

Physical Asset Manager: 132104

Section Four: Practical Skills Module Specifications

Occupational Purpose:

Physical asset managers optimize the performance and output potential 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:

NQF Level: 8**Exemptions:** To be determined

This module can be achieved in full through a standard RPL process.

Module Title: **Design and develop an asset management system****Purpose of the Module:** The focus of the learning in this module is on providing learners the opportunity to design and establish an integrated asset management system in response to organizational needs and ensuring that Asset Management activities are focused on and achieve organisational objectives

The underpinning purpose of developing this set of skills is to be able to develop and implement policies, processes and operations as part of the system and to determine system requirements and HR requirements within the legislative framework. Policy-making involves deciding on a definitive course or method of action, selected from alternatives, to guide and, often, to determine present and future Asset Management decisions.

Credits: 8

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
1. Determine system requirements for asset management	Given a simulation or workplace environment The learner will <ul style="list-style-type: none"> • Interact with colleagues to determine gaps and challenges with the efficiency and adequacy of the system • Analyse the workload to align it with the technology required; • Draft an analysis of the needs; • Specify system parameters such as performance requirements, data storage requirements, time constraints and report structures; access controls and security of data; • Determine possible service providers and support criteria; • Determine the method of data transfer • Determine the integration requirements of an asset management system with the financial management system and other soft ware applications • Produce an asset management system framework. Standard: The asset management system is fully integrated with the financial management system and the soft ware application of the workplace	<ul style="list-style-type: none"> • Test the analytical thinking and logic followed • Evaluate the asset management system framework • Evaluate documented interviews with colleagues and other sources of information • Evaluate data gathering tools
2. Determine and define asset management standards	Given an asset management strategy and plan(s) The learner will be able to <ul style="list-style-type: none"> • Specify asset definition standards to provide a common definition of asset attributes • Define asset condition standards and measures and specify how these 	<ul style="list-style-type: none"> • Evaluate procedure to establish standards • Verify that the defined asset management standards are consistent with asset management strategy and plan(s)

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
	<p>should be used in condition assessment</p> <ul style="list-style-type: none"> • Specify standard definitions of asset defects and failures • Specify asset performance management standards • Specify standards which contain common definitions for capturing the utilisation of assets • Specify functionality and service life requirements for all key asset types <p>Standard: the asset management standards reflect the goals of the strategy</p>	
3. Develop and document policies related to \ frameworks and the system.	<p>Given an asset management system framework The learner will</p> <ul style="list-style-type: none"> • Research financial and operational requirements and legislation in order to decide which policies and procedures to develop; • Benchmark requirements against good practice; • Draw a process map; • Draft the policies and procedures; • Compile a communication plan; <p>Standard: policies forms an integrated whole.</p>	<ul style="list-style-type: none"> • Test understanding of the legislative framework and operational / financial requirements • Evaluate benchmarking sources • Evaluate policies and procedures for integration and quality • Evaluate the process map • Evaluate the communication plan
4. Specify, select and integrate an asset management information system	<p>Given asset management strategy and plan(s) of the organization, The learner will be able to:</p> <ul style="list-style-type: none"> • Specify and validate functional and technical requirements of Information Systems needed to support and integrate Asset Management processes. • Identify human factor implications of functional, technical and business requirements • Define and plan the integration of Information Systems and Tools 	<ul style="list-style-type: none"> • Evaluate a draft of specifications
5. Design the organizational task structure	<p>Given a set of organizational and system requirements, organizational structure, physical asset management strategy and physical asset management objectives and plans The learner will be able to:</p> <ul style="list-style-type: none"> • Identify how well current organisational structure supports physical asset management strategy, physical asset management Objectives and Plan(s) • Identify changes needed to individual roles and responsibilities • Identify changes needed to Asset 	<ul style="list-style-type: none"> • Evaluate the structural adjustments; • Evaluate the implementation plan for organizational changes • Evaluate the organisational structure

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
	Management teams <ul style="list-style-type: none"> • Draft implementation plan for changes to organisational structure, teams and individual roles and responsibilities 	

Practical / Applied / Functional Knowledge:

