



asset management | engineered

Maintenance Planner Qualification

NQF Level 5 | 261 credits

offered by

Pragma Academy



Maintenance Planner Qualification

This programme has been aligned to the Maintenance Planner Qualification curriculum as stipulated by the Quality Council for Trades and Occupations (QCTO).



Format: Blended

(a combination of online, face-to-face and workplace application)



Duration

18 - 24 months



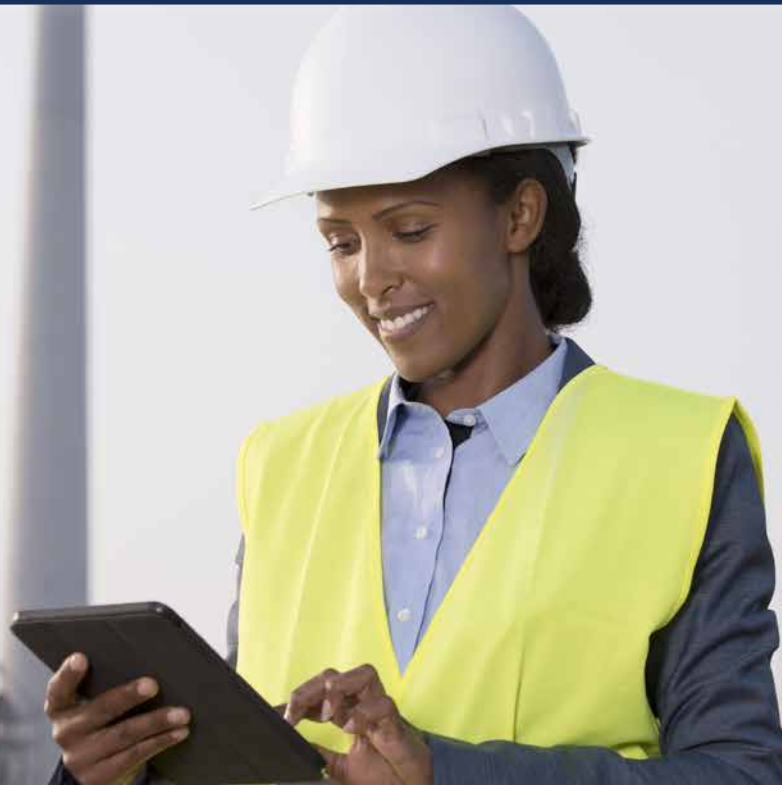
Effort

Three hours per week minimum



Cost

R 37,500.00





Qualification details

The planner qualification is aligned with the Maintenance Planner Qualification Curriculum (Occupational Code 312202) as registered by the Quality Council for Trades and Occupations (QCTO - Accreditation Number: QCTOSDP00180912-1330). It has been directed at NQF Level 5 and carries 261 credits. The average learner should complete the qualification in 18 months.

The various courses that make up this programme must be completed before learners can execute the practical statement of work. The statement of work is a list of tasks and activities which need to be completed in the workplace within a six-month period as part of the qualification requirements.

Qualification outcomes

A qualified learner will be able to:

- identify work through notifications or work requests
- scope and plan work in accordance with identified notifications or work requests
- schedule planned activities
- coordinate the execution of tasks
- close out documentation
- review the execution outcomes of the work management process
- maintain master data.

Entry requirements

To register for this qualification, learners must have a memorandum of understanding with an employer or workplace, and meet one of the following minimum requirements:

- NQF Level 4 Mathematics and Physical Science, or
- NQF Level 4 with three years' experience in maintenance planning, or
- qualified tradesperson.

Who is this qualification aimed at?

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

Programme delivery

The programme is delivered in a blended format and consists of the following components:



eLearning

Access all modules on the Pragma Academy learning management system via a desktop computer or laptop.

Learners work at their own pace, completing the required modules before attending contact sessions.



Contact sessions

Regular contact sessions are scheduled throughout the course - either online or face-to-face.

Online sessions using Skype for Business.

Face-to-face sessions take place either at the Pragma Academy in Midrand or Cape Town, or at client premises.



