



ASSET MANAGEMENT COUNCIL

Certification Program for Asset Management Practitioners

Applicant Handbook

Consider your potential



ASSET MANAGEMENT COUNCIL

AM Council Secretariat
PO Box 245 Surrey Hills
Victoria 3127 Australia

Consider your potential.

In an ever-changing and competitive work environment, it can be difficult to distinguish yourself from your peers. You want to exemplify professionalism, qualification, and dedication to your organization, industry peers, and to yourself. It's no easy task.

Begin the certification scheme, now. Becoming qualified in asset management offers numerous and extensive benefits along your professional journey. It provides you with a national and internationally recognized qualification and demonstrates your commitment to the asset management field.

The Asset Management Certification Scheme offers numerous key benefits to the global asset management community.

For organizations, there is improved business performance by increasing opportunity for recruitment, workforce retention and attraction, and transportability of people.

For individuals, the key benefits are:

- Recognition of your asset management knowledge
- Recognition of your skills to apply asset management systems to improve asset performance
- National and internationally recognized qualification
- Demonstrable evidence of continuous improvement in your professional development

Who can I contact for more information


Asset Management Council
Phone: 03 9830 4899
Email: certification@amcouncil.com.au



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The 4 Levels an individual can achieve



This is the entry level certification for the asset management profession. Applications are assessed on knowledge and experience rather than on attainment of competencies. Holders of this certificate will have an awareness of the Competency elements that comprise the Asset Management Profession, and an understanding of the contribution that they make to the successful application of the principles of asset management in their organization.



Holders of this certificate will have demonstrated achievement of a range of competencies in a number of Competency elements that comprise the Asset Management Profession, and will have an understanding of the contribution that they make to the successful application of the principles of asset management in their organization. Specifically, a contribution of a CPAM will be generally operational within well defined processes and procedures. There will not be significant interpretation of strategic recommendations.



Holders of this certificate will have demonstrated advanced achievement of a range of competencies in a number of Competency elements that comprise the Asset Management Profession, and will have an understanding of the contribution that they make to the successful application of the principles of asset management in their organization. A Senior Practitioner provides significant tactical contribution within a broader set of guidelines and objectives, and a degree of synthesis of strategies and higher level objectives.



Holders of this certificate will have a strategic understanding of the contribution that they make to the successful application of the principles of asset management in their organization. A CFAM provides a strategic contribution within a broad set of guidelines and objectives, displaying a high degree of synthesis and an ability to readily solve complex asset management problems.



Basis of the Scheme

Defining Asset Management: Asset Management Body of Knowledge

Asset management has been practiced for millennia, but only in recent years has there been a concerted effort to bring together the many facets or disciplines of asset management to form a holistic management system. Associated with that discipline is a developing body of knowledge and an asset management profession.

The Asset Management Certification scheme has been designed to be consistent with the definitions and perspective that will be published by the GFMAM¹ Asset Management Committee. The Asset Management Council is represented on that committee.

The Asset Management Council has established a definition and an overview model of asset management to create a consistent view and language for asset management. That model is known as the Capability Assurance Model, Figure 1a. Some key points of Capability Assurance include:

- That there are four underlying principles of asset management, namely:
 - o Capabilities;
 - o Output Focus;
 - o Uncertainty; and
 - o Learning Organization.
- That asset management is a process; and
- The nature of the process is continuous improvement.
- That asset management must also include culture and leadership.

To support the view of asset management as a process, the Asset Management Council has developed a framework outlining the supporting Asset Management Technologies (Figure 1b) and Standards that collectively create the asset management regime. Information regarding the relevant Standards at any part of the process may be viewed at www.amcouncil.com.au/certification.

