

new
IPWEA

Fleet Management Certificate



Course enrolment commences on 28 January 2009

For more information visit www.ipwea.org/fleet



Unit Title	Overview
1 Utilisation	This unit covers utilisation and optimum replacement points to manage annual service and maintenance schedules and ownership or hire decision making.
2 Whole of life Costs	This unit covers plant, vehicle or equipment costs in both financial and operational terms to define projected whole of life costs.
3 Tendering	This unit covers preparing a detailed tender for the procurement of plant and vehicles.
4 Maintenance	This unit covers servicing and routine maintenance of plant, vehicle or equipment.
5 Regulatory Requirements	This unit covers regulatory requirements including OH&S procedures, vehicle weights and dimensions and environmental considerations.
Who would benefit: <ul style="list-style-type: none">• People working in areas of management or responsibility for management of plant, vehicles and equipment or procurement only• People working in mechanical workshops• Operations Supervisors responsible for the end use of plant & fleet	

*For more information or to register interest call Ross Moody at IPWEA on 0417 955 394
or email rmoody@ipwea.org.au*

- Based on the IPWEA's best practice Plant & Vehicle Management Manual
- Fleet Management Certificate program will enhance the skills and ability of people working in the areas of local government and public works engineering
- Provides recognition of the skill level attained
- Addresses an industry need for accreditation and certification
- Provides for continuing professional development for people in plant & vehicle management.

Certificate cost \$795 plus GST for Systems Plus Subscribers \$995 for Non Subscriber Organisations

Fleet Management Training Commences 16th February 2009

As part of the new Fleet Management Certificate program a series of 1 Day training workshops will be conducted commencing in February 2009. The training workshops will complement the Fleet Management Certificate and assist people undertaking the course. Numbers will be strictly limited.

Note: This training is not a prerequisite for undertaking the Fleet Management Certificate Course

Locations and Dates:

February

Casino 16th – Brisbane 17th – Rockhampton 18th – Sydney 19th – Dubbo 20th – Perth 26th

March

Hobart 2nd – Melbourne 3rd – Adelaide 4th – Sydney 5th – Dubbo 6th

Training cost \$500 plus GST for Systems Plus Subscribers \$625 for Non Subscriber Organisations



Institute of
Public Works
Engineering
Australia

IPWEA Fleet Management Certificate Program



Purpose of the FM Cert

- to enhance the plant & vehicle management skills of people working in local government and public works
- to provide recognition of the skill level attained
- to meet an industry need for accreditation/certification
- to provide the opportunity for the continuing professional development for people involved in plant & fleet management



Target Group

Who should consider undertaking the certificate?

- People responsible for management of plant, equipment & fleet vehicles
- People responsible for procurement of plant & vehicle
- People working in plant & vehicle workshops
- Works/Parks/Waste Supervisors - responsible for the use of plant/vehicles



Rationale

The IPWEA Fleet Management Certificate will:

- provide employees with a recognised certificate in the public works industry throughout Australia
- provide management with a way to professionally develop staff
- give management an overview of their staff and who has a formal qualification



Benefits of IPWEA Certificate

- Learning materials, assessments and deliver all customised to meet our industry needs
- Not hampered by any set Training Package requirements
- IPWEA controls who delivers and assesses the course as not openly available to anyone registered for training in the national system



Benefits of IPWEA Approach

- IPWEA controls the use of participants feedback which enables the course content to be modified and improved to achieve industry outcomes
- IPWEA controls the issuing of units or industry specific qualifications
- IPWEA provides specialised training providing a career path for local government / public works industry



Certificate Content

Five Units - Representing the key steps involved in procuring and managing an item of plant / vehicle / equipment:

1. **Utilisation**
2. **Whole of Life Costs**
3. **Tendering**
4. **Maintenance**
5. **Regulatory Requirements**



Unit 1. Utilisation

- “ Utilisation is the key to the procurement and management of the plant and vehicle fleet

- “ Without knowing utilisation (km or engine hours) fleet managers cannot
 - . **budget appropriately or**
 - . **conduct a business case for ownership**



Unit 2. Whole of Life Costs

- “ Once ownership can be supported with expected utilisation, the next step is estimating the whole of life costs of the item
 - . **over the estimated life of the item**
 - . **for the expected annual utilisation.**

- “ Knowing the whole of life cost and the anticipated utilisation, the fleet manager can calculate the charge out rates required to recover the cost of owning and operating the item