1. Research techniques;
2. Report and policy writing techniques;
3. Policy analysis and formulation techniques;
4. Process mapping techniques;
5. Financial reporting standards;
6. Aligning operational requirements and constraints;
7. Quality standards;
8. Numerical skills;
9. Analytical thinking;
10. Interpersonal and soft skills;
11. Risk management tools and techniques;
12. HR needs analysis techniques;
13. Systems analysis;
14. Policy decision criteria and development processes
15. The organisation's strategic plan
16. The organisation's risk management framework
17. Legislative and regulatory frameworks

Occupational Task Two:

NQF Level: 8

Exemptions: No exemptions

This module can be achieved in full through a RPL process

Module Title: **Perform strategic and annual physical asset management planning**

Scope of the Module: The focus of the learning in this module is on providing learners the opportunity to apply strategic management skills to effectively plan for long, medium and short term physical asset requirements to achieve the objectives of the strategic plan which is responsive to the environment and addresses organizational and stakeholder needs.

The underpinning purpose of developing this set of skills is to equip the learner with interpersonal and soft skills, analytical thinking skills, project management skills, and skills to integrate data from various disciplines.

Credits: 8

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
1. Define the future business environment capacity requirements and constraints	Given "what if" scenarios and real life situations on asset management dilemmas, The learner will be able to <ul style="list-style-type: none"> • Research all relevant and applicable data; • Identify the factors that will impact on the scenario; • Discuss the constraints; • Model alternative outcomes; • Develop an asset management plan which address such scenarios 	<ul style="list-style-type: none"> • Observe the research process • Evaluate models • Evaluate the reasoning and logic of the discussion of the constraints • Evaluate the asset management plan
2. Appraise investment options	Given "what if" scenarios and real life situations on asset management dilemmas, The learner will be able to <ul style="list-style-type: none"> • Define criteria for identifying and evaluating investment options • Identify investment options for achieving the AM Strategy and AM objectives • Analyse the costs, risks and benefits of investment options • Select and justify the most appropriate investment options • Evaluate detailed investment plans 	<ul style="list-style-type: none"> • Evaluate a feasibility study
3. Analyse projected asset management trends	Given research data The learner will be able to <ul style="list-style-type: none"> • Analyse the data; • Compute statistics; • Identify the applicable future and/or historical trends • Compile a research report 	<ul style="list-style-type: none"> • Research approach and report • Logic and analytical thinking applied when compiling statistics • Test mathematical accuracy and application
4. Model expected asset performance under various operational conditions to determine optimal investment in assets	Given information (case studies and scenarios) on expected asset performance and operational conditions; The learner will be able to <ul style="list-style-type: none"> • Consider the operational conditions and constraints; • Analyse maintenance requirements under various conditions; • Consider quality aspects of acquisitions; 	<ul style="list-style-type: none"> • Model • Criteria of the assumptions • Process to decide on the final recommendation • Logic and analytical thinking

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
	<ul style="list-style-type: none"> • Model the different investment scenarios; • Discuss the advantages and disadvantages of the suggested model • Recommend the optimal investment 	
5. Integrate economic parameters with operational requirements and financial constraints	<p>Given workplace information such as the budget and strategic plan, The learner will be able to</p> <ul style="list-style-type: none"> • Consult with managers of other departments to determine asset needs and requirements; • Identify and consider financial and operational constraints against the strategic plan of the entity; • Align future asset requirements with the strategic plan of the entity; 	<ul style="list-style-type: none"> • Data bank of operational and financial constraints
6. Identify and assess risks	<p>Given certain risk scenarios related to a specific asset attributes The learner will be able to</p> <ul style="list-style-type: none"> • Define risk management processes and procedures • Identify and assess risks arising from Asset Management activities • Specify measures and methods for controlling identified risks • Identify improvements needed to working practices and procedures • Integrate Asset Management related risk management with organisational risk management systems 	<ul style="list-style-type: none"> • Evaluate risk management measures
7. Compile the strategic and annual plan for physical assets	<p>Given the strategic asset management objectives and other information of an organisation, the learner will be able to:</p> <ul style="list-style-type: none"> • Research and interpret the data; • Consider all applicable internal and external variables; • Align future asset requirements with the strategic plan of the organisation; • Compile and recommend asset management strategies incl. risk management strategies • Present leadership scenarios for various strategic positions <p>Standard: Apply strategic plan guidelines of an organization</p>	<ul style="list-style-type: none"> • Evaluate the research the plan is based on • Evaluate the annual plan for tangible assets
8. Plan the implementation of the Asset Management system	<p>Given the organizational asset methodology, The learner will be able to</p> <ul style="list-style-type: none"> • Define, prioritise and optimise the Asset Management system • Prepare financial projections using suitable best practice models • Prepare business plans using suitable best practice models • Define requirements for market research, systems development and management team-building • Define how the effectiveness of the Asset Management Strategy will be measured and monitored 	<ul style="list-style-type: none"> • Implementation plan

