ASSET MANAGEMENT COUNCIL

Certification Program for Asset Management Practitioners

Applicant Handbook

Consider your potential

A Technical Society of

ENGINEERS
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:

- o   Recognition of your asset management knowledge

- o   Recognition of your skills to apply asset management systems to improve asset performance

- o   National and internationally recognized qualification

- o   Demonstrable evidence of continuous improvement in your professional development

Who can I contact for more information?

Asset Management Council
Phone: 03 9819 2515
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 Capability 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 Capability 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 Capability 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.

The following pages briefly describe the derivation of the certification scheme and the application requirements for each level.

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 GFMAM[1] 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.

Asset Management is defined as "**The lifecycle management of physical assets to achieve the stated outputs of the enterprise**"

The model is known as the Capability Concept Model, Figure 1a. Some key points of this conceptual way of thinking about successful asset management are:

- That there are four underlying key principles of asset management, namely:

  - Capabilities;

  - Output Focus;

  - Uncertainty; and

  - Learning Organization.

- That asset management is a process; and

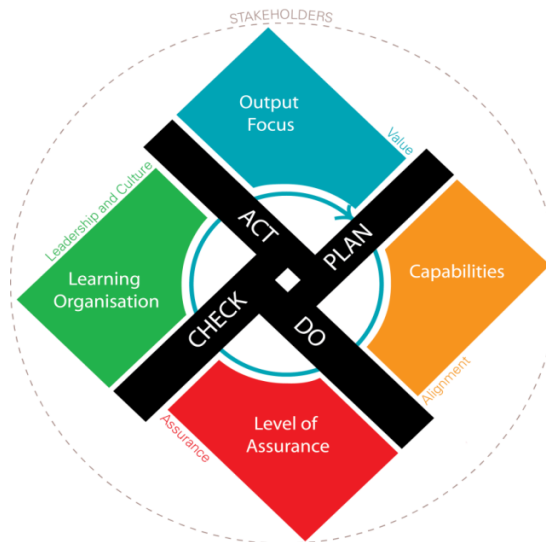- The nature of the process is continuous improvement.

Figure 1 a. Asset Capability Concept Model

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[1] GFMAM Global Forum on Maintenance and Asset Management

To support the view of asset management as a process, the Asset Management Council has developed a Capability Delivery Model (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.
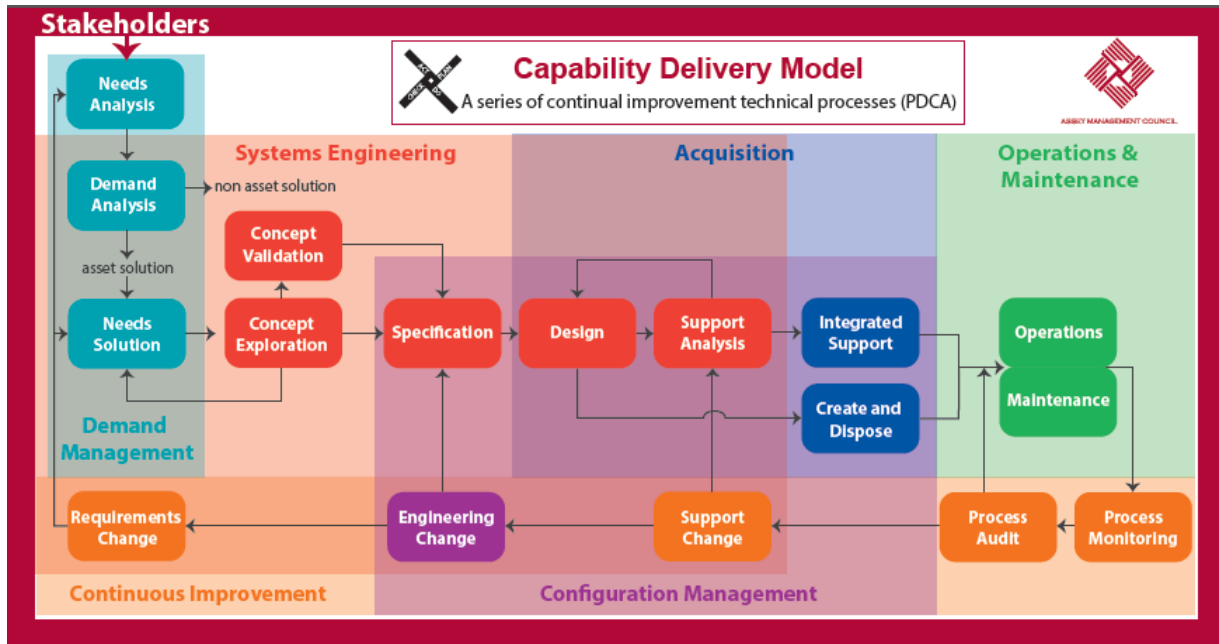
Figure 1b. Asset Capability Delivery Model

