

Professional Program in Building Management

Course Profile

PRO-BMT Course Code:
PPBM

Instructor:
Pro-BMT Trainer

Phone:
1800 766 268

ABMA Course Code
BMT003

Delivery Model
Online via Zoom

Email
training@pro-bmt.com.au

Pro-BMT delivers ABMA-accredited training programs in accordance with the ABMA Building Management Code.

Course Overview

The **PRO-BMT** [“Professional Building Management Training”] Professional Program in Building Management (**“PPBM”**) is a specialised, industry-focused program designed for professionals operating within residential strata and mixed-use Class 2–9 buildings. The program is tailored for Facilities Managers, owners and operators of Management Rights, and parties to Caretaking Contracts or Facilities Management Agreements. The PPBM equips participants with advanced, practical skills to manage building assets, statutory compliance, and contractual obligations at a professional standard. The program emphasises real-world application, regulatory compliance, and operational excellence across all aspects of building and facilities management.

This program is suitable for both new entrants acquiring Management Rights for the first time and experienced professionals seeking to strengthen capability, compliance confidence, and commercial performance.

Learning Outcomes

- Identify, document, and manage all building infrastructure and common property assets
- Establish and maintain statutory maintenance programs aligned with legislative requirements
- Manage Caretaking Contracts and/or Facilities Management Agreements to full regulatory compliance
- Demonstrate contractual vigilance through documented compliance, WHS reporting, and audits
- Develop a site-specific Facilities Management Plan aligned with BCCM Act 2020 standards

- Prepare and implement performance management and self-assessment frameworks
- Supervise staff, contractors, and service providers with effective troubleshooting capability

Teaching Strategies & Objectives

The Professional Program in Building Management is delivered through structured online learning supported by practical, workplace-based assignments across 10 competency modules. Where participants are not currently engaged at an operational site, a sample property is provided to ensure full practical application of course requirements. All PRO-BMT trainers are experienced professionals with extensive backgrounds in managing Class 2–9 residential strata, mixed-use developments, and commercial accommodation assets across Australia.

Assessment & Certification

Participants develop a comprehensive, site-specific Facilities Management Plan tailored to their workplace or a provided sample property.

Upon successful completion, participants are awarded a PRO-BMT Certificate of Completion – Professional Program in Building Management.

Pre-Requisite Qualifications

Participants must have successfully completed the Foundation Program in Building Management (FPBM) and the Advanced Program in Building Management (APBM) prior to enrolment in the Professional Program in Building Management. Previous experience may be considered. Contact us for more information.

Course Schedule

1. Introduction to the ABMA Building Management Code
2. HSR Training & WHS Compliance Management Planning
3. Essential Services & Asset Registers
4. Preventative Maintenance & Contracts Scheduling
5. Sub-Asset Registers & Fire Compliance Auditing
6. Soft Services Management Planning
7. Sinking Fund Forecasting, Tendering & Project Management
8. Reporting (BCAR & Building Manager Reporting)
9. Regulatory Compliance Audit (External Assessment)
10. Elective Modules

Elective Modules

- Garden Maintenance Management Plan
- Pool & Spa Management Plan
- Cleaning & Waste Management Plan
- Tendering & Project Management
- Self-Assessment of Building Management Standards
- Residents Handbook
- Caretaking Operations Manual

Course Schedule

- March PPBM001 – Introduction to the ABMA Building Management Code©
PPBM001A – Annual WHS Induction Mini Test
- April PPBM002 – HSR Training & WHS CMP for building
- May PPBM003 – Essential Services & Asset Registers
- June PPBM004 – Preventative Maintenance & Contracts Schedule
- July PPBM005 – Sub-Asset Registers & Audit of Fire Compliance
- August PPBM006 – Soft Services Management Plans
- September PPBM007 – SFF Analysis, Tendering & Project Management
- October PPBM008 – Reporting [BCAR + BMR]
- November PPBM009 – Regulatory Compliance Audit Assignment
- Final PPBM010 – Electives Assignment

NOTE: Code = ABMA Building Management Code©; WHS = Workplace Health & Safety; HSR = Health & Safety Representative; CMP = Compliance Management Plan; SFF = Sinking Fund Forecast; BCAR = Building Condition Assessment Report; BMR = Building Managers Report

Electives:

- PPBME01 – Garden Maintenance Management Plan
- PPBME02 – Pool & Spa Management Plan
- PPBME03 – Cleaning & Waste Management Plan
- PPBME04 – Tendering & Project Management
- PPBME05 – Self-Assessment of Building Management Standards
- PPBME06 – Residents Handbook
- PPBME07 – Caretaking Operations Manual