

# DIPLOMA of Building Management

## Course ID-DBM

## Course Overview

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**Instructor**

PRO-BMT

**Phone**

1300 776 268

**Email**

[info@pro-bmt.com.au](mailto:info@pro-bmt.com.au)

**Office Location**

Brisbane Training Studio

**Office Hours**

Monday – Sunday

**Course Overview**

The **PRO-BMT** (“*Professional Building Management Training*”) Diploma of Building Management (“**DBM**”) is the first of its kind available in Australia specifically tailored to train professionals working within a residential strata and mixed use Class 2-9 building as a Facilities Manager or owner of Management Rights with a Caretaking Agreement. The DBM Course is intended to provide owners of Management Rights and/or parties to a Caretaking Contract or Facilities Management Agreement with the highest level of skill and competency available in all aspects of managing the agreement. The DBM course is ideal for either entry level managers purchasing Management Rights for the first time or others that have been active in the community titled sector looking to advantage themselves through knowledge in their field at the highest level.

**Learning Outcomes**

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

- Ability to identify and record all building infrastructure and assets on the common property
- Ability to program statutory maintenance requirements to legislative standards for all maintainable assets
- Manage the Caretaking Contract and/or Facilities Management Agreement to the standard required & ensure 100% regulatory compliance
- Provide evidence of vigilance under the Caretaking Contract and/or Facilities Management Agreement for compliance reporting, WHS etc.
- Development of a site-specific Facilities Management Plan for the management of the common property [to BCCM Act 2020 standard]
- Preparation and implementation of performance management and self-assessment tools
- Supervision of employees and troubleshooting capability



## Teaching Strategies & Objectives

The DBM Course is taught through a series of classroom lectures and tutorials across nine months [first Wednesday of each month from March to 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 Class 2-9 residential strata and mixed-use communities as well as privately owned commercial and accommodation properties in Australia and are therefore uniquely positioned to provide relevant information to the participants.

## Assessment & Certification

Each participant creates their own site-specific “Facilities Management Plan” tailored to either the specific property [i.e. participants workplace] or a sample property if necessary. All participants who successfully complete the DBM Course are issued with a PRO-BMT Diploma.

## Pre-Requisite Qualifications

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

## Course Materials

All participants must purchase the current year version of the Course reference textbook: - ABMA Building Management Code© [state specific version]. 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	Competency Assessment
March	DBM001 – Strata Professionals Annual Induction	Attendance
March	DBM001A – Annual WHS Induction	Mini Test
April	DBM002 – HSR Training & WHS CMP for building	Assignment
May	DBM003 – Asset Register	Assignment
June	DBM004 – Preventative Maintenance & Contracts Schedule	Assignment
July	DBM005 – Sub-Asset Registers & audit of fire compliance	Assignment
August	DBM006 – Soft Services Management Plan(s)	Assignment
September	DBM007 – SFF analysis, tendering & Project Management	Assignment
October	DBM008 – Reporting [BCAR + BMR]	Assignment
November	DBM009 – Regulatory Compliance Audit [external assessment]	Assignment
Final	DBM010 – Electives	Assignment

**ELECTIVES: -**

- (i) Garden Maintenance Management Plan
- (ii) Pool & Spa Management Plan
- (iii) Cleaning & Waste Management Plan
- (iv) Tendering & Project Management
- (v) Self-Assessment of Building Management Standards