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 Management[4]
- 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 that are publicly available and which the Asset Management Council has found relevant to asset management certification are listed at www.amcouncil.com.au/certification. 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.

Disciplines and Capability Elements

Asset Management Disciplines (refer chart below) are derived from the Asset Capability Delivery Model. Each Discipline in turn comprises a number of Capability Elements. The hierarchy then expands down to Competency Sets and Competency Units.

This can be explored in detail at www.amcouncil.com.au/certification If you go to **Main Menu** and then **Competencies** you can view the Disciplines, Elements, Competency Sets and the Core Competency sets available for each of the four levels of certification

Discipline	Competency Element
Acquisition	Support Analysis
	Integrated Support
	Create and Dispose
Demand Management	Demand Analysis
	Needs Analysis
	Needs Definition
Configuration Management	Engineering Change
Continuous Improvement	Process Audit
	Support Change
	Process Monitoring
Operations and Maintenance	Maintenance
	Operations
Acquisition	Integrated Support
	Create and Dispose
	Support Analysis
Systems Engineering	Concept Exploration
	Concept Validation
	Design
	Specification

The Certification Scheme – How It Works

The chart below summarises the requirements for each certification level in terms of Competency Sets required, Core Competency Sets required and experience.

Each Certification Level has a **unique set** of Competency and Core Competency Sets. This means that each Certification Level is **not** a prerequisite for the next Certification Level.

Each of the four certification levels are further defined by a Competency Standard.

Overview of the Certification Requirements

	CAAM	CPAM	CSAM	CFAM
Total Competency Sets Available	17	109	92	25
Minimum Competency Sets Required	9	33	28	13
Core Competency Sets Available	13	9	18	25
Minimum Core Competency Sets Required	7 (50% of available)	7 (75% of available)	11 (60% of available)	13 (50% of available)
Minimum Experience Recommended	2 yrs	5 yrs	8 yrs	12 yrs
Method of Validation	Approved Training Courses, Examination or Affirmation by 1-2 referees	Attainment of competencies affirmed by 1-2 referees	Attainment of competencies affirmed by 1-2 referees	Attainment of competencies and Peer Review Panel

What are the application steps?

STEP 1

Read through this Handbook and related documents before commencing your application. The documents in addition to this Handbook are obtained from the website in *Certification Documents* under the Certification *Main Menu*.

The other documents are:

General Introduction – Further details on certification as a PowerPoint presentation (pdf)
Use of Logos & Marks – Compliance requirements following Certification
Code of Ethics – Compliance requirements following Certification
Rights, Duties and Code of Conduct of Certified Persons

If you are unsure as to which level of certification to apply for then we recommend that you firstly examine the Competency Standards and then undertake an on-line self assessment.

Go to *Main Menu* then *Application Form* and you will see the active prompt *View Competency Standard* under each of the four levels. It is important to read and understand these documents for say the two levels you may be considering.

Also under *Main Menu* then *Application Form* you will see the active prompt *Apply Online* for each certification level. This is in effect taking you through step 2 (see below). This allows you to undertake a trial

selection of Competency Sets (by ticking those you believe you can later verify) to see how you may fair if you decide to continue with an application at that level.