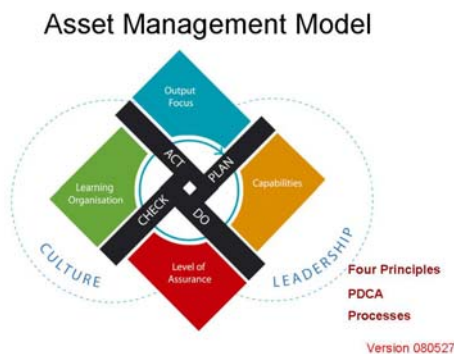


Figure 1 a. Capability Assurance Model

¹ GFMAM Global Forum on Maintenance and Asset Management

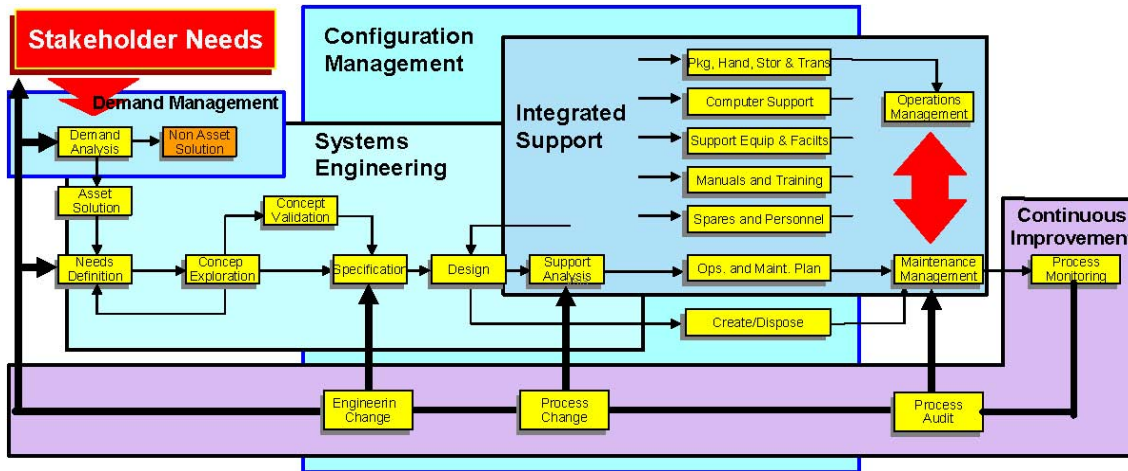


Figure 1b. Asset Management Technologies Model

Sources of Units of Competency

Units of Competency have been developed by many organizations, but the leading government and professional bodies from whom units have been included are:

- American Society for Quality
- Defence Materiel Organization
- Engineers Australia
- European National Federation of Maintenance Societies
- Institute of Asset Management⁴
- National Training Information Service
- Plant Engineering and Maintenance Association of Canada
- Society for Maintenance and Reliability Professionals

A full list of the approximately 1500 units of Competency which the Asset Management Council has found, and that are publicly available are listed at www.amcouncil.com.au/certification, and links to the Issuing Body are also available.

For any unit of competency to be able to be used within the Asset Management Council Certification Scheme, that competency must be:





- Publicly available; and
- Developed and approved by a nationally recognized accreditation body.



The Certification Scheme – How It Works

Each Certification Level (associated with each Competency Standard) has a **unique set** of core Competency Sets. This means that each Certification Level is **not** a prerequisite for the next Certification Level.

Overview of the Certification Requirements

	Core Competency Requirements	Minimum required Points	Minimum Required Yrs Experience	Method of Validation
	Meets the requirements of 50% of the CAAM core competencies	45	2 yrs	Course such as Asset Management Fundamentals or Verification by 1-2 referees
	Meets the requirements of 70% of the CPAM core competencies	450	5 yrs	Attainment of competencies verified by 1-2 referees
	Meets the requirements of 60% of the CSAM core competencies	800	8 yrs	Attainment of competencies verified by 1-2 referees
	Meets the requirements of 50% of the CFAM core competencies	250	12 yrs	Peer Review Panel



Disciplines and Competency Elements

There are two Source Models from which Disciplines are derived from. The Source Models are defined by the Asset Management Model and the Asset Management Technologies Model.

Source Model	Discipline	Competency Element
Asset Management	Asset Management Principles	Output Focus
		Capabilities
		Level of Assurance
		Learning Organization
	Asset Management Processes	Leadership
		Culture
		Plan Do Check Act
		Financial and Business
Process Model	Demand Management	Demand Analysis
		Asset and Non Asset Solutions
		Needs Definition
	Configuration Management	Engineering Change
	Continuous Improvement	Process Audit
		Process Change
		Process Monitoring
	Operations and Maintenance	Maintenance Management
		Maintenance Planning
		Operations Management
		Operations Planning
	Integrated Support	Computer Support
		Manuals and Training
		Packaging Handling Storage and Transport
		Personnel
		Spares
		Support Analysis
		Support Equipment and Facilities
		Systems Engineering
	Concept Exploration	
	Concept Validation	
	Construction	
	Create/Dispose	
	Design	
	Specification	



