terms of potential <i>factors that may impact on asset management objective</i>. 2.3 <i>Comparative market data</i> is obtained and analysis undertaken using standard financial <i>analysis</i> techniques. 2.4 Risks and contingencies are identified and quantified according to industry standards, precedents and techniques.
3 Design support processes.	3.1 Key <i>performance criteria</i> for measuring the achievement of objectives and strategies are developed and incorporated into asset management plan. 3.2 Financial, physical and human <i>resources</i> to support the asset management plan are determined and organised within budget parameters. 3.3 <i>Quality assurance goals and strategies</i> are determined in consultation with <i>relevant people</i>. 3.4 Draft asset management plan and other <i>relevant documentation</i> are processed using <i>business equipment and technology</i>.
4 Review and evaluate asset management plan.	4.1 Asset management plan is reviewed and evaluated in consultation with relevant people using appropriate communication techniques. 4.2 Systematic review processes are established and <i>evaluation methods</i> used to assess strategic processes

ELEMENT**PERFORMANCE CRITERIA**

and outcomes.

4.3 Evaluation results are prepared in required format, style and structure and feedback is incorporated where appropriate.

4.4 Recommendations for improvement of strategy are presented to relevant people within agreed timeframes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- analytical skills to interpret documentation, review and evaluate strategy, assess risks and estimate costings and budget needs
- communication skills to negotiate and consult with relevant people
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- interpersonal skills to relate and to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- literacy skills to interpret written and oral information
- organisational skills to schedule and meet time lines and client requirements, assess risk, and plan management requirements and resource use
- research and evaluation skills to source asset management information and resource requirements
- technical skills to formulate and present an asset management plan.

Required knowledge and understanding:

- basic knowledge of property contracts and administrative requirements
- building codes and relevant Australian standards
- building construction practice
- building control legislation
- common hazards to public and personal safety associated with particular types of maintenance work in buildings
- industry benchmarks for maintenance procedures
- limitations of work role, responsibility and professional abilities
- OHS issues and requirements
- organisational and professional procedures, ethical practices and business standards

REQUIRED SKILLS AND KNOWLEDGE

- relevant building service, trades and operation for maintenance operations
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - OHS
 - privacy
 - property sales, leasing and management.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit of competency could be assessed through practical demonstration of developing a life cycle asset management plan. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- conducting a risk analysis and evaluating potential factors that may impact on asset management objectives
- establishing asset management objectives through research and consultation
- knowledge of organisation's practices, ethical standards and legislative requirements associated with developing

- a life cycle asset management plan
- organising processes to formulate, review and evaluate an asset management strategy
- preparing a detailed budget outlining resource requirements to support asset management activities.

Context of and specific resources for assessment

Resource implications for assessment include:

- a registered provider of assessment services
- competency standards
- assessment materials and tools
- suitable assessment venue and equipment
- workplace documentation
- candidate special requirements
- cost and time considerations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases activity and must include evidence relating to

each of the where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Assets*** may include:
- static or dynamic assets
 - buildings
 - equipment
 - furniture
 - goodwill
 - land
 - property
 - vehicles.
- Asset management objectives*** may relate to:
- environmental considerations
 - industry benchmarks
 - maintenance and repair
 - maintenance of asset register
 - performance measures.
- Research and survey techniques*** may include:
- analysing asset reporting systems
 - discussions with colleagues and clients
 - group workshops and brainstorming
 - interviews and questionnaires
 - reviewing documentation, reports and risk management plans
 - organisational or industry-based surveys.
- Information*** may include:
- asset registers
 - depreciation schedules
 - details of maintenance schedules
 - inventory turnover analysis
 - output from dedicated fixed asset software
 - residual life of assets
 - total purchase and disposals for a period.
- Roles and responsibilities*** may be influenced by:
- applicable codes of conduct
 - job description and employment arrangements
 - organisational policy relevant to work role
 - skills, training and competencies
 - supervision and accountability requirements, including