Please note that you can undertake these trial assessments for all levels as you please before making a final selection and committing to pay the application fee. The system will advise you if you have ticked sufficient Competency Sets for the applicable level.

STEP 2

Under **Main Menu** then **Application Form** you will see the active prompt **Apply Online** for your selected certification level. As with the self assessment you are required to tick the Competency Sets that you believe you can subsequently verify by written evidence.

Note that the system will allow you to add or remove selected Competency Sets at a later stage if required.

The system will advise you if you have ticked sufficient Competency Sets. After receiving positive advice the Applicant may choose to continue with the application and

- Register their personal contact details
- Select payment option and complete
- Indicate that they agree with:
    o Code of Ethics (Yes answer Required)
    o Code of Conduct (Yes answer Required)
    o Use of Logos / marks (Yes answer Required)
    o Posting on website (Optional)

By completing this part of step 2 you are making a commitment to pay the required fee and continue the certification process.

STEP 3

This is an administrative step. The Asset Management Council Staff will check to ensure all requirements have been met for proceeding with the application.

If you have the required education, experience and training specified by the scheme the AM Council will accept the application based on information presented. If accepted the applicant's payment will be processed. The following steps then occur:

- You will receive advice on-line (confirmed by Email) of:
    o Reference Number
    o Password
    o Invitation to Login to the website and check the application "Event" status
    o Timing for the next step

- From that time you can go to **User Menu** then to **Log In** to:
    o View the "Event" status of your application
    o View Invoice (payment) status
    o Confirm your registered contact details

Following confirmation of payment you are invited to complete the Competency Information section (Step 4). This is then shown on the Event status and confirmed by Email.

STEP 4

Following notification you are required to:

- Provide written evidence (on-line) against every Competency Set Selected

- Provide names of Referees* including contact details for every Competency Set that has been selected.
- List supporting documentation against the relevant Competency Sets that you are prepared to make available for the Assessors at a later if required
- Delete Competency Sets pre-selected in Step 2 if it is now realised that the competencies cannot be verified
- Select additional Competency Sets that can be supported with written evidence.

* In the circumstances where a referee cannot be found, and hence the contact details cannot be provided, then you have an option to provide a Statutory Declaration (Document 3000_131) concerning the evidence for the applicable competencies.

We strongly advise you to refer to the Applicant Guidelines provided at the rear of this Handbook to help you understand the requirements of this step, particularly with regard to the provision of written evidence.

STEP 5

Upon completion of the Competency Evaluation, the Assessment Team will verify your competencies, by affirmation with your nominated referees and/or by audit or further examination.

STEP 6

The Assessment Team will then make a decision on Certification and you will be advised accordingly. Successful applicants will receive a Certificate and a Competency profile.

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 the nominated competency was met
>
> • Know that the applicant has worked in these areas
>
> • Have a fair belief that applicant has achieved competencies
>
> • Able to affirm object quality evidence

As the certification scheme is competency based it is essential that referees are nominated for each Competency Set selected in the application. All applicants are required to provide contact details for appropriate referees. It is important that all reasonable steps be taken to locate and identify suitable referees.

In special circumstances if a suitable referee cannot be reasonably located or is no longer available then a Statutory Declaration can be used. A Statutory declaration form is available from the AM Council office on request. On the statutory Declaration form the applicant is required to nominate the person who would have been the referee and state why that person is not available.

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 if assessed and approved by the Asset management Council.

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

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.

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. Alternatively an applicant may apply for a higher level of certification. An on-line log book is available for all Certificants.

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 at the AM Council Certification website.

By undertaking a self-assessment you will get a feel as to whether you should submit an application for a specified level of certification. When you are selecting the Competency Sets during the self assessment it is important to do so only if you are confident that you can subsequently provide written evidence that can be

affirmed by a referee. This method should give you a good confidence level that you could proceed with the application for the appropriate level.

By undertaking the self assessment 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 though CPD activities until such time as you are considered 'competent' according to the performance criteria documented in the Certification Scheme.

CAAM - Guidelines for Applicants

What is a Certified Associate in Asset Management?

In general a Certified Associate in Asset Management (CAAM) will be relatively new to the Asset Management field.