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
	<ul style="list-style-type: none"> • Organise and structure an implementation plan taking into account resource constraints 	

Applied Knowledge:

1. Project management techniques;
2. Research techniques;
3. Report writing techniques;
4. Asset management condition assessment techniques;
5. Assertiveness techniques;
6. Financial reporting standards;
7. Strategic planning techniques;
8. Aligning operational requirements and constraints;
9. Quality standards;
10. Statistical analysis techniques;
11. Analytical thinking;
12. Interpersonal and soft skills;
13. Risk management tools and techniques;
14. The inter-relationship of business and physical asset management processes.
15. Content and applicability of relevant business excellence models
16. The strengths and weakness of relevant business process excellence models
17. Identification of appropriate metrics for analysis and interpretation of information to track the business benefits of physical asset management Strategies
18. Techniques to develop strategic options and compare and assess their benefits and impacts
19. Competitor analysis methods and techniques
20. Relevant developments in the business environment and the changes these cause in stakeholder expectations
21. Market analysis, econometric modeling
22. Managing working capital
23. Cash flow forecasting
24. Asset condition assessment and degradation modeling
25. Cost forecasting, budget preparation and management
26. Commonly used accountancy terms and conventions
27. Benefit tracking and the selection and use of appropriate methods
28. Stakeholder management and consultation processes
29. The implications of severe weather and climate change

Occupational Task Three:

NQF Level:	7
Exemptions:	This module can be achieved in full through RPL
Module Title:	Establish the asset management capability of an organization
Scope of the Module:	The focus of the learning in this module is on providing learners the opportunity to define recourse capabilities and appropriate management interventions.
Credits:	8

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
1. Compile a development plan for the Asset Management unit, teams, stakeholders	Given the Asset Management Strategy, Asset Management Objectives and Plan(s) and a profile of the organization and staff members The learner will be able to <ul style="list-style-type: none"> Identify workload volumes required to meet Asset Management Strategy, Asset Management Objectives and Asset Management Plans Specify competence requirements for Asset Management work activities Identify the training and development needs of Asset Management staff Identify the activities of Asset Management teams 	<ul style="list-style-type: none"> Evaluate a performance report on resources
2. Compile a plan to develop suppliers	Given the Asset Management Strategy, Asset Management Objectives and Plan(s) and a profile of the suppliers The learner will be able to <ul style="list-style-type: none"> Identify the criticality of products and services to the AM Strategy, AM Objectives and Plan(s) Define which products and services should be supplied Specify requirements for supplied products and services Identify appropriate forms of contract, terms and conditions for achieving the AM Strategy, AM Objectives and Plan(s) Identify the capabilities of suppliers that should be improved Develop a plan to address the capabilities of suppliers that should be improved 	<ul style="list-style-type: none"> Supplier development assessment
3. Define the Asset Management culture of the unit and organisation	Given the asset management strategy, asset management objectives and plan(s) and a profile of the organization and staff members The learner will be able to <ul style="list-style-type: none"> Define the organisational culture needed to achieve the asset management strategy, asset management objectives and plan(s) Develop a plan to effect changes to organisational culture Develop a promotional plan to advocate the goals and benefits of asset management 	<ul style="list-style-type: none"> Evaluate the plan for diversity management
4. Develop roles and identify skills gaps related to new	Given a set of policies and procedures and an entity organogram; The learner will	<ul style="list-style-type: none"> Evaluate the job specifications and test against the job