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Requirements for Application Referees

Applicants will need to have referees. The requirements for referees are as follows:

- Be able to answer how in the workplace this competency was met
- Know that the applicant has worked in these areas
- Have a fair belief that applicant has achieved competencies
- Able to verify object quality evidence

Prerequisites for all levels

Australian qualification or equivalent (equivalent should be recognized by relevant professional body such as CPA, EA, Law Council) Signed Code of Ethics

Training courses

A number of training courses and maintenance/reliability certification systems are relevant to asset management, and as such will count towards attainment of asset management certification.

Asset Management Fundamentals (Asset Management Council): successful completion of this course plus 2 years relevant experience will be sufficient for Associate level

Society for Maintenance and Reliability Practitioners: Successful attainment of CMRP qualification will provide confirmation that the candidate is entitled to 130 points towards CPAM and 165 points towards CSAM.

Successful Applicants

Each successful applicant will receive:

- A signed Certificate from the Asset Management Council;
- Be listed on the website;
- Be entitled to use post nominal's; and
- Have a competency profile issued with their Certificate (appendix 1).

Longevity of Certification

The certification certificate is valid for a period of three (3) years from issue. At that time you will be asked to apply for re-certification. The re-certification process is similar to the original application and assessment process described herein. Alternatively an applicant may apply for a higher level of certification.



The application process

What are the application process steps?

STEP 1

Read through this handbook and related documents before submitting an application

STEP 2

You are now ready to go on-line and start the application, or download an Application Form for completion

Note – The Application Form requires

- Information to be provided on – applicant contact details, Recent and Prior experience, Relevant qualifications.
- The signing of agreements on Code of Ethics, Code of Conduct, use of Logos and Marks and future website posting.
- Payment details
- An indication of the competencies to be claimed – by simply ticking where appropriate

STEP 3

The Asset Management Council Staff will check to ensure all requirements have been met for proceeding with the application. If all requirements have been met, you will be advised to undertake the Competency Evaluation.

STEP 4

Complete the Competency Evaluation – This requires a description of the attainment of each competency claimed and where applicable the listing of evidence and referees that can be subsequently checked by the AMC Reviewers.

STEP 5

Upon completion of the Competency Evaluation, the Assessment Team will verify your competencies either directly, by verification with your nominated referees or by audit or further examination.

STEP 6

The Assessment Team will then make a decision on Certification and you will be advised accordingly.

Will my application be successful?

Obviously we cannot predict this for any applicant. You may choose to explore this question further yourself by undertaking a self-assessment of your Asset Management Competencies. This can be done on line or by completing a Self Assessment form (Appendix 3).

By undertaking a self-assessment you will get a feel as to whether you feel you should submit an application for a specified level of certification. You may also determine that you are not yet ready and identify some competency areas that you feel you need to develop further as part of your ongoing professional development. A self-assessment can be undertaken at any time.

What if I fail the assessment?