> You will typically have 2 years minimum experience and have knowledge but not yet capability in Asset Management.

> To succeed at this level, you need to be able to show an awareness of the breadth and depth in the Asset Management landscape that needs to be practiced for effective outcomes in whole of life asset management

> You need to have an understanding of what part of the Asset Management landscape you are currently working in.

> It is likely but not essential that you have done some formal education or training in Asset Management.

To establish that the above requirements are met, a CAAM must demonstrate knowledge in at least 7 of the 13 core Competency Sets relevant to Associates. The candidate is also expected to have knowledge in at least 2 more of the remaining 4 Competency Sets (see table below).

What are the Key Points in the Application Process for Associates?

The application process for Certified Associate in Asset Management (CAAM) requires thought and care, as you must complete a description of evidence for each of the Competency Sets that you are claiming. We suggest that you have this Guideline document and the Competency Standard (Doc 3000_114 available online) handy while you are completing your application.

The on-line application requires selections to be made from 17 Competency Sets and written evidence examples provided to demonstrate that you have the knowledge required for each Competency Set selected, and that your Asset Management knowledge has been applied.

To have competence in a specific Competency Set you will need to provide a brief description of:

- How you are starting to apply your knowledge in Asset Management

- Examples of working within defined Asset management processes and procedures

- Implementing specific aspects of Asset Management projects and programs

- Using your knowledge to develop solutions to particular problems and issues

- Your understanding of Asset Management activities and developments within your organisation

Applicants who have attended and passed training courses approved by the Asset Management Council will be deemed to have gained the knowledge for some Competency Sets as indicated below. Currently there are two courses that can be referenced:

- Asset Management Fundamentals (AMF) course (conducted by the Asset Management Council)

- Master of Engineering Asset Management (UWA Master of EAM) (conducted by University of WA)

Table listing CAAM Competency Sets

Discipline	Element	Set	Core	Provided by	
				Asset Management Fundamentals	UWA Master of EAM
Continuous Improvement	Process Audit	Understands Lean Thinking Principles and Processes			Yes
	Process Monitoring	Understands Performance Management Principles and Processes	Yes	Yes	Yes
Operations and Maintenance	Maintenance	Understands Maintenance Management Principles and Processes	Yes	Yes	Yes
	Operations	Understands Operations Management Principles and Processes	Yes		No
		Understands Quality Control Principles and Processes	Yes	Yes	Yes
Systems Engineering	Support Analysis	Understands Design Principles and Processes	Yes	Yes	No
		Understands Integrated Support Principles and Processes	Yes	Yes	No
		Understands Reliability Principles and Processes	Yes	Yes	Yes
		Understands Supply Chain Principles and Processes			Yes
		Understands Support Analysis Principles and Processes	Yes	Yes	No
Business Management		Understands Asset Management Principles and Processes	Yes	Yes	Yes
		Understands Asset Management Terminology	Yes	Yes	
		Understands Life Cycle Cost Principles and Processes	Yes	Yes	Yes
		Understands Objectives Based Management Principles and Processes	Yes	Yes	Yes
Culture and Leadership		Understands Change Management Principles and Processes	Yes	Yes	Yes
		Understands Concepts of Individual Competence	No	Yes	Yes
		Understands Labour Management Principles and Processes	No		

For those Competency Sets you wish to claim as a result of completing a course, you should write "Attended and passed (Name course), Date, Certificate Number" in the written evidence text box, and name the CEO of Asset Management Council as the referee.

If you have completed another course not listed, you will need to contact the AM Council.

You are strongly urged to select as many of the other Competency Sets that you feel you can support by verifiable evidence. This will allow the Asset Management Council to provide you with a Competency Profile following successful assessment of your application. The Competency Profile is important guide for your continuing professional development indicating areas where you may want to gain further knowledge / experience.

A Referee's name and details are to be provided for each example described so that the Competency Set can be affirmed. When using more than one example as evidence for a Competency Set it must be made clear which Referee is applicable to each example

Note that:

1. The Competency Standard indicates those Competency Sets that are Core. The Assessors will be more stringent in their assessment of the supporting evidence for Core Competency Sets.

