

IPWEA Fleet Management Certificate Course

The Institute of Public Works Engineering Australia (IPWEA) is the peak professional body in Australia for persons working in local government engineering and public works.

The Fleet Management Certificate forms part of the IPWEA's Systems Plus Plant & Vehicle Management Program.



The Systems Plus program which was launched in 2004 has as its cornerstone the best practice Plant & Vehicle Management Manual. The program also includes:

- Manual updates
- Monthly enews
- Twice yearly seminars at 9 locations around Australia
- Plant & Vehicle management training
- The Fleet Management Certificate

More information on the Systems Plus program is available at www.ipwea.org.au/fleet or contact Ross Moody on 0417955394 email rmoody@ipwea.org.au.

TABLE OF CONTENTS	
Course Overview	3
Method of delivery	3
Participant support	3
Course outcomes and pathways	4
Recognised prior learning	4
Rights of participant	4
Records to be kept	4
Assessment	4
Assessment process	4
Turn around time for assessment	6
Participant evaluation/feedback	6
Fees and charges	6
Refund policy	6

Course Overview

The Fleet Management Certificate is based on the Institute's Plant & Vehicle management Manual and its purpose is:

- to enhance the plant & vehicle management skills of people working in the management, procurement, maintenance and use of plant, vehicles and equipment
- to provide recognition of the skill level attained
- to meet an industry need for accreditation/certification
- to provide the opportunity for continuing professional development

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

The course comprises 6 units representing 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

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 plan and budget appropriately or conduct a business case for ownership

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.

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.

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.

Service Level Agreements 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.

Operating plant and fleet attracts inherent liabilities for an organisation directly related to various **regulatory requirements**. It is the responsibility of the fleet manager not only to be aware of regulatory requirements but to be proactive in ensuring compliance.

Method of delivery

The course is delivered by distance learning and there are no classes to attend. The course includes the opportunity to participate in a series of live online training sessions delivered over a 5 week period. These sessions are equivalent in time to a one day training workshop and will be held 3 times per year.

Course materials will be provided on PDF file and assessments on electronic word documents.

Participants have 12 months from enrolment to complete the course and submit all assessments. Extensions will be considered subject to a request in writing.

On the job learning will occur through participant's liaison with relevant staff in their organisation (or external contractors) and the use of their own fleet items as case study examples in the assessments.

Participant support

Participant support will be available by telephone and/or email. Extra review and feedback will be provided if necessary to ensure participants fully understand what is required.

Course outcomes and pathways

Successful completion will mean the participant has a demonstrated understanding of the key components of the core learning material of the IPWEA Fleet Management Certificate.

The course content is industry specific with a clear focus on core activities required in plant & vehicle management.

The IPWEA Fleet Management Certificate will provide employees with a recognised certificate in the public works industry throughout Australia.

Through IPWEA's industry standing this would be expected to flow on to general industry recognition.

The Certificate will provide organisations with a way to professionally develop staff and a pathway to management roles.

Recognised prior learning

Prior learning will be an advantage to any participant undertaking the course. However, there will be no recognition of prior learning (RPL) in terms of exemption for any of the 6 units of the course. The Certificate will only be awarded to participants who have completed the course and demonstrated the required competence.

Rights of participant

Participants shall have the right of appeal against the assessment process and this should be directed to the course assessors. If the response is considered unsatisfactory by the participant an appeal can be lodged direct with IPWEA.

Records to be kept

Records shall be kept of enrolment, assessment and of completion of the course.

Assessment

Assessment is the process of collecting evidence and making judgements on whether competency has been achieved. To be deemed competent course participants must satisfactorily complete all the requirements of the written knowledge test. This means that they are assessed in terms

of being able to answer the questions to the standard required by the certificate.

The course assessments involve descriptive answers and some calculations.

The primary reference material needed in answering the knowledge test is within a Learner's Guide and the IPWEA Plant & Vehicle Management Manual.

Participants are able to use items from their own fleet items in completing some assessments and employers are encouraged to allow assessment to be completed at work as discussion with other relevant staff is essential to maximise learning.

The participant's supervisor is required to sign off on each assessment.