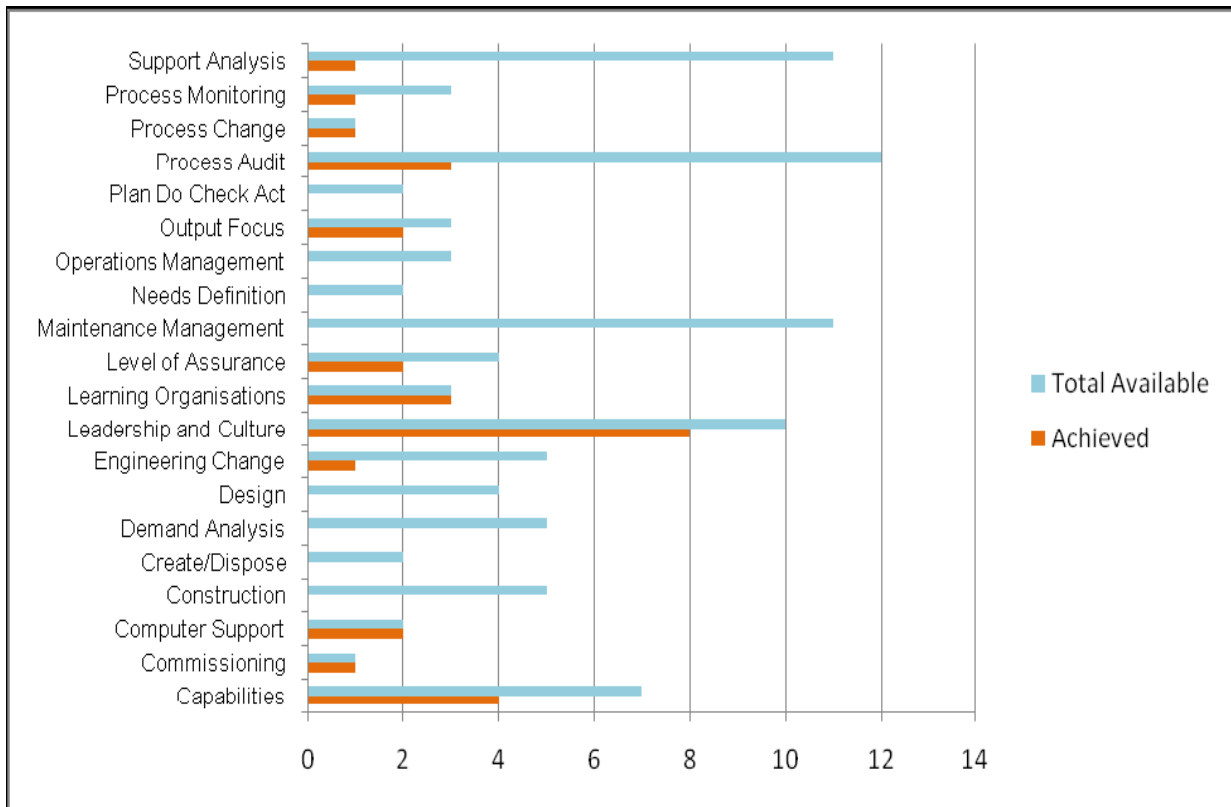
There is no pass or fail criteria -only 'competent' or 'not yet competent'. You can enhance your competencies through CPD activities until such time as you are considered 'competent' according to the performance criteria documented in the Certification Scheme.



Appendix 1: Example

Below is a sample competency profile for a Stage 3 Certified Senior Practitioner in Asset Management.

Competency profiles are available for all applicants. The purpose of the profile is to show the particular strengths and achievements of the individual certificate holder.





Appendix 2: Fees

Certification Level	Member Price	Price
CAAM Application by web, with random audit of paperwork	450	550
CPAM Application by web, requires referees and full audit of paperwork	600	700
CFAM Panel evaluation (perhaps held annually at conference)	600	700
Annual verification	50	70

Fees – Resubmission

\$100 after 12 Months

Recertification

All certificates have a life of three (3) years.

The recertification process is the same as the certification process. In this instance the Applicant will need to indicate on the application form that he has maintained competence in Asset management in the three-year interval since receiving certification.

The applicant will be required to undergo the competency assessment and the same scrutiny by the nominated Assessment Team. The Assessment Team efforts will be reduced, however, as they will be able to focus on changes since the previous certification assessment.



Appendix 3: Self Assessment

Applicants considering continuing on a path to seek certification may wish to complete an Applicants Self-Assessment Checklist. It is intended that an applicant will use this information as a guide to their likely success if seeking accreditation or as a guide to personal professional development. The self-assessment can be undertaken at any time.

Complete this form by assessing your own verifiable competency and rating your level of competence as “high”, “moderate” or “low”. The Comments section is for you to note what you think the deficiencies may be or if you think you may have an equivalent qualification that may be used in the application.

Asset Management Area	High	Mod	Low	Comments
Asset Management Principles				
Asset Management Processes				
Asset Solution				
Commissioning				
Computer Support				
Concept Exploration & Validation				
Configuration management				
Construction				
Continuous Improvement				
Create / Dispose				
Demand Analysis				
Demand Management				
Design				
Engineering Change				



Asset Management Area	High	Mod	Low	Comments
Financial & Business				
Integrated Support				
Leadership & Culture				
Learning Organisation				
Level of Assurance				
Maintenance Management				
Maintenance Planning				
Needs definition				
Non Asset Solution				
Operations Management				
Packaging Handling Storage & Transport				
Process Audit				
Process Change				
Process Monitoring				
Quality - PDCA				
Spares				
Specification				
Support Analysis				
Systems Engineering				