

Occupational Curriculum

Asset Manager: 132104

Section One: Curriculum Scope

Alignment with the OFO

Occupational Code: 132104
Occupational Title: Asset Manager (Skill Level 5)
Unit Group: 1321

1321 Corporate (Administration & Business) Services Managers (Skill Level 5)

CORPORATE (ADMINISTRATION & BUSINESS) SERVICES MANAGERS plan, organise, direct, control and coordinate the overall administration of organisations.

Tasks or Skills:

Providing high level administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as staff management, financial planning, facility management and information services

Developing and managing the organisation's administrative, financial, physical and staff resources

Developing and implementing administrative, financial and operational procedural statements and guidelines for use by staff in the organisation

Analysing complex resource management issues and initiatives that will affect the organisation, and preparing associated reports, correspondence and submissions

Providing information and support for the preparation of financial reports and budgets

Leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information

Representing the organisation at in negotiations, at conventions, seminars, public hearings and forums, and promoting existing and new programs and policies

Identifying, developing and implementing new business opportunities and/or processes

Obtaining and sustaining and/or increasing market share

132101 Corporate Services Manager (Skill Level 5)

Plans, organises, directs, controls and coordinates the overall administration of an organisation.

Alternative Titles and Specialisations:

Administration Manager

Business Services Manager

132102 Resources Manager (Skill Level 5)

Plans, organises, directs, controls and coordinates complex operational resources such as materials, energy and technical services that will affect the organisation.

Alternative Titles and Specialisations:

Mineral Resources Manager
Materials Manager
Technical Services Manager
Chief of Mining Services
Exploration Manager

132103 Entrepreneurial Business Manager (Skill Level 5)

Identifies business or improvement opportunities (ideas) and plans, organises, directs and controls and monitors resources, assets and people to achieve and sustain profitability and social responsibility.

Alternative Titles and Specialisations:

Relevant Unit Group

Corporate (Administration & Business) Services Managers (Skill Level 5)

Alignment with the NOPF

Note: follow up on changing the NOPF according to changes to the OFO

Occupational Cluster:
Occupational field:

Qualification Matrix

Access to this Award:

Learners can gain access to the Occupational Award through a National Qualification: Asset Management Practitioner or equivalent.

Stakeholders

Relevant SGB:

Possible SETAs involved based on existing learnerships:

Professional bodies and / or Moderating Bodies:

Detailed information on Unit Group (OFO)

Revision submitted to the QCTO

Development Quality Partner

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Occupational Curriculum Physical Asset Manager: 132104

Section Two: Occupational Profile

Occupational Purpose:

Physical asset managers optimize the performance and delivery of physical assets through systematic activities and practices throughout the life cycle of the asset within a risk framework to achieve strategic objectives.

Occupational Tasks:

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| 1. | Design and develop an asset management system | NQF 8 |
| 2. | Perform strategic and annual physical asset management planning | NQF 8 |
| 3. | Establish the asset management capability of an organization | NQF 7 |
| 4. | Implement and monitor the asset management system | NQF 7 |
| 5. | Report on operational and financial performance of physical assets | NQF 7 |
| 6. | Review and evaluate the effectiveness of the asset management system | NQF 8 |

(Note: Within the context of this qualification, reference to “system” should be interpreted in its context and could refer to either an organizational methodology or a physical IT or manual system.)

Occupational Task One:

Design and develop an asset management system

NQF 8

Product/ service	Occupational Responsibility	Occupational Context
Asset management organisational system designed and developed	Develop policies, processes and operations related to a part of the system. Determine system requirements, HR requirements and adhere to other established requirements within the legislative framework.	Management meetings, Strategic planning meetings; Asset acquisition budget Asset management system; Asset management framework; Asset management policies, processes and procedures; Senior managers and subordinates; A range of assets Service providers, internal and external clients
Knowledge Focus	Practical Skills	Work Experience
Engineering Processes for physical Asset Management Facilities planning Physical Asset Management IT systems Internal controls and auditing Selected Life Cycle Principles Research principles and methodologies Industrial and Systems Engineering Valuation of Physical Assets Facilities planning Physical Asset Maintenance Engineering and management Physical Asset management planning Enterprise Risk Management Strategic planning for asset management Project management Public resource management Strategic Business Management Development planning Strategic planning Financial management Basic engineering Economics Policy formulation Financial Information Systems Property law Financial management Advanced business engineering	<ul style="list-style-type: none"> • Determine system requirements for asset management • Determine and define asset management standards • Develop and document policies related to \ frameworks and the system. • Specify, select and integrate an asset management information system • Design the organizational task structure 	<ul style="list-style-type: none"> • Design and develop an asset management system • Develop and implement policies and procedures as part of the organizational system

Occupational Task Two:

Perform strategic and annual physical asset management planning

NOF 8

Product/ service	Occupational Responsibility	Occupational Context
Strategic and annual asset management plans agreed	Effectively plan for long, medium and short term tangible asset requirements to achieve the objectives of the organization	Management meetings, Strategic planning meetings; Asset acquisition budget Asset management system; Asset management framework; Asset management policies, processes and procedures; Senior managers and subordinates; A range of assets Service providers, internal and external clients
Knowledge Focus	Practical Skills	Work Experience
Engineering Processes for physical Asset Management Facilities planning Physical Asset Management IT systems Internal controls and auditing Selected Life Cycle Principles Research principles and methodologies Industrial and Systems Engineering Valuation of Physical Assets Facilities planning Physical Asset Maintenance Engineering and management Physical Asset management planning Enterprise Risk Management Strategic planning for asset management Project management Public resource management Strategic Business Management Development planning Strategic planning Financial management Basic engineering Economics Policy formulation Financial Information Systems Property law Financial management Advanced business engineering	<ul style="list-style-type: none"> • Define the future business environment capacity requirements and constraints • Appraise investment options Analyse projected asset management trends • Model expected asset performance under various operational conditions to determine optimal investment in assets • Integrate economic parameters with operational requirements and financial constraints • Identify and assess risks Compile the strategic and annual plan for physical assets • Plan the implementation of the Asset Management system 	<ul style="list-style-type: none"> • Develop the strategic plan for assets with regard to entity requirements as well as funding • Perform a review of the strategic plan • Communicate the plan to internal stakeholders

