

Fleet Management Certificate Webinar Supported Training

[7 x 60-90min 'live' online webinar sessions]

Presented by



Institute of
Public Works
Engineering
Australia

in association with



Training Time
All Sessions

11.00AM EST

Training Dates

Session 1 Introduction	17 Apr 2012
Session 2 Utilisation	18 Apr 2012
Session 3 Whole of Life Costs	24 Apr 2012
Session 4 Tendering	8 May 2012
Session 5 Maintenance	15 May 2012
Session 6 Regulatory Requirements	22 May 2012
Session 7 Review	5 June 2012



The training program encompasses the 5 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 5 units will be delivered over 5 weeks with a review session 4 weeks after completion.

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

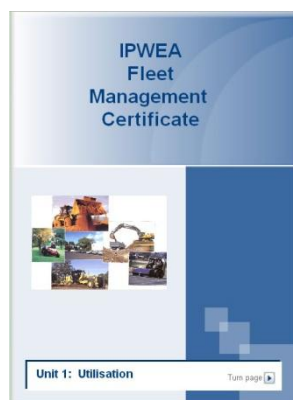
Preparing the specification and assessing tenders through a weighted analysis

❖ Maintenance

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

❖ 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.

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

Fleet Management Certificate Webinar Supported Training

[7 x 'live' online webinar sessions]

About the program

The training program encompasses the 5 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
- 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 Webinar Series is 7 x 60-90 minute sessions viewed over the internet with live voice over from our presenter.

You will need a computer or laptop with internet connection, speakers and a microphone (preferably a headset with microphone) .

Training costs

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

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

Web Training Guide

Participants will be provided with a guide to participating in the web based training. A set up and technology test will be arranged individually with each participant to ensure you will be at ease with the technology.

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.

Further Information

Please visit

www.ipwea.org.au/FMCWebinarSeries

PROGRAM

Following a successful trial the Fleet Management Certificate Training is now available via the internet. The 5 units will be delivered a week apart to enable participants to complete the assessment questions for each unit of the Fleet Management Certificate course before proceeding to the next unit.

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 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

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.

Session 7

Review (60 mins)

A review of the elements.



Fleet Management Certificate Registration for Supporting Webinar

[7 x 'live' online webinar sessions]

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 Webinar does not result in awarding of the Fleet Management Certificate.

The Webinar Series will however assist you to complete the self study modules and assessment for award of the Certificate. The training also provides stand alone professional development.

For further information on webinar series please visit www.ipwea.org.au/FMCWebinarSeries

For further information or to enrol in the certificate please visit www.ipwea.org.au/FMC

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
Webinar Series Fee (including GST)	\$440 each participant* x _____	\$550 each x _____	\$ _____

*Note: Discounted training rates apply to all staff members of current Systems Plus subscribing organisations. Discounted rate can also be claimed if joining Systems Plus as part of this Registration. Join Systems Plus subscription below.

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.

'Systems Plus' Subscription Packages. Each Subscription includes 12 months subscription service of updates, quarterly newsletters and 20% discount off training & seminars (separate registration fee applies for training as above):

SYSTEMS PLUS SUBSCRIPTION

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

PLANT & VEHICLE MANAGEMENT MANUAL

Subscribing Org

\$365.20 inc GST per Manual (includes P&H) x _____ no. = \$ _____

Non Subscribing Org:

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

TOTAL AMOUNT PAYABLE (inc GST) = \$ _____

Fax this form to 02 9283 5255 or mail to Lita Somogyi, Institute of Public Works Engineering Australia, Level 12, 447 Kent St, Sydney 2000; or e-mail admin@ipwea.org.au.