Unit 3. Tendering

- “ Once ownership is supported the next stage is calling tenders. The tender process includes:
 - . preparing the specification for the item to be tendered and
 - . assessing the tenders received through a weighted analysis in consultation with all stakeholders



Unit 4. Maintenance

- “ Once the item is owned:
 - . it must be maintained based on utilisation to manufacturer's requirements and
 - . repaired when it breaks down

- “ Best practice maintenance includes scheduling services and assessing the reason for failures



Unit 5. Regulatory Requirements

- “ Operating plant and fleet attracts inherent liabilities for an organisation directly related to various regulatory requirements

- “ It is the responsibility of the fleet manager to only to be aware of regulatory requirements but to be proactive in ensuring compliance



Unit Development

- Training material is drawn from the IPWEA Plant & Vehicle Management Manual, updated where necessary and with more examples
- Training material and assessments are being peer reviewed by 9 experienced Fleet Managers from across Australia



Unit Delivery & Assessment

- Units delivered by distance learning (email)
 - Electronic work book containing the learning material
 - Separate assessment material to be completed
- Units are to be completed sequentially i.e., 1,2,3
- There are no classes to attend



Unit Delivery & Assessment

- Self paced learning
- Trainer support available by telephone and/or email
- Extra review and feedback supplied as required to ensure participants fully understand what is required

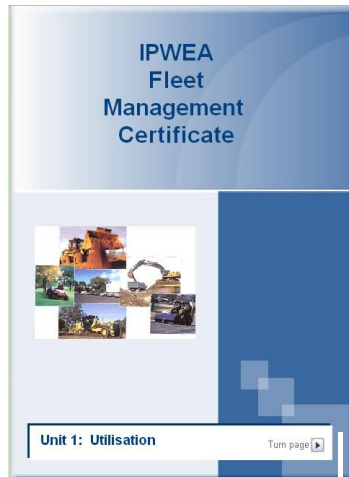


Unit Delivery & Assessment

- Assessment enables use of your organisations fleet
- Employers encouraged to allow assessment to be completed at work
- Discussion with other relevant staff encouraged to maximise learning
- Employee & supervisor to sign off on assessment



E- book



Assessments include:

- Worksheets
- Calculations
- Descriptive answers



Costs

The cost of the **Certificate** enrolment is:

\$795 plus GST for Systems Plus subscribers and

\$995 plus GST for non subscribers

Systems Plus Subscription cost is \$500 per year per organisation. Any person in that organisation receives the benefits of the subscription which includes:

Quarterly Newsletters

20% discount to attend twice yearly seminars

20% discount on training programs

20% discount on registration for the Fleet Management Certificate

IPWEA Plant & Vehicle Management Manual updates



Frequently Asked Questions

Q. What will completing the IPWEA Fleet Management Cert mean?

A. Completion will mean you have a demonstrated understanding of the key components of the core learning material. You can attend a conference, a 2 day workshop or a 1 day seminar but this does not mean you have retained an understanding of the material presented

Q. What is the IPWEA Fleet Management Cert Equivalent to?

A. We shouldn't try to compare this certificate with VET certificate courses as this is industry specific with a clear focus on core activities required in plant & vehicle management



Frequently Asked Questions

Q. How many hours will it take to complete the Certificate?

A. The hours spent to complete the certificate will depend on the level of a participants prior knowledge.

Q. How long will it take to complete the Certificate?

A. As the units must be completed sequentially and allowing time for assessment, the minimum time to complete the 5 Units is likely to be around 8 weeks



Frequently Asked Questions

Q. Will there be a web forum where participants in the Fleet Management Certificate Program where we can see the questions asked and the answers?

A. It is planned to have an FleetMates forum in the future for Systems Plus subscribers but this may be some time off. In the meantime if we think the answer to any question would be of benefit to others, we can place these on a notice Board on the IPWEA website.

Q. When will the IPWEA Fleet Management Certificate be available?

A. The Certificate Course should be available in November 2008.



Frequently Asked Questions

Q. Will there be any training workshops to complement the Certificate?

A. IPWEA plans to hold 1 day workshops based on the Certificate but this is not a pre-requisite for undertaking the Certificate

Q. Is there any further professional development to follow this Certificate?

A. IPWEA will consider development of an advanced certificate subject to industry take up of the Fleet Management Certificate and demand for further professional development



Your Questions

If you have any questions on the Fleet Management Certificate please contact
IPWEA National Executive Officer Ross Moody on 0417955394 or email
rmoody@ipwea.org.au