2. The competency requirements are for you as an individual. Therefore, if the example provided was accomplished by a team (department, section etc), then your specific role in that team is relevant and must be explained. A team leader may not have the same detailed level of competency as the team members (i.e. manages the team), and team members may bring different competencies to the team solution for the project example. Using expressions such as "I was heavily involved with" or "I assisted the team" may not be sufficient to demonstrate your competency. Your contribution and application of Asset Management knowledge within the team must be clear.

3. In addition to completing the on-line application Applicants are requested to provide a CV and a role description for current job and details of relevant qualifications. The CV should be in sufficient detail to allow the Assessors to relate the examples given to the roles held during the career of the applicant and how long ago the competency was demonstrated.

CPAM - Guidelines for Applicants

What is a Certified Practitioner in Asset Management?

In general a Certified Practitioner in Asset Management (CPAM) will be aware of the breadth and depth of the Asset Management landscape that needs to be practiced for effective outcomes in whole of life asset management, and you are aware of your part in asset management practice. You have gained experience; typically you have been working for 5 years or more in one or more facets of Asset Management, and are able to demonstrate capability in a number of Capability Elements of Asset Management.

A CPAM must demonstrate capability in at least 7 of the 9 core competency sets, and you will have capability in at least 33 of the current 109 competency sets that apply at practitioner level. These sets may be in only one specialist area of Asset Management, as you have clearly shown through the core competencies that you have awareness of, and capability in, areas that show you are more than a specialist in only one area.

While you may have quite a lot of training and education relevant to Asset Management, it is your demonstrated capability that counts.

What are the Key Points in the Application Process for Practitioners?

The application process for Certified Practitioner in Asset Management (CPAM) is quite demanding and requires thought and detailed input to complete the description of evidence for each of the selected Competency Sets. We suggest that you have this Guideline and the Competency Standard (Doc 3000_115) handy while you are completing your application.

Written evidence examples provided by you must address the Competency Set (definition) in each case and be provided in the context of the level of Certification being sought. For example a Practitioner (CPAM) generally has an operational contribution within well defined processes and procedures and there will not be a significant interpretation of strategic recommendations.

To have competence in a specific Competency Set you:

- Must have performed* the element in practice during your career, and
- Be capable of performing* the Competency <u>now</u>:
    - Without refresher training
    - Without undue assistance from others
    - By referring only to specific procedural documents that would normally be required by a competent person
    - By working with other competent persons in a manner normally expected of a competent person

    *Performing includes Implementing, developing, specifying, managing etc

For Each Competency Set selected the evidence example descriptions should generally include:

- Details of the project, challenge, problem, activity
- What was performed by the applicant as an individual and in what context
- Where and when it was performed
- What data was used and how was it sourced, collected, collated
- What processes, procedures and/or tools were used
- What methods or analyses were applied
- What was accomplished
- What were the outcomes, results, achievements, improvements etc

Supporting documents can be referenced in your application.

You are strongly urged to select as many of the other Competency Sets that you feel you can support by verifiable evidence. This will allow the Asset Management Council to provide you with a Competency Profile following successful assessment of your application. The Competency Profile is important guide for your continuing professional development indicating areas where you may want to gain further knowledge / experience.

A Referee's name and details are to be provided for each example described so that the competency can be affirmed. When using more than one example as evidence for a Competency Set it must be made clear which Referee is applicable to each example.

Note that:

1. The Competency Standard indicates those Competency Sets that are Core. The Assessors will be more stringent in their assessment of the supporting evidence for Core Competency Sets.

2. The competency requirements are for you as an individual. Therefore, if the example provided was accomplished by a team (department, section etc), then your specific role in that team is relevant and must be explained. A team leader may not have the same detailed level of competency as the team members (i.e. manages the team), and team members may bring different competencies to the team solution for the project example. Using expressions such as "I was heavily involved with" or "I assisted the team" may not be sufficient to demonstrate your competency. Your contribution and responsibility within the team must be clear.

