The IAM Endorsed Training Scheme – Schedule of Courses

IAM TRAINING COURSE REQUIREMENTS Version 3, January 2019

The following table gives a breakdown of the requirements for each course. These are minimum requirements derived from the IAM Competences Framework Version 3.0. Where ETPs are targeting specific sectors or audiences it may be necessary to customise these to specific needs.

### Summary of Courses

<table>
<thead>
<tr>
<th>Title</th>
<th>Relevance of CF Roles</th>
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<tr>
<td>The IAM Foundation Award</td>
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<td>B2 Defining Asset Management Policy &amp; Strategy</td>
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<td>B3 Effective Asset Management Strategies and Plans</td>
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### Roles – as described in Competences Framework

1. Policy Development
2. Strategy Development
3. Asset Management Planning
4. Implement Asset Management Plans
5. Asset Management Capability Development
6. Risk Management and Performance Improvement
7. Asset Knowledge Management

The IAM Foundation Award
An introductory course for people new to asset management or who need to be aware of AM activities.

<table>
<thead>
<tr>
<th>Brief Description</th>
<th>The Foundation Award is designed for a large, diverse audience who need a basic appreciation of what asset management is, and why it matters to organisations and their stakeholders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAM 2008 Framework References</td>
<td>Roles 1-7</td>
</tr>
</tbody>
</table>
| Learning Objectives | By the end of this course, delegates should (as a minimum) be able to:  
  • Describe basic asset management concepts, principles and terminology  
  • Give examples of the breadth of asset management activities  
  • Describe characteristics of good practice asset management  
  • Give examples of some commonly used techniques  
  • Explain the types of benefits organisations can realise |
| Assessment Methods | End of course Foundation Award Knowledge Test |
| Handouts | Delegate pack to contain Course agenda, copies of presentation materials and IAM promotional information (as a minimum) |
| Documentation required | Trainer’s plan (if not using the IAM’s training materials)  
  Course material (if not using the IAM’s training materials) |

Executive Briefing
The ‘Executive Briefing’ is intended for Executives, Directors and Senior Managers who want an introduction to asset management

IAM 2008 Framework References

Roles 1-7

Learning Objectives

By the end of this course, delegates should (as a minimum) be able to:
- Explain what asset management is
- Give examples of why asset management is important
- Describe the scope of good practice asset management
- Give examples of good practice asset management

Assessment Methods

End of course knowledge test
This may be a written test, an oral test or a combination of both
Group discussion may be used

Handouts

Delegate pack to contain Course agenda, copies of presentation materials and IAM promotional information (as a minimum)

Documentation required

Trainer’s plan
Course material

Implementing Asset Management Systems

Six courses which follow the structure of BSI PAS 55: 2008 and are designed to develop more specific knowledge and understanding.

Course B1 The Asset Management System

A detailed work-through the main components of an asset management system that conforms to either PAS 55:2008, ISO 55001:2014, or both these standards for AM Leaders, AM Specialists and AM Team Members *
IAM 2008 Framework References | Roles 3-6
---|---
Learning Objectives | By the end of this course, delegates should (as a minimum) be able to:
• Describe the main stages in the asset management lifecycle
• Describe the main components of an asset management system
• Describe the main requirements of PAS 55 Part 1 and/or ISO 55001
• Give examples of how asset management performance can be assessed and what information is required to do this

Assessment Methods | End of course knowledge test
This may be a written test, an oral test or a combination of both
Group discussion may be used

Handouts | Delegate pack to contain Course agenda, copies of presentation materials and IAM promotional information (as a minimum)

Documentation required | Trainer’s plan
Course material
Assessment materials to support the end of course test

*Training Providers are required to specify which Standard(s) they will adopt and use as the basis for their training courses.