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
aspects of the system and roles	<ul style="list-style-type: none"> • Analyse the implications related to staff roles and responsibilities; • Identify structural adjustments; • Develop the job specifications related to the structural adjustments and system framework; • Compile a skills gap analysis 	requirements; <ul style="list-style-type: none"> • Evaluate the skills gap analysis;
5. Negotiate agreements and contracts related to new programmes or products to the benefit of the entity	Given information on the topic and the audience viewpoint The learner will <ul style="list-style-type: none"> • Research the data related to the viewpoint of the entity and draft a specification which will form the basis for negotiation • Draft a position informed by dependable data which serves as a point of departure for negotiations • Engage in a negotiation session with stakeholders or service providers in a manner prescribed by policies and procedures • Negotiate terms and conditions which takes into account the life cycle of the product or the programme • Draft agreements or contracts within statutory and common law principles • Receive feedback on the negotiation session 	<ul style="list-style-type: none"> • Evaluate what information or data has been used to draft the specification. • Evaluate whether the position reflect the appropriate data or information used • Observe the negotiation session • Evaluate whether the updated position takes feedback into account • Evaluate the specifications and point of departure for being in line with policies of the entity • Evaluate agreements and contracts for being based on sound statutory and common law principles
6. Design organizational change	Given a set of organizational and system requirements, organizational structure, physical asset management strategy and physical asset management objectives and plans The learner will be able to: <ul style="list-style-type: none"> • Identify how well current organisational structure supports physical asset management strategy, physical asset management Objectives and Plan(s) • Identify changes needed to individual roles and responsibilities • Identify changes needed to Asset Management teams • Draft implementation plan for changes to organisational structure, teams and individual roles and responsibilities 	<ul style="list-style-type: none"> • Evaluate the structural adjustments; • Evaluate the implementation plan for organizational changes • Evaluate the organisational structure

Applied Knowledge:

1. Resource Management techniques and tools
2. Resource scheduling tools and techniques
3. Application of continuous improvement principles and processes
4. Financial evaluation methods and value-for-money criteria

5. The main models and methods for managing change effectively, and their strengths and weaknesses
6. Techniques to manage customer, staff, supplier and other stakeholder expectations during change
7. The concept of culture as applied to organisations
8. The application of an awareness of values in underpinning individual and organisational culture
9. The application of principles and methods of managing culture change within organisations
10. Impact of improvement actions on current operations and assessment of related risk
11. The importance of having an ethical and value based approach to governance and how to put this into practice
12. Current and emerging social attitudes to management and leadership practice and the importance of being sensitive to these
13. Techniques to communicate information on identified risks to relevant people across the organisation and other stakeholders as appropriate
14. Continuing professional development processes and techniques
15. Training needs analysis tools and techniques
16. The information requirements for workforce planning
17. Service Level Agreements and contractual management including performance criteria and shared risk/reward mechanisms and tools and techniques
18. Techniques that deal with the political, bureaucratic and resource barriers to change

Occupational Task Four:

NQF Level:	7
Exemptions:	This module can be achieved in full through RPL.
Module Title:	Implement and monitor the asset management strategy
Scope of the Module:	The focus of the learning in this module is on providing learners the opportunity to practically apply techniques on aligning the asset management strategy with appropriate business processes and procedures.
Credits:	8

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
1. Align supporting business processes and operational procedures with the strategic plan	<p>Given a strategic plan, the learner will be able to</p> <ul style="list-style-type: none"> • Develop business processes by using the most appropriate methodology • Develop standard operation procedures • Determine resource requirements • Interpret the legislative framework as applicable to the processes <p>Standard: in support of the organizational strategic plan</p>	<ul style="list-style-type: none"> • Test understanding of logical thinking in assessment of different solutions • Evaluate business processes and procedures for support of the strategic plan
2. Apply a monitoring and evaluation tool to establish business processes	<p>Given a base line the learner will be able to:</p> <ul style="list-style-type: none"> • Test the appropriateness of the base line • Develop a monitoring and evaluation tool in line with the key performance areas • Propose remedial measures where tool indicates major deviations from the preferred result 	<ul style="list-style-type: none"> • Test insight in selecting the base line and aligning it with key performance areas
3. Apply process manual to the implementation strategy	<p>Given a strategic plan and process manual the learner will</p> <ul style="list-style-type: none"> • Compile a detailed budget for implementation • Arrange for resources to be contracted or allocated to specific tasks • Prepare alternative contingency arrangements in case of deviations • Prepare recommendations for adjustments to process manual • Do a quality review on all major aspects of implementation • Close out implementation process with all resources and contractors 	<ul style="list-style-type: none"> • Evaluate practical application of theoretical knowledge • Test budget with close out results