3. In addition to completing the on-line application Applicants are requested to provide a CV and a role description for current job and details of relevant qualifications. The CV should be in sufficient detail to allow the Assessors to relate the examples given to the roles held during the career of the applicant and how long ago the competency was demonstrated.

CSAM - Guidelines for Applicants

What is a Certified Senior Practitioner in Asset Management?

In summary a Certified Senior Practitioner in Asset Management (CSAM) will be aware of the breadth and depth of the Asset Management landscape that needs to be practiced for effective outcomes in whole of life Asset Management, and you are aware of your role in Asset Management practice. Typically, you have considerable experience, 8 or more years, and are able to demonstrate advanced capability in a number of Capability Elements of Asset Management.

A CSAM must demonstrate capability in at least 11 or more of the 18 core competency sets that apply for a senior practitioner and you have capability in at least 28 of the current 92 competency sets that apply at senior practitioner level. These sets may be in only several specialist areas of Asset Management, as you have clearly shown through the core competencies that you have awareness of and capability in areas that show you are more than a specialist in only one area.

While you may have quite a lot of training and education relevant to Asset Management, it is your advanced demonstrated capability that counts.

What are the Key Points in the Application Process for Senior Practitioners?

The application process for Certified Senior Practitioner in Asset Management (CSAM) is quite demanding and requires thought and detailed input to complete the description of evidence for each of the selected Competency Sets. We suggest that you have this Guideline and the Competency Standard (Doc 3000_116) handy while you are completing your application.

Written evidence examples provided by you must address the Competency Set (definition) in each case and be provided in the context of the level of Certification being sought. For example a Senior Practitioner (CSAM) has a more tactical contribution than a CPAM (more operational) within a broader set of guidelines and objectives, and a degree of synthesis of strategies and higher level objectives.

To have competence in a specific Competency Set you:

- Must have performed* the element in practice during your career, and

- Be capable of performing* the Competency <u>now</u>:

    o Without refresher training

    o Without undue assistance from others

    o By referring only to specific procedural documents that would normally be required by a competent person

    o By working with other competent persons in a manner normally expected of a competent person

    *Performing includes Implements, develops, specifies, manages etc

Judgements will therefore need to be made on Competency Sets that have not been performed in recent years to decide if you are currently competent.

For Each Competency Set selected the evidence and example descriptions should generally include:

- Details of the project, challenge, problem, activity

- What was performed by the applicant as an individual and in what context

- Where and when it was performed

- What data was used and how was it sourced, collected, collated

- What processes, procedures and/or tools were used

- What methods or analyses were applied

- What were the outcomes, results, achievements, improvements etc

Supporting documents can be referenced in your application.

You are strongly urged to select as many of the other Competency Sets that you feel you can support by verifiable evidence. This will allow the Asset Management Council to provide you with a Competency Profile following successful assessment of your application. The Competency Profile is important guide for your continuing professional development indicating areas where you may want to gain further knowledge / experience.

A Referees name and details are to be provided for each example described so that the competency can be affirmed. When using more than one example as evidence for a competency set then it must be made clear which Referee is applicable to each example.

Note that:

1. The Competency Standard indicates those Competency Sets that are core. The Assessors will be more stringent in their assessment of the supporting evidence for Core Competency Sets.

2. The competency requirements are for you as an individual. Therefore, if the example provided was accomplished by a team (department, section etc), then your specific role in that team is relevant and must be explained. A team leader may not have the same detailed level of competency as the team members (i.e. manages the team), and team members may bring different competencies to the team solution for the project example. Using expressions such as "I was heavily involved with" or "I assisted the team" may not be sufficient to demonstrate your competency. Your contribution and responsibility within the team must be clear.

3. In addition to completing the on-line application Applicants are requested to provide a CV and a role description for current job and details of relevant qualifications. The CV should be in sufficient detail to allow the Assessors to relate the examples given to the roles held during the career of the applicant and how long ago the competency was demonstrated.

CFAM - Guidelines for Applicants

What is a Certified Fellow in Asset Management?