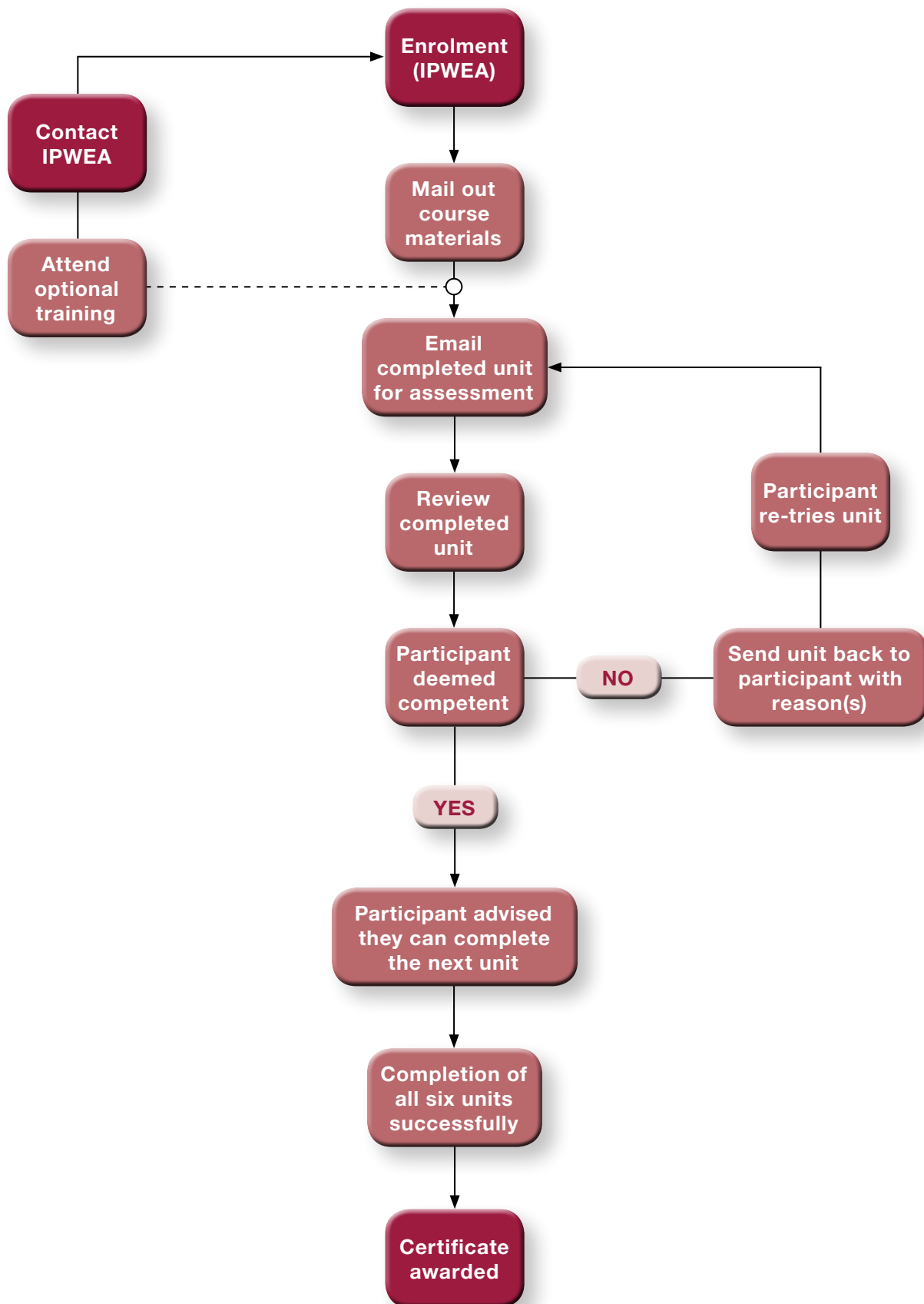
Participants must complete all questions appropriately to demonstrate the required level of knowledge has been attained.

Participants whose answers are deemed to be inadequate may be questioned verbally to assess the state of their knowledge. The assessor may ask supplementary questions to clarify answers. When this occurs, the assessor will identify the nature of the follow up question(s) in the answer area of the assessment. The participant's supervisor may be requested to be involved in this process.

Assessment process

Following enrolment, participants will be allocated a student ID by IPWEA and sent a CD containing the course materials including the assessments. Participants are required to complete the assessments for each of the 5 units sequentially commencing with Unit 1. The Assessor will not accept the Assessment for the next unit until the previous unit is complete and feedback provided to the participant.

Participants will be given up to 3 attempts to complete each unit to the required level of competence. If a participant continues as not-yet-competent in that unit they will be invited to commence the next unit and a review will be conducted at the completion of the 6 units. The review may involve supplementary questions and a verbal assessment. Refer flow chart over page.



Turn around time for assessment

The average turnaround time for assessment is estimated at 5 working days for each unit from receipt of the completed assessment. This of course will vary from time to time depending on the number of course participants requiring assessment at the same time.

Participant evaluation/feedback

At the completion of each Unit the participant will be invited to provide feedback on the course materials and assessment.

This process is aimed at continuous improvement of the Certificate based on participant evaluation

Fees and charges

The cost to enrol for the Certificate is:

Systems Plus subscriber organisations - \$1050 plus GST

Non subscriber organisations - \$1260 plus GST

Refund policy

Prior to commencement of the Certificate any monies paid will be refunded provided cancellation is received prior to despatch of the course materials.

Enrolment can be transferred to another participant in the same organisation provided the original participant has not submitted any assessments and the request is made within 12 months of the original enrolment.