Applied Knowledge:

1. Project planning and management techniques;
2. Research techniques;
3. Report and business process writing techniques;
4. Policy analysis and formulation techniques;
5. Aligning operational requirements and constraints;
6. Quality standards;

7. Numerical skills;
8. Analytical and logical thinking;
9. Interpersonal and soft skills;
10. Risk management tools and techniques;
11. HR needs analysis techniques;
12. Systems analysis;
13. Process mapping techniques;
14. Resource management techniques
15. Accident Investigation principles, techniques and procedures
16. Procurement techniques
17. Application of maintenance regime options
18. Application of decommissioning processes

Occupational Task Five:

Module Number:**NQF Level:** 7**Exemptions:** This module can be achieved in full through a standard RPL process**Module Title:** **Report on operational and financial performance of physical assets****Scope of the Module:** The focus of the learning in this module is on providing learners the opportunity to interpret and consolidate asset management data and asset performance data into useful management information and presented in the correct reporting format.

The underpinning purpose of developing this set of skills is to be able to stipulate the information and communication requirements for a fully functional system meeting set requirements for asset management purposes in order that the organisation is in a position to make informed asset management decisions.

Credits: 8

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
1. Identify appropriate Asset Management information requirements	<p>Given a problem statement and management information, The learner will</p> <ul style="list-style-type: none"> • Create a report on implementation of Information Systems and Tools • Develop effective and relevant Asset Management data collection criteria and processes • Plan the collection, maintenance and updating, storage and dissemination of Asset Management information • Process and analyse Asset Management data to provide effective business information as required • Prepare reports as required and recognise anomalies in reported data • Provide Asset Management data and information needed to transfer assets to operational use 	<ul style="list-style-type: none"> • Evaluate the report on asset management data
2. Practice the application of the applicable financial and operational Reporting Framework by gathering the data	<p>Given the reporting framework and a range of data, The learner will</p> <ul style="list-style-type: none"> • Select applicable data from a range of data • Populate the model; • Test for exceptions and accuracy; 	<ul style="list-style-type: none"> • Evaluate the report • Test understanding of the reporting framework
3. Review and Audit Compliance with Legal, Regulatory, Ethical and Social Requirements	<p>Given legislation, Regulations, Governance requirements and Code of Conduct The learner will,</p> <ul style="list-style-type: none"> • Identify relevant legal, regulatory, ethical and social requirements and determine audit parameters • Audit compliance with relevant legislation and standards • Identify and suggest corrective actions for any failures to meet requirements • Identify reasons where requirements are not met and • Adjust policies and procedures accordingly 	<ul style="list-style-type: none"> • Evaluate the reasoning behind the identification of the relevant legislative and other requirements • Evaluate the report on suggested corrective actions • Evaluate the report on lessons learnt from best practice

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
	<ul style="list-style-type: none"> • Compile a report on the lessons Learned from best practices and incidents 	
4. Process and analyse the operational and financial ratios in order to appropriately interpret the data	<p>Given operational and financial data and a problem statement The learner will</p> <ul style="list-style-type: none"> • Analyse the data using appropriate techniques; • Interpret the results; • Draft a write-up of the results of the analysis • Report on the ratios 	<ul style="list-style-type: none"> • Evaluate the report • Test an understanding of the ratios
5. Adhere to reporting timeframe and criteria for auditing purposes	<p>Given appropriate legislation and entity information The learner will</p> <ul style="list-style-type: none"> • List the reporting timeframes • Specify quality criteria for auditing purposes • Schedule the reporting processes 	<ul style="list-style-type: none"> • Test understanding of implications of the legislation on the entity reporting timeframes • Evaluate the reporting schedule • Evaluate the quality criteria

Applied Knowledge:

1. Asset reconciliation (general ledger);
2. Organising and planning;
3. Project management techniques;
4. Financial reporting standards;
5. Quality standards;
6. Numerical skills;
7. Analytical thinking;
8. Interpersonal and soft skills;
9. Spreadsheet functionality;
10. Ratio analysis;
11. Legislation interpretation;
12. The integration of asset and technical information
13. Basic concepts and relationships of an asset register, including the part played by spatial, performance, condition and historical data
14. How the Asset Management strategy has been used to determine what asset knowledge is needed and what the linkages are
15. Data collection and reporting tools and techniques
16. Data analysis methods
17. Analysis and monitoring techniques, processes and performance indicators needed to provide management reports on operations and maintenance