A Certified Fellow in Asset Management (CFAM) is the top level of certification. You have shown strategic application of principles and practices across a number of Asset Management elements. Typically, you have at least 12 years experience

As for all levels, you are aware of the breadth and depth in the Asset Management landscape that needs to be practiced for effective outcomes in whole of life asset management, and you are aware of your role in Asset Management practice.

You are able to demonstrate strategic application in at least 13 of the 25 competency sets that are relevant to this level.

As you continue to progress through your career, you will expect to develop your strategic application in a wider range of the CFAM competency sets.

A rare few may achieve all competencies.

What are the Key Points in the Application Process for Fellows?

The application process for Certified Fellow in Asset Management (CFAM) is quite demanding and requires thought and detailed input to complete the description of evidence for each of the selected Competency Sets. We suggest that you have this Guideline and the Competency Standard (Doc 3000_117) handy while you are completing your application.

Written evidence examples provided by you must address the Competency Set (definition) in each case and be provided in the context of the level of Certification being sought. For example your contribution as a Fellow will be as a manager of Asset Management projects, bringing strategic knowledge to bear and ensuring both technical and non-technical considerations are properly integrated and risks managed appropriately.

To have competence in a specific Competency Set you:

- Must have performed* the element in practice during your career, and
- Be capable of performing* the Competency now:
    - Without refresher training
    - Without undue assistance from others
    - By referring only to specific procedural documents that would normally be required by a competent person
    - By working with other competent persons in a manner normally expected of a competent person

    *Performing includes Implements, develops, specifies, manages etc

Judgements will therefore be made on Competency Sets that have not been performed in recent years to decide if you are currently competent.

For Each Competency Set selected the evidence and example descriptions should generally include:

- Details of the project, challenge, problem, activity
- What was performed by the applicant as an individual and in what context
- Where it was performed
- When it was performed
- What data was used and how was it sourced, collected, collated
- What processes, procedures and/or tools were used
- What methods or analyses were applied
- What were the outcomes, results, achievements, improvements etc

As an applicant for Fellow level it is expected that at least two examples will be given as evidence of achieving each Competency Set. Supporting documents can be referenced in your application to be called upon by the assessors if required.

You are strongly urged to select as many of the other Competency Sets that you feel you can support by verifiable evidence. This will allow the Asset Management Council to provide you with a Competency Profile following successful assessment of your application. The Competency Profile is important guide for your continuing professional development indicating areas where you may want to gain further knowledge / experience.

A Referees name and details are to be provided for each example described so that the competency can be affirmed. When using more than one example as evidence for a competency set then it must be made clear which Referee is applicable to each example.

Note that:

1. The Competency Standard indicates those Competency Sets that are core. The Assessors will be more stringent in their assessment of the supporting evidence for Core Competency Sets.

2. The competency requirements are for you as an individual. Therefore if the example provided was accomplished by a team (department, section etc), then your specific role in that team is relevant and must be explained. A team leader may not have the same detailed level of competency as the team members (i.e. manages the team), and team members may bring different competencies to the team solution for the project example. Using expressions such as "I was heavily involved with" or "I assisted the team" may not be sufficient to demonstrate your competency. Your contribution and responsibility within the team must be clear.

3. In addition to completing the on-line application Applicants are requested to provide a CV and a role description for current job and details of relevant qualifications. The CV should be in sufficient detail to allow the Assessors to relate the examples given to the roles held during the career of the applicant and how long ago the competency was demonstrated.

