

## Unit of Competency

### CPPDSM6008 Develop and implement strategic facilities management plans

#### Modification history

Release	Comments
1	Supersedes and is equivalent to CPPDSM6008A Develop strategic facilities management plan. Change to unit title to clarify outcome. Unit updated to meet the Standards for Training Packages 2012. This version first released with CPP Property Services Training Package Release 15.0.

#### Application

This unit of competency specifies the skills and knowledge required to develop and implement a strategic facilities management plan. It includes determining facilities management requirements, conducting a life cycle analysis, planning appropriate investment and disposal strategies, and identifying resource requirements. It also includes reviewing and evaluating implementation of the plan to incorporate corrective actions.

This unit is for individuals who use their broad theoretical and technical skills and knowledge to analyse information, provide advice and devise solutions to sometimes complex problems in compliance with regulatory requirements for the provision of property services.

Legislative, regulatory or certification requirements apply to work in property services in some states and territories. For further information, check with the relevant regulatory authority.

#### Prerequisite Unit

None.

#### Elements and Performance Criteria

1. Establish facilities management requirements.	1.1 Determine facilities management performance needs in consultation with relevant persons. 1.2 Conduct risk assessment of facilities management outcomes according to regulatory and workplace requirements. 1.3 Analyse relevant industry benchmarks to assess expected performance of assets in varying market conditions. 1.4 Identify relevant industry, workplace and regulatory requirements to establish user, contractual and legal compliance for facilities performance.
2. Prepare facilities management plan.	2.1 Prepare comprehensive facilities management plan to meet facilities management aims and objectives according to client and workplace requirements. 2.2 Establish quality assurance goals and strategies according to facilities management plan. 2.3 Determine monitoring and reporting arrangements for facilities management plan to meet client requirements. 2.4 Conduct life cycle analysis and plan capital investment and disposal strategies according to workplace requirements.
3. Organise resources and support	3.1 Organise financial, physical and human resource requirements for facilities management plan implementation ensuring efficient use

processes.	<p>of time and resources.</p> <p>3.2 Disseminate information to support implementation of facilities management plan according to workplace requirements.</p> <p>3.3 Clearly define and document roles and responsibilities associated with facilities management plan implementation.</p>
4. Review, evaluate and modify facilities management plan.	<p>4.1 Review and evaluate facilities management plan in consultation with relevant persons according to workplace requirements.</p> <p>4.2 Evaluate facilities management plan outcomes using systematic review processes and suitable evaluation methods according to workplace requirements.</p> <p>4.3 Review evaluation findings and incorporate recommended modifications and corrective actions into facilities management plan.</p> <p>4.4 Securely maintain facilities management plan and related documentation according to regulatory and workplace requirements.</p>

### Foundation skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

### Unit Mapping Information

Supersedes and is equivalent to CPPDSM6008A Develop strategic facilities management plan.

### Links

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

## Assessment Requirements for CPPDSM6008 Develop and implement strategic facilities management plans

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### Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by developing and implementing one comprehensive written strategic facilities management plan.

### Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- building services and operation methods and practices relevant to facilities management
- compliance requirements of legislation, regulations, codes and standards relevant to developing and implementing strategic facilities management plans:
  - anti-discrimination
  - building control legislation
  - consumer protection
  - environmental protection
  - financial probity
  - franchise and business structures
  - National Construction Code (NCC) and relevant Australian Standards
  - privacy
  - property sales, leasing and management
  - work health and safety (WHS)
- financial analysis and forecasting principles
- impact analysis and investment scenario planning
- industry performance benchmarks, including use and application of value analysis and benchmarking techniques
- long-range and annual facility planning techniques and practices
- methods for conducting life cycle analysis in facilities management:
  - computer modelling
  - examination of cash flows and other financial projections
  - quantitative and qualitative analysis
  - probability analysis
  - time series recognition
- principles and practices of performance measurement, including review and evaluation procedures, processes and techniques
- principles and processes of objective setting
- types of assets associated with facilities management:

- o buildings
- o business and marketing contracts
- o equipment
- o furniture
- o goodwill
- o land
- o property
- o vehicles
- workplace requirements for developing and implementing strategic facilities management plans:
  - o client service
  - o documentation and reporting
  - o quality systems
  - o work role boundaries – responsibilities, limitations and professional abilities.

### Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

### Links

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