

WORKSHOP Facilities Management Plan

Course ID-WFMP

Course Overview

Instructor

PRO-BMT

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Office Location

Brisbane Training Studio

Office Hours

Monday – Sunday

Course Overview

The **PRO-BMT** (“*Professional Building Management Training*”) Facilities Management Plan Workshop (“**WFMP**”) is the first of its kind available in Australia specifically tailored to train professionals working within the residential and mixed-use strata sector and Management Rights industry. The WFMP Course is an intense 3-day workshop intended to equip participants with a “Do-it-Yourself” Facilities Management Plan template and instruction on how to complete. Targeted toward Facilities Managers, Caretakers, strata managers or Committee Members seeking to gain skills in the preparation and implementation of a Facilities Management Plan to the BCCM Act 2020 standard, the WFMP course will supply an adequate overview of the process. Developers [and their teams] seeking to fulfill obligations under BCCM Act 2020 will also gain skills and a reiterative template for future use from this course.

Learning Outcomes

Upon completion of the WFMP Course, participants should have achieved the following learning outcomes: -

- An overview of the Facilities Management Plan
- An overview of legislative standards relating to maintenance of common property in a residential or mixed-use strata scheme in Australia
- An overview of assets and infrastructure requiring maintenance within the property
- A general overview of the statutory records of maintenance required under legislation
- Tools to prepare a Facilities Management Plan [template provided to participants]
- Training in hand-over and record keeping techniques
- Introduction to “As Constructed” documentation and enduring [construction] warranties

Teaching Strategies & Objectives

The WFMP Course is taught through a series of classroom lectures and tutorials across 3 full days and 6 modules of competency. All PRO-BMT Trainers are ABMA Accredited Facilities Management Plan Consultants and are therefore able to provide relevant information to the participants.



Assessment & Certification

All participants who successfully complete the WFMP Course are issued with a PRO-BMT Certificate.

Pre-Requisite Qualifications

There are no pre-requisite qualifications required to enroll in this course other than a sound level of comprehension in the English language, though previous experience in facilities management or the maintenance of common property is advantageous.

Course Materials

All participants must purchase the current year reference textbook for the Course: - ABMA Building Management Code© [state specific version]. Course materials, including Facilities Management Plan template, are provided to all participants on arrival.

Resources

Resource references are provided during the course.

Course Schedule

Day	Subject	Competency Assessment
1 A	WFMP001 – Community Titled Sector & the Facilities Management Plan, BCCMA	Q&A Test – Open Book
1 A	WFMP002 – Auditing “As Cons” and Baseline Data	Assignment
1 A	WFMP003 – Assets, Infrastructure, Maintenance & Budgets	Assignment
1 B	WFMP004 – Introduction to Defect Assessment Review	Q&A Test – Open Book
1 B	WFMP005 – WHS Compliance Management & Evacuation Planning	Assignment
1 B	WFMP006 – Hand-Over, Reporting & Record Keeping	Q&A Test – Open Book