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.
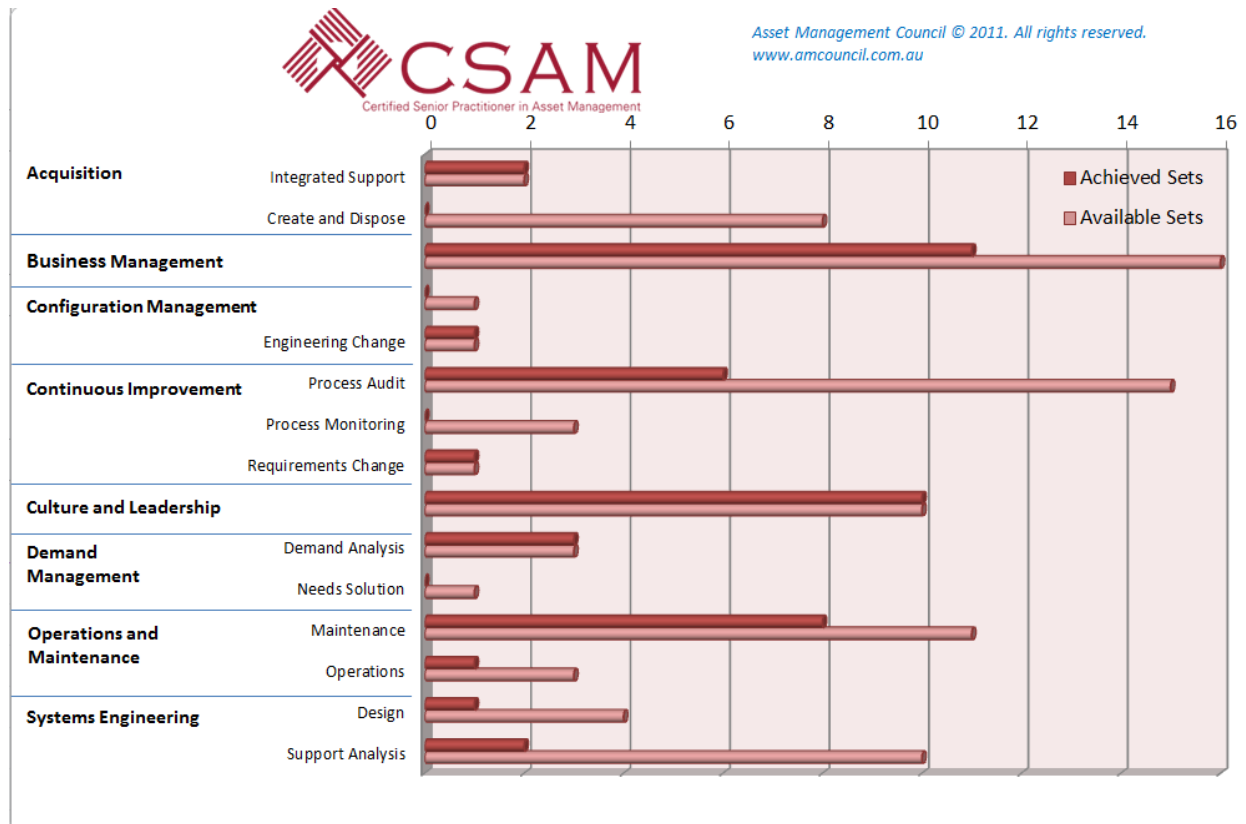
Appendix 2: Fees, 2015

Certification Level	Member Price, AUD ex GST	Price, AUD ex GST
CAAM Application by web, with random audit of paperwork	250	400
CPAM Application by web, requires referees and full audit of paperwork	400	550
CSAM	550	700
CFAM Panel evaluation (perhaps held annually at conference)	550	700
Recertification	50	70

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Fees – Resubmission
$100 after 12 Months
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Recertification

 All certificates are valid for three (3) years. You may apply for recertification either from six months prior or up to three years after the expiry date. Recertification will be valid for another three years ongoing from the expiry date of the original certificate.

If your certificate is nearing expiry, or has expired within the last three years, you will have the option to renew it online. Log on to our website and select the 'certification' tab. Here will see a list of your accreditations earned through the Asset Management Council. You will have the option to select 'renew' which will prompt you to confirm the amount of CPD points earned since you last applied for accreditation.

It is important to keep a log of Continuing Professional Development (CPD) points especially for this reason. All of our members have access to an online log. Please note that points earned for attendance to Asset Management Council events will be automatically listed in your log. You also have the option to manually enter other CPD points accumulated from events not with the Asset Management Council.

Once you have applied to 'renew', providing the amount of CPD points meets the set requirement, you will receive an invoice and then will be able to download your current certificate online once payment is made.

ASSET MANAGEMENT COUNCIL