

ACBM – Advanced Certificate of Building Management

Course Profile

PRO-BMT Course Code

ACBM

Instructor

Pro-BMT Trainer

Phone

1800 766 268

ABMA Course Code

BMT002

Delivery Model

Online

Email

info@pro-bmt.com

**Pro-BMT delivers ABMA Accredited training programs in accordance with the ABMA Building Management Code©*

Course Overview

The PRO-BMT (“Professional Building Management Training”) Advanced Certificate of Building Management (“ACBM”) 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 ACBM Course is intended to provide employees seeking employment with an owner of Management Rights and/or a Facilities Management services provider with a sound overview of delivery standards required under a Caretaking or Facilities Agreement. The ACBM course is ideal for employees of caretaking contractors or facilities management companies seeking to accelerate their on-the-job training and/or provide employers with a relevant skill set and measurable level of competency.

Learning Outcomes

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

- Ability to identify infrastructure within a residential strata, mixed-use or commercial
- Class 2-9 building and edit an asset register of infrastructure on common property
- Ability to edit a program of preventative maintenance and manage statutory records for regulatory compliance
- Ability to self-assess operational caretaking delivery standards and check performance levels against required standards
- Follow a Work Health and Safety plan
- Support the Health & Safety Representative for the common property workplace
- Follow a contractor management plan
- Follow a Facilities Management Plan
- Ability to prepare various job-related performance reports

Teaching Strategies & Objectives

The ACBM Course is taught through a series of classroom lectures and tutorials across nine months [the third Tuesday of months March – November] as well as onsite practical assignments across 10 modules of competency. If the participant is a new entrant to the industry and not currently engaged in a role on a property, a sample property will be used for the assignments. All PRO-BMT Trainers are experienced in managing residential and mixed-use strata schemes and commercial buildings of Class 2-9, as well as privately owned commercial and accommodation properties in Australia and are therefore able to provide relevant information to the participants.

Assessment & Certification

All participants who successfully complete the ACBM Course are issued with a PRO-BMT Advanced Certificate

Pre-Requisite Qualifications

Each participant must have successfully completed the Certificate in Building Management (“CBM”) prior to enrollment in the Diploma of Building Management.

Course Materials

All participants must purchase the reference textbook for the Course – the ABMA Building Management Code© [state specific edition]. Course materials are provided to all participants on arrival. All assignments are completed on templates supplied by PRO-BMT.

Resources

Resource references are provided during the course.

Course Schedule

| Month | Subject | Assessment |
|-----------|---|------------|
| March | ACBM001 – Industry Introduction | Attendance |
| | ACBM001A – General WHS Induction | Mini Test |
| April | ACBM002 – WHS Plan & HSR Site Inspection | Assignment |
| May | ACBM003 – Essential Services & Asset Registers | Assignment |
| June | ACBM004 – Routine Maintenance Scheduling & Contracts | Assignment |
| July | ACBM005 – Fire Protection System Baseline Data & Management Plan | Assignment |
| August | ACBM006 – Introduction to Soft Services | Assignment |
| September | ACBM007 – Budgeting & Tendering Contracts for Repairs & Maintenance | Assignment |
| October | ACBM008 – Reporting [BCAR + BMR] | Assignment |
| November | ACBM009 – Regulatory Compliance Audit | Assignment |
| Final | ACBM010 – Electives | Assignment |

NOTE: WHS = Workplace Health & Safety; HSR = Health & Safety Representative; BCAR = Building Condition Assessment Report; BMR = Building Managers Report

Electives:

- (i) ACBM-E01 – Garden Maintenance Management Plan
- (ii) ACBM-E02 – Pool & Spa Management Plan
- (iii) ACBM-E03 – Cleaning & Waste Management Plan
- (iv) ACBM-E04 – Tendering & Project Management
- (v) ACBM-E05 – Self-Assessment of Building Management Standards
- (vi) ACBM-E06 – Residents Handbook
- (vii) ACBM-E07 – Caretaking Operations Manual