Occupational Task Three:

Establish the asset management capability of an organization

NQF 7

Product/ service	Occupational Responsibility	Occupational Context
Asset management capability established	Effectively manage or influence processes that support effective delivery of the physical asset management strategy, objectives and plans. Develop and manage in the boardroom, the workplace and the supply chain, the management of organizational change the development of a suitable culture. Effectively develop suppliers of products and services	Management meetings, Strategic planning meetings; Asset acquisition budget Asset management system; Asset management framework; Asset management policies, processes and procedures; Senior managers and subordinates; A range of assets Service providers, internal and external clients
Knowledge Focus	Practical Skills	Work Experience
Organisational asset management capability development	<ul style="list-style-type: none"> • Compile a development plan for the Asset Management unit, teams, stakeholders • Compile a plan to develop suppliers • Define the Asset Management culture of the unit and organisation • Develop roles and identify skills gaps related to new aspects of the system and roles • Negotiate agreements and contracts related to new programmes or products to the benefit of the entity • Design organizational change 	<ul style="list-style-type: none"> • Design and Manage Organisational Change • Develop and deploy physical asset management unit, teams, stakeholders • Develop suppliers • Shape the asset management culture of the unit and organisation

Occupational Task Four:

Implement and monitor the asset management system

NQF 7

Product/ service	Occupational Responsibility	Occupational Context
Asset Management system implemented and maintained	Manage the whole asset lifecycle and plan and control the delivery of its main components which cover operation, maintenance, optimisation and rationalisation of assets	Management meetings, Strategic planning meetings; Asset acquisition budget Asset management system; Asset management framework; Asset management policies, processes and procedures; Senior managers and subordinates; A range of assets Service providers, internal and external clients
Knowledge Focus	Practical Skills	Work Experience
Engineering Processes for physical Asset Management Facilities planning Physical Asset Management IT systems Internal controls and auditing Selected Life Cycle Principles Research principles and methodologies Industrial and Systems Engineering Valuation of Physical Assets Facilities planning Physical Asset Maintenance Engineering and management Physical Asset management planning Enterprise Risk Management Strategic planning for asset management Project management Public resource management	<ul style="list-style-type: none"> • Align supporting business processes and operational procedures with the strategic plan • Apply a monitoring and evaluation tool to establish business processes • Apply process manual to the implementation strategy 	<ul style="list-style-type: none"> • Develop and document processes and procedures related to the system in support of the policy and frameworks • Implement the Asset Management system • Negotiate with service providers when acquiring and disposing of assets or services • Monitor execution of processes and procedures for compliance

Occupational Task Five:

Report on operational and financial performance of physical assets

NQF 7

Product/ service	Occupational Responsibility	Occupational Context
Asset life cycle reported	Being accountable to stakeholders and disclosing achievement of operational and financial performance	Stakeholders and shareholders, professional body who prescribe the formats of the reports, approved planning document, Asset management framework document, auditors, governance structures, management
Knowledge Focus	Practical Skills	Work Experience
Facilities planning Physical Asset Management IT systems Internal controls and auditing Selected Life Cycle Principles Research principles and methodologies Valuation of Physical Assets Facilities planning Project management Financial management Basic engineering Economics Policy formulation Financial Information Systems Property law Financial management Advanced business engineering	<ul style="list-style-type: none"> • Identify appropriate Asset Management information requirements • Practice the application of the applicable financial and operational Reporting Framework by gathering the data • Review and Audit Compliance with Legal, Regulatory, Ethical and Social Requirements • Process and analyse the operational and financial ratios in order to appropriately interpret the data • Adhere to reporting timeframe and criteria for auditing purposes 	<ul style="list-style-type: none"> • Communicate with the governance structures (statutory committees, management, council) and management, • Report on the operational and financial performance of the assets for applicable reporting periods • Report against the accounting framework and the budget covering the life cycle costs for the current, comparative and subsequent periods

Occupational Task Six:

Review and evaluate the effectiveness of the asset management system NQF 8

Product/ service	Occupational Responsibility	Occupational Context
Effective asset management system	Ensure that performance is reviewed and improved over time	Management meetings, Strategic planning meetings; Asset acquisition budget Asset management system; Asset management framework; Asset management policies, processes and procedures; Senior managers and subordinates; A range of assets Service providers, internal and external clients
Knowledge Focus	Practical Skills	Work Experience
Engineering Processes for physical Asset Management Facilities planning Physical Asset Management IT systems Internal controls and auditing Selected Life Cycle Principles Research principles and methodologies Industrial and Systems Engineering Valuation of Physical Assets Facilities planning Physical Asset Maintenance Engineering and management Physical Asset management planning Enterprise Risk Management Strategic planning for asset management Project management Public resource management	<ul style="list-style-type: none"> • Asses the performance of the Asset Management system • Assess the quality of Asset Management processes • Adherence to statutory workplace legislation • Ensure adherence to the Risk Policy of the organisation 	<ul style="list-style-type: none"> • Develop performance metrics for asset performance in the organisation • Monitor the performance of the system • Review and maintain an asset management system