	OHS
	• team structures. • accounting, including cost accounting • asset creation and acquisition • asset maintenance • asset strategies • audit and management reviews • condition and performance monitoring • disposals • information and support systems • operations • renewals.
Asset management activities may include:	
Budgets may include:	• assets and liabilities • budget delegations • cash flow budgets • projected expenditure by item • projected income by source • reporting mechanisms • security measures • variation and review procedures.
Organisational requirements may be outlined and reflected in:	• access and equity principles and practice guidelines • business and performance plans • complaint and dispute resolution procedures • goals, objectives, plans, systems and processes • legal and ethical requirements and codes of practice • mission statements and strategic plans • OHS policies, procedures and programs • policies and procedures in relation to client service • quality and continuous improvement processes and standards • quality assurance and procedure manuals.
Legislative requirements may be outlined and reflected in:	• Australian standards, and quality assurance and certification requirements • award and enterprise agreements • codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas and electricity), and contract or common law • environmental and zoning laws affecting access security, access and property use • general duty of care to clients • home building requirements

- local regulations and by-laws
 - privacy laws applying to owners, contractors and tenants
 - relevant federal, and state or territory legislation that affects organisational operation, including:
 - anti-discrimination and diversity
 - environmental issues
 - EEO
 - industrial relations
 - OHS
 - strata, community and company titles
 - tenancy agreements
 - trade practices laws and requirements.
- Factors that may impact on asset management objectives*** could relate to:
- actual or estimated residual life
 - commercial or technical obsolescence
 - effect of planned maintenance
 - effective life
 - location in life cycle
 - prediction of deterioration or failure
 - previous inspection date and process
 - when constructed, rehabilitated or replaced.
- Comparative market data*** may include:
- best practice information
 - national and international benchmarking
 - inter-organisation comparison data.
- Analysis*** may include:
- computer modelling
 - examination of cash flows and other financial projections
 - examination of collected data
 - explorative, descriptive, causative or predictive analysis
 - quantitative and qualitative analysis
 - probability analysis
 - time series recognition.
- Performance criteria*** may relate to:
- age
 - condition assessment
 - cost
 - depreciation
 - downtime
 - emergency operation and backup
 - functionality
 - life span
 - maintenance requirements and cost

- replacement
 - security
 - service levels.
- Resources** may include:
- materials
 - personnel
 - tools and equipment
 - training
 - transport.
- Quality assurance goals and strategies** may include:
- a formal structure against which progress can be evaluated
 - budgets and timetables that enable the commitment of resources at appropriate points in the project
 - compliance with Australian standards
 - contingency plans to cater for a change of corporate focus or significant project difficulties
 - continuous improvement strategies
 - mechanisms for involving a wide variety of interested parties or stakeholders in the project
 - procedures for monitoring and evaluating project outcomes and client satisfaction
 - reducing risk by anticipating, evaluating and developing strategies for the management of possible problems
 - reporting procedures and protocols.
- Relevant people** may include:
- clients
 - engineers and technicians
 - government personnel
 - installers
 - legal representatives
 - management and colleagues
 - property owners
 - site personnel
 - subcontractors
 - technical experts
 - tenants.
- Relevant documentation** may include:
- certification, including inspection certificates
 - costings, receipts and invoices
 - logs of equipment and system problems or faults
 - operational checks and maintenance conducted
 - parts and components replaced and materials used
 - planning permits
 - property leases, plans or contracts
 - recommendations for repairs

Business equipment and technology may include:

- service and maintenance records
- testing and commissioning results
- warranty conditions and allowances.
- data storage devices
- email
- facsimile machines
- internet, extranet and intranet
- photocopiers
- printers
- scanners
- software applications, such as databases and word applications
- work computers.
- checklists
- cost data analysis
- expert and peer review
- interviews
- observation
- questionnaires
- review of quality assurance data.

Evaluation methods could be qualitative or quantitative and may include:

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development