**Course B2 Defining Asset Management Policy & Strategy**

<table>
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<tr>
<th>Brief Description</th>
<th>A detailed review of asset management policy and strategy identification, development and evaluation for AM Leaders</th>
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<td>Roles 1 &amp; 2</td>
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| Learning Objectives | By the end of this course, delegates should (as a minimum) be able to:
• Explain the differences between asset management strategy and policy and why both are important |
The IAM Endorsed Training – Schedule of Courses V3 Jan 2019

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| Documentation required | Trainer's plan  
Course material  
Assessment materials to support the end of course test |

**Course B3 Effective Asset Management Strategies and Plans**

<table>
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<tr>
<th>Brief Description</th>
<th>Essential training for people new to asset manager roles on how to develop effective asset management plans that conform to the requirements of either BSI PAS 55:2008, ISO 55001:2014, or both of these standards. *</th>
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<tr>
<td>IAM 2008 Framework References</td>
<td>Roles 2 &amp; 3</td>
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| Learning Objectives | By the end of this course, delegates should (as a minimum) be able to:  
• Understand the relationships and differences between an asset management strategies and plans  
• Describe the main components and information sources of an asset management strategy and an |
asset management plan
  • Give examples of how internal and external stakeholder interests and opinions can affect asset management planning
  • Describe the main principles of asset whole life costing
  • Describe how sustainability principles can be applied to asset management planning
  • Give examples of how asset management benefits can be tracked
  • Give examples of performance indicators that can be used in whole life assessment of asset creation or acquisition options
  • Describe the main components of a business case to support a preferred investment option
  • Give examples of costs for all key stages of the asset management lifecycle

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**Course B4 Building an Asset Management Organisation**

<table>
<thead>
<tr>
<th>Brief Description</th>
<th>A detailed review of the organisational, knowledge management, risk management implications of effective asset management for Executives and AM Leaders</th>
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<tr>
<th>IAM 2008 Framework References</th>
<th>Role 5</th>
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<tr>
<th>Learning</th>
<th>By the end of this course, delegates should (as a minimum) be able to:</th>
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Objectives

- Describe the main implications of asset management for organisational structure, roles and responsibilities and reporting lines
- Give examples of career paths in asset management
- Describe how the performance of people working in asset management can be assessed and improved
- Describe how the criticality of products, services and their suppliers can be analysed
- Give examples of how asset management affects the specification of requirements for supplied goods and services
- Describe how organisational culture is likely to affect asset management performance
- Describe how to analyse the criticality of procured products and services
- Give examples of criteria which can be used to assess the performance of asset management teams

Assessment Methods
End of course knowledge test
This may be a written test, an oral test or a combination of both
Group discussion may be used

Handouts
Delegate pack to contain: Course agenda, copies of presentation materials and IAM promotional information (as a minimum)

Documentation required
Trainer’s plan
Course material
Assessment materials to support the end of course test

Course B5 Implementing Asset Management Plans

Brief Description
A review of good practice approaches, tools and techniques for lifecycle analysis and whole life costing, determining costs and budgets, allocating resources and managing work activities across the asset lifecycle for AM Leaders and Team Members

IAM 2008 Framework References
Roles 4 & 6

Learning Objectives
By the end of this course, delegates should (as a minimum) be able to:

- Describe the main implications of asset management for asset maintenance, renewal and disposal
**Course B6 Assessing Asset Management Risk and Performance**

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<th>Brief Description</th>
<th>A review of good practice approaches, tools and techniques for assessing asset management plans and investments</th>
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| Learning Objectives | By the end of this course, delegates should (as a minimum) be able to:  
  • Describe what an asset management organisation needs to know in order to manage risk and improve performance.  
  • Describe the standards, processes and systems it will need to generate this knowledge  
  • Give examples of the main categories and types of risks affecting asset management strategy and plans  
  • Give examples of the legal, regulatory, ethical and social requirements likely to affect asset management planning and performance |

- Give examples of how asset condition and performance can be assessed
- Give examples of options for extending the life of assets
- Give examples of how the effectiveness of life-extending, decommissioning, disposal or risk control actions can be evaluated
- Describe the main components of a risk based maintenance or refurbishment workplan
- Describe the main types of asset related risk and how these can be mitigated

**Assessment Methods**

End of course knowledge test  
This may be a written test, an oral test or a combination of both
Group discussion may be used

**Handouts**

Delegate pack to contain: Course agenda, copies of presentation materials and IAM promotional information (as a minimum)

**Documentation required**

Trainer’s plan  
Course material  
Assessment materials to support the end of course test
- Describe the differences between systems audit and review and the role each can play in continuous improvement
- Describe the main components of a requirements specification for an asset information system

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