

CERTIFICATE of Building Management

Course ID-CBM

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”) Certificate of Building Management (“CBM”) 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 CBM Course is a short 1-day course intended to provide those entering the industry for the first time with an overview of the Facilities Management and Caretaking side of managing a community titled scheme. Targeted toward entry level Facilities Managers and/or potential purchasers of Management Rights seeking to provide a qualification or evidence of competency in order to assist an assignment process, the CBM will supply an adequate overview of the role. Newly elected Committee Members seeking to understand how to performance manage a Caretaking Contractor will also gain skills from this course.

Learning Outcomes

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

- An introduction to the Facilities Management Plan
- An introduction to the legislative standards relating to maintenance of common property in a residential or mixed-use strata scheme in Australia
- A general overview of assets and infrastructure requiring maintenance within the property
- A general overview of the statutory records of maintenance required under legislation
- A general overview of performance management techniques and delivery standards
- A general understanding of the relationship between the parties to a Caretaking Agreement
- A general overview of the party’s roles and responsibilities under a Caretaking Agreement

Teaching Strategies & Objectives

The CBM Course is taught through a series of classroom lectures and tutorials across 2 evenings or one Saturday, across 6 modules of competency. All PRO-BMT Trainers are experienced in managing community titled schemes as well as privately owned commercial and accommodation properties in Queensland and are therefore able to provide relevant information to the participants.



Assessment & Certification

All participants who successfully complete the CBM 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.

Course Materials

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

Resources

Resource references are provided during the course.

Course Schedule

Day	Subject	Competency Assessment
1 A	CBM001 – Community Titled Sector & the Facilities Management Plan	Q&A Test – Open Book
1 A	CBM002 – Infrastructure & Maintenance	Q&A Test – Open Book
1 A	CBM003 – Work Health & Safety & Contractor Management	Q&A Test – Open Book
1 B	CBM004 – Repairs & Maintenance	Q&A Test – Open Book
1 B	CBM005 – Facilities Management & Caretaking Delivery Standards	Q&A Test – Open Book
1 B	CBM006 – Reporting & Record Keeping	Q&A Test – Open Book