

Fleet Management Training

Based on IPWEA's Fleet Management Certificate
(7 x 60-90 min 'live' online sessions)

Presented by



in association with



Training Time
All Sessions

11.00AM EST

Training Dates

Session 1 Introduction	07 July 2015
Session 2 Utilisation	08 July 2015
Session 3 Whole of life costs	09 July 2015
Session 4 Tendering	14 July 2015
Session 5 Maintenance	16 July 2015
Session 6 Service level agreements	21 July 2015
Session 7 Regulatory requirements	23 July 2015



The training program encompasses the 6 units included in the IPWEA Plant & Vehicle Management Certificate. These units represent the key steps involved in procuring and managing an item of plant/vehicle/equipment. The 6 units will be delivered over 5 weeks.

Units

❖ Utilisation

The key to procurement and management of the plant & vehicle fleet

❖ Whole of life costs

Knowing the whole of life cost and expected utilisation provides charge out rates that recover the full cost of owning & operating the item

❖ Tendering

Preparing the specification for the item to be tendered and assessing tenders through best value weighted analysis

❖ Mechanical Maintenance

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

❖ Service level agreements

Provide the framework upon which works and services are delivered

❖ Regulatory requirements

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



These training workshops are designed to complement the IPWEA Fleet Management Certificate and will assist people undertaking the certificate course.

They also provide stand alone professional development.

For more information about the Fleet Management Certificate, Systems Plus Subscriptions and Training Registration visit www.ipwea.org/FMC

Fleet Management Training

Based on IPWEA's Fleet Management Certificate

(7 x 60-90 min 'live' online sessions)

About the program

The training program encompasses the 6 units included in the IPWEA Plant & Vehicle Management Certificate. These units represent the key steps involved in procuring and managing an item of plant/vehicle/equipment. :

- Utilisation
- Whole of Life Costs
- Tendering
- Maintenance
- Service Level Agreements
- Regulatory Requirements.

The training program is suitable for people involved in the management, maintenance, procurement and end use of plant, equipment and fleet vehicles.

Who should attend?

Plant & Fleet Managers, Works & Parks Supervisors, Workshop Supervisors, Works Engineers, Asset Managers - anyone working with plant or fleet within their organisation.

What you need to participate

The online training is presented live over the internet. To participate you will need:

- a desktop computer or laptop
- an internet connection.
- USB headset with microphone unless you have a laptop with built in speakers and microphone.
- A calculator (not mobile phone)

Training costs

'Systems Plus' subscribing organisations **\$440** incl GST

Non-Subscribers **\$550** incl GST

Internet Training Guide

Participants will be provided with a guide to participating in the internet training. Participant must ensure they are set up to join the training sessions.

The Trainer

The trainer will be Grant Andrews, from Uniqco International, IPWEA's corporate partner in delivery of the Systems Plus program. Grant has been involved in the development of the content and assessment for the Fleet Management Certificate.



PROGRAM

Session 1

Introduction (30 mins)

Introductions and technology check.

Session 2

Utilisation (60 mins)

Utilisation is the key to the procurement and management of the plant and vehicle fleet. We look at:

- Reasons for measuring utilisation
- Analysing utilisation
- Using utilisation in purchasing, servicing and maintenance decisions.

Session 3

Whole of life costs (60-90 mins)

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.

Session 4

Tendering (60-90 mins)

The next stage is tendering which involves:

- Preparing the specification for the item to be tendered and
- Assessing the tenders received through a best value weighted analysis in consultation with all stakeholders.

Session 5

Maintenance (60 mins)

Once the item is owned it must be maintained based on utilisation to manufacturer's requirements and repaired when it breaks down. We look at an overview of areas of greatest interest to the fleet manager including:

- Scheduled maintenance, failure records, downtime costs & flat rates
- Operating a workshop
- Chain of responsibility & maintenance management.

Session 6

Service level agreements (SLA's) (60 mins)

SLA's are a prerequisite for efficient plant and vehicle management. The agreement provides the framework upon which works and services are delivered and can be an effective tool for the management of expectations and obligations of the parties involved

Session 7

Regulatory requirements (60 mins)

Operating plant and fleet attracts inherent liabilities for an organisation directly related to various regulatory requirements. We look at an overview of some of the important obligations that fleet managers need to be aware of including:

- Occupational Health & Safety
- On-road Regulations
- Environmental Controls.

Fleet Management Training Registration Form

TAX INVOICE (ABN 42 087 934 898)

This registration form is a tax invoice for GST purposes when you make payment.

Note: Completion of the online training does not result in awarding of the Fleet Management Certificate.

The online training will however assist persons enrolled in the certificate course to complete the assessments which must be assessed as competent for award of the Certificate. The training also provides standalone professional development.

See www.ipwea.org/FMC to enrol in Certificate.

Payment Methods

☐ Cheque enclosed payable to IPWEA Ltd

☐ Please debit:

☐ Bankcard ☐ Mastercard ☐ Visa Card

Card No:

_____/_____/_____/_____

Expiry date ____/____

Name on Card:

Signature _____

☐ Please send Invoice
Order No. must be provided

Cancellation Policy: Substitution advice must be received 1 day prior to webinar. Cancellations received less than 1 week prior to webinar will be required to pay full cost. The right is reserved to defer, amend or cancel webinar series.

Organisation Details

Organisation Name _____

Postal Address _____

Contact Person _____

Position _____

Phone _____

Fax _____

Email _____

Participants details

Name 1 _____

E-mail 1 _____

Mobile _____

Position 1 _____

Name 2 _____

E-mail 2 _____

Mobile _____

Position 2 _____

Fees Payable

Is your organisation 'Systems Plus' subscriber? ☐ Yes

☐ No

	'Systems Plus' Subscribing Organisations*	Non-Subscribing	Total Amt
Online training fee	\$440 each participant* x _____	\$550 each x _____	\$ _____ inc GST

**Note: All staff members of a 'Systems Plus' subscription organisation benefit from the discounted training rates above. If not presently a Systems Plus subscriber, the Subscription Package can be ordered now (see below) and the discounted Subscriber Price for training still claimed above.*

SYSTEMS PLUS SUBSCRIPTION

See separate information on the IPWEA website for explanation of the benefits of subscription levels
www.ipwea.org/sysplus

Basic \$550 inc GST per Organisation x 1 per Orgn = \$

Premium \$1320 inc GST per Organisation x 1 per Orgn = \$

PLANT & VEHICLE MANAGEMENT MANUAL

Subscribing Org

\$363 inc GST per Manual (includes P&H) x _____ no. = \$

Non Subscribing Org:

\$451 inc GST per Manual (includes P&H) x _____ no. = \$

TOTAL FEES PAYABLE (Inc GST) = \$

Email this form to admin@ipwea.org or mail to IPWEA, Level 12, 447 Kent Street, Sydney, NSW 2000.
Phone 02 8267 3003 for further enquiries.