

UNIT CODE	SISXFAC010
UNIT TITLE	Develop facility maintenance and equipment acquisition plans
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to scope maintenance and asset acquisition requirements for a facility, and to develop overarching facility maintenance plans. It also covers skills to plan for asset acquisition.</p> <p>This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It can be applied to any type of facility, and to specific plant and equipment.</p> <p>It applies to senior technical or operations managers who operate with significant autonomy and are responsible for making strategic management decisions.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Facility Management
UNIT SECTOR	Cross-Sector
ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Determine scope of maintenance and asset acquisition needs.	<p>1.1 Identify the facility's range of plant and equipment using organisational registers, and determine age and estimated remaining lifespan.</p> <p>1.2 Analyse maintenance history of the facility, plant and equipment using organisational registers and records.</p> <p>1.3 Identify items subject to regular repairs from organisational repair and condition reports.</p> <p>1.4 Identify periodic inspection and maintenance requirements for plant and equipment from operational specifications.</p> <p>1.5 Determine and record overall scope of long and short term maintenance and asset acquisition plans based on analysis.</p>
2. Develop maintenance plans.	<p>2.1 Develop overarching maintenance schedules for the range of plant and equipment covered by the plan.</p> <p>2.2 Document periodic requirements for routine and major services, inspections and tests, according to plant and equipment operational specifications.</p> <p>2.3 Use financial business data and forecasting methods to estimate future maintenance costs.</p> <p>2.4 Develop and document cost schedules for required resources including internal human resource and external specialist contractors.</p> <p>2.5 Develop register of specialist service providers according to organisational contractual arrangements with preferred suppliers.</p> <p>2.6 Document record keeping requirements for the range of maintenance activities.</p> <p>2.7 Collate all materials and schedules according to organisational format requirements.</p> <p>2.8 Obtain approval to proceed with implementation of plan, and adjust as required.</p>
3. Plan for asset acquisition.	<p>3.1 Identify need to introduce new or replace aged physical assets, based on business objectives and performance of aged assets.</p> <p>3.2 Estimate acquisition costs based on evaluation of current, accurate and relevant data.</p> <p>3.3 Evaluate current and future financial ability to acquire physical assets.</p> <p>3.4 Investigate methods of financing appropriate to business structure.</p> <p>3.5 Document plans to acquire new physical assets, and schedule a timeline.</p>
FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> ■ interpret varied and potentially complex organisational information ■ interpret complex and potentially unfamiliar technical specifications for inspection and maintenance of diverse plant and equipment.
Writing skills to:	<ul style="list-style-type: none"> ■ structure and draft a formal action planning document ■ present information using language and format easily understood by a diverse audience.
Numeracy skills to:	<ul style="list-style-type: none"> ■ develop financial estimates using complex calculations.

Self-management skills to:	<ul style="list-style-type: none"> critically analyse the characteristics and needs of the facility to develop tailored maintenance plans.
Technology skills to:	<ul style="list-style-type: none"> use a computer and features of software packages to create a planning document.
UNIT MAPPING INFORMATION	Supersedes and is not equivalent to SISXFAC004 Coordinate facility and equipment acquisition and maintenance
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for SISXFAC010 Develop facility maintenance and equipment acquisition plans
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> develop and document one structured overarching maintenance plan for a sport, fitness, aquatic or recreation facility or service area evaluate the need to replace one major physical asset, and document a plan for acquisition.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ specific to the sport, fitness, aquatic or recreation environment, plant and equipment: <ul style="list-style-type: none"> ○ sources of organisational information for scoping maintenance and asset acquisition plans, and types of information they contain to assist with planning: <ul style="list-style-type: none"> ● asset registers ● historical and current records of repair and maintenance activities ● maintenance, condition and repair reports ● manufacturer operational specifications and guidelines ○ types of plant, large and small equipment: <ul style="list-style-type: none"> ● how to access operational specifications, and select information about periodic requirements for routine and major services, inspections and tests ● types of inspections, maintenance and repairs completed in-house and types referred to specialist technicians ○ formats of structured overarching maintenance plans and components that make up a plan ○ contents of overarching facility maintenance plans and how these are used by maintenance personnel to identify and determine ongoing scheduling requirements for maintenance of plant and equipment ○ considerations for introducing new and replacing aged physical assets: <ul style="list-style-type: none"> ● consumer demand for new services and activities ● increased business profitability ● operational inefficiency of asset and increased cost of maintenance ● asset is reaching end of useful life ○ features and benefits of different financing options for asset acquisition: <ul style="list-style-type: none"> ● hire purchase ● lease ● loan for purchase ○ formats and inclusions of asset acquisition plans ○ types of technology used to: <ul style="list-style-type: none"> ● prepare maintenance and asset acquisition plans ● manage, schedule and keep records of maintenance.
---------------------------	---

ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in a sport, fitness, aquatic or recreation facility. This can be:</p> <ul style="list-style-type: none">■ a workplace, or■ a simulated industry environment set up for the purposes of skills assessment. <p>Assessment must ensure use of:</p> <ul style="list-style-type: none">■ computer and software packages used to create planning documents■ organisational information for scoping and developing maintenance and asset acquisition plans which can include:<ul style="list-style-type: none">○ asset registers○ historical and current records of repair and maintenance activities○ maintenance, condition and repair reports■ manufacturer operational specifications and guidelines for facility plant and equipment. <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide