

## SHORT LEARNING PROGRAMME

Presented by Tshwane Institute for Continuing Education |TICE |

### Maintenance Planner Short Learning Programme

#### PROGRAMME DESCRIPTION :

This programme was developed to equip tradespeople, supervisors, engineers, and technicians aspiring to pursue a career in Maintenance Planning and those who are currently working in the field but don't possess formal certification.

It is made up of technical and soft skills to ensure balance and alignment in successful execution of tasks. For those willing to enhance their skills in specific areas, individual units are offered with prerequisites.

| Technical Skills   | Soft Skills   |
|--|---|
| <ul style="list-style-type: none"> <li>Foundation unit: Introduction to Integrated Asset Management</li> <li>Key maintenance workflow elements</li> <li>Planning a simple maintenance task</li> <li>Planning techniques for projects and shutdowns</li> <li>The importance of configuration and documentation control</li> <li>Computerised Maintenance Management Software</li> </ul> | <ul style="list-style-type: none"> <li>Effective communication</li> <li>Facilitation</li> <li>Effective time management</li> <li>Customer service</li> <li>Leadership</li> <li>Problem solving and decision-making.</li> <li>Negotiation</li> </ul> |

The programme has been certified by Tshwane University of Technology (TUT) and 55 CPD points accredited by the Southern African Asset Management Association (SAAMA). It will be delivered by Tshwane Institute for Continuing Education (TICE) in collaboration with Optimal.

#### PROGRAMME OUTCOMES:

By successfully completing this training programme you will gain skills and knowledge necessary for effective Maintenance Planning and learn how to:

- Perform the functions of maintenance planning in full support of the integrated asset and maintenance management system.
- Acquire a foundational understanding of Maintenance Work Management in its organizational context.
- Facilitate the management (planning, scheduling, and coordination) of maintenance work and the execution thereof in a stepwise manner.
- Maintain and update master data to uphold maintenance work quality and facilitate easy access to maintenance information.
- Determine the scope of work for a maintenance task to allow quality work execution, maximally utilizing required resources.
- Identify, prioritize, plan, schedule, execute and close-out maintenance tasks and associated master data to allow quality work execution, maximally utilizing required resources.
- Learn how to apply the critical path method in planning and scheduling of maintenance projects to be executed within time and budget constraints.
- Compile and sequence activities in an activity description list, discuss the importance of documentation control in asset maintenance and management and the different indexing systems used asset maintenance and management.
- Identify the elements of good Documentation Control in asset maintenance and management.

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- Identify and discuss the consequences of poor Documentation Control that are used in asset maintenance and management.
- Identify and discuss maintenance task management software applications that are used in physical asset management.
- Introduce and apply software applications used for maintenance projects and shutdown management.
- Identify and discuss general software applications used in management of maintenance information.

#### WHO SHOULD ATTEND:

Tradespeople aspiring to pursue a career as maintenance planning, supervisors of tradespeople with no formal maintenance planning certification. Maintenance planners, maintenance advisors, maintenance schedulers, shutdown coordinators and shutdown planners with no formal certification.

#### ENTRY REQUIREMENTS:

**To register for this programme, you must meet one of the following minimum requirements:**

- NQF Level 4 with mathematics and physical science, or
- NQF Level 4 with 3 years' maintenance planning experience, or
- A qualified artisan.

#### DELIVERY MODE: Virtual

For the purpose of geographical accessibility and Covid-19 restrictions, the programme will be delivered virtually.

#### COST:

R42 000 per Participant (VAT incl.)

Payment must be done in full 14 days prior to start date.

#### DATE AND DURATION:

Start date: 8 November 2021 End date: 31 October 2022

Online classes will be presented every Tuesday and Friday, with a maximum duration of 5 hours per session. Although our planning allows for some flexibility, we recommend that participants plan to be available for the full 5 hours. The upcoming programme will start on 08/11/2021 and the final session / exam is planned to take place by 31/10/2022.

#### REGISTRATION AND ENQUIRIES:

**Tel:** +27 (0) 12 111 7868/71

**Registrations:** [registration@ticeafrica.com](mailto:registration@ticeafrica.com)

**Enquiries:** [enquiries@ticeafrica.com](mailto:enquiries@ticeafrica.com)