Occupational Task Six:

Module Number:

NQF Level: 7

Exemptions: This module can be achieved in full through a standard RPL process

Module Title: **Review and evaluate the effectiveness of the asset management system**

Purpose of the Module: The focus of the learning in this module is on providing learners the opportunity to test performance of asset management system to requirements

The underpinning purpose of developing this set of skills is to be able to show proficiency in assessment of asset performance and utilization of databases

Credits: 8

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
1. Asses the performance of the Asset Management system	<p>Given predetermined standards for required asset performance and performance data The learner will</p> <ul style="list-style-type: none"> • Assess the performance of Asset Management system against Asset Management strategy and objectives • Identify deviations and root causes of system failures • Identify and recommend corrective actions • Analyse the progress, impact and effectiveness of corrective actions • Identify lessons learned and adjust Asset Management Strategy, policies and procedures accordingly 	<ul style="list-style-type: none"> • Observe process to assess asset conditions • Evaluate reports on analysis and recommendations • Evaluate utilization of asset reporting systems
2. Assess the quality of Asset Management processes	<p>Given quality management standards, system processes and objectives and progress reports The learner will be able to:</p> <ul style="list-style-type: none"> • Determine the quality of AM products or processes • Identify the reasons for quality assurance problems • Plan improvements to the quality of AM processes • Evaluate the effectiveness of process improvements 	<ul style="list-style-type: none"> • Evaluation report • Assessment of adherence to ISO requirements
3. Adherence to statutory workplace legislation	<p>Given statutory workplace legislation The learner will</p> <ul style="list-style-type: none"> • Audit compliance with relevant legislation and standards • Identify and suggest corrective actions for any failures to meet requirements • Identify reasons where requirements are not met • Adjust policies and procedures accordingly • Compile a report on the lessons Learned from best practices and incidents 	<ul style="list-style-type: none"> • Evaluate report on statutory compliance
4. Ensure adherence to the Risk Policy of	Effectiveness of the mitigation of risk (PAS 55)	<ul style="list-style-type: none"> •

Practical Skills	Conditions for Performing the Practical Skill and Performance Standard	Assessment Criteria
the organisation		

Applied Knowledge:

1. Quality Assurance principles and Quality Management systems
2. Patents, copyright and intellectual property issues
3. Stakeholder management and consultation tools and techniques
4. Analytical thinking
5. Research
6. Report-writing
7. Process flows

The provider accreditation requirements below pertain to all the above modules.

Provider Accreditation Requirements:

Physical requirements in terms of access to: <ul style="list-style-type: none"> ➤ Tools ➤ Equipment ➤ Processes ➤ Situations 	<ul style="list-style-type: none"> • Access to appropriate facilities (conducive environment): (Large room – Table and chairs, space for group activities, good light, good ventilation); • Learning material aligned to the qualification; • Appropriate learning aids such as visual, case studies, forms, checklists, etc.;
<ul style="list-style-type: none"> • Human Resources requirements in terms of: <ul style="list-style-type: none"> ➤ Number of staff ➤ Qualifications of learning facilitators ➤ Facilitator/learner ratios ➤ Professional registration 	<ul style="list-style-type: none"> • Facilitator – Hons Degree in either accounting, engineering, quantity surveying, financial management or physical asset management and 3 years experience in an asset management capacity • Facilitator/ Learner ratio not to exceed a ratio of 1:30; • Registered assessor and moderator with Hons Degree in either accounting, engineering, quantity surveying, financial management or physical asset management and 3 years experience in an asset management capacity; • Professional registration with either SAAMA, SAICA or ECSA • Staff allocation as per QMS • Facilitator/ Learner ratio not to exceed a ratio of 1:30;
<ul style="list-style-type: none"> • Legal requirements in terms of compliance with: <ul style="list-style-type: none"> ➤ Legislation ➤ Industry charters ➤ Professional Registration 	<ul style="list-style-type: none"> • OHS compliant venue; • Quality Management System which includes all relevant policies and procedures including learner appeals procedures; • Code of Conduct; • Professional registration with either SAAMA, SAICA or ECSA