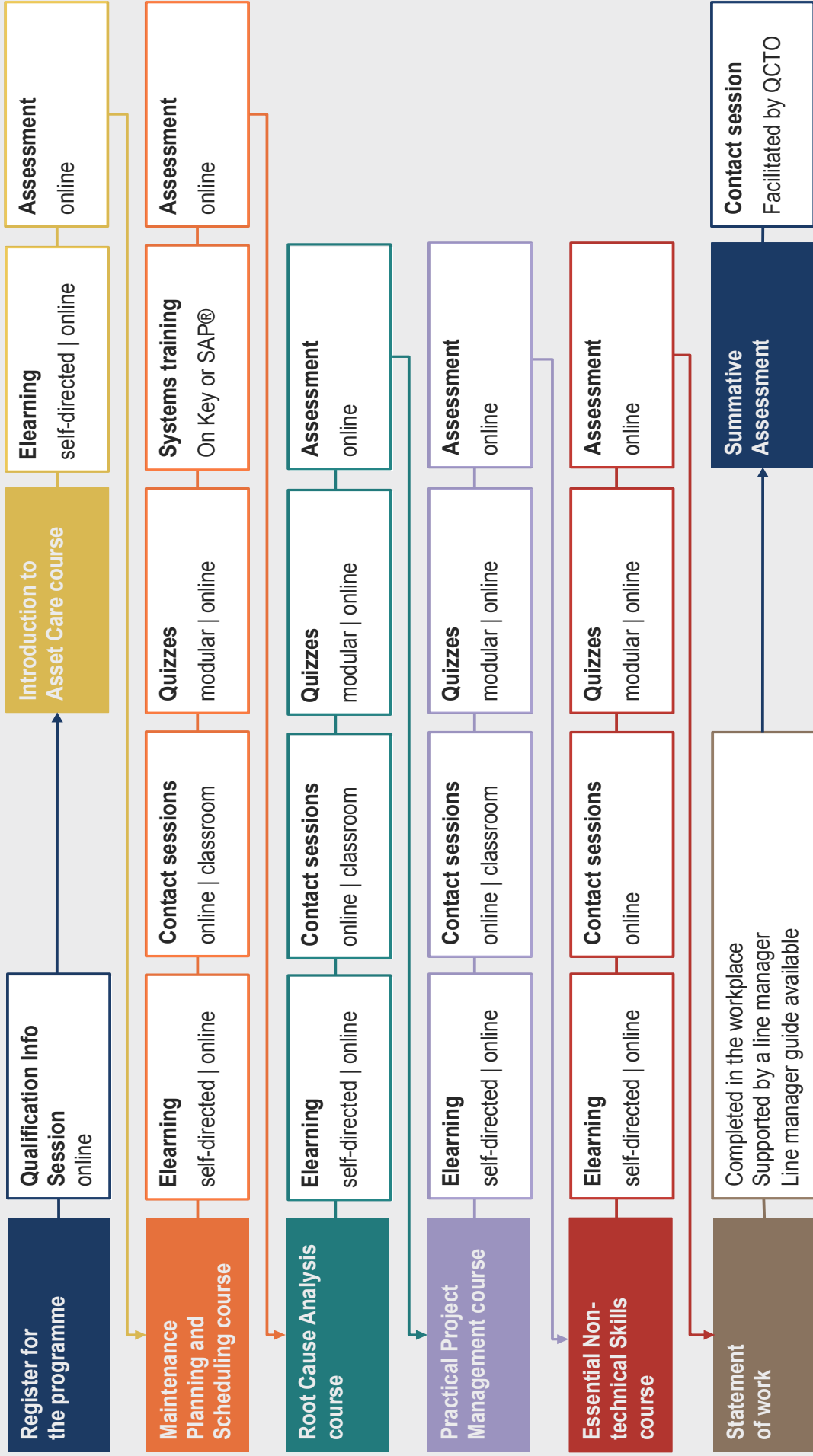
Reading material

Access a variety of reading material on the Pragma Academy learning management system.

Reading material provides additional information about a topic to assist with completing quizzes, practical activities and summative assessments.



Maintenance Planner Qualification Learner Journey



Training courses

The qualification consists of the following training courses that cover the following topics/modules:

1. Introduction to Asset Care

- What is asset care?
- The business objectives and how asset care support them
- The challenges of effective asset care
- Risk and risk management
- The elements of effective asset care
- A model and framework for asset care
- Roles and responsibilities

This blended course includes two online contact sessions with the course facilitator.

2. Maintenance Planning and Scheduling

- MPS in the context of the Operating Model
- Maintenance planning
- Work planning and control introduction
- Asset care plans
- Long term work plans
- Planning principles
- Scheduling principles
- Asset management information systems
- Work order cycle introduction
- Document control
- Weekly scheduling
- Planning
- Validation
- Work identification
- Allocation
- Execution and feedback on work
- Feedback analysis capture and closure
- Reporting
- Implementing work order planning and control

This blended learning course is delivered over a period of two months, during which time learners will have three online content sessions and one classroom session (face-to-face) with the course facilitator.

3. Root Cause Analysis

- Strange things happen
- Ask the right questions
- Define
- Measure
- Analyse
- Improve and control

This blended course includes two online contact sessions with the course facilitator.

4. Practical Project Management

- Project management history
- Project management basics
- Plan a project
- Manage a project

This blended course includes one online contact session and one classroom (face-to-face) contact session with the course facilitator.

5. Essential Non-technical Skills

- Effective communication
- Listening skills
- Verbal and non-verbal skills
- Writing skills
- Time management
- Problem solving
- Facilitation skills
- Introduction to leadership
- Coaching and mentoring
- Conflict resolution
- Assertive skills
- Workplace Ethics
- QMS

This blended course includes two online contact sessions with the course facilitator.



Assessments

To ensure competency as learners work through the courses, various quizzes and assessments have been included in the programme, as listed below. Results from quizzes and assessments will inform learners about their progress and provide facilitators with valuable information regarding gaps in knowledge and understanding of the materials so that additional support can be provided, when required.

Formative assessments

Learners will complete an open book, online quiz at the end of each module.

A pass mark of 80% is required.

Summative assessment

A summative assessment will take place during the last contact session.

Completion of the summative assessment provides access to the statement of work.

External Integrated Summative Assessment (EISA)

This assessment is done by a third party.

Access to the EISA is only possible once the portfolio of evidence for the statement of work has been completed.

Statement of work

After completion of the theoretical training, learners must complete a statement of work in the workplace, which must be signed off by the learner's line manager and submitted as a "portfolio of evidence".

The qualification requires evidence of the following practical workplace activities:

- Work identification process
- Procurement of spare parts, material and external services
- Scoping and planning process
- Scheduling process
- Coordination of execution process
- Refurbishment and return to stores process
- Root cause analysis process (RCA), non-compliance report (NCR) and management of change process (MOC)
- Master data process

The SOW takes six months to complete, during which time the learners will require the support of their line manager in the workplace, the Pragma success coach and the Pragma course facilitators.

Line managers will attend an information session: one online contact session with the course facilitator.

Communication and support

Learners will engage with the following individuals and groups while completing this programme:

Success coach

Pragma will assign a success coach, who will be the first point of call for any administration linked to the programme. This includes:

- Registering learners on the Pragma LMS.
- Sending learners communication about the logistics of the course such as contact session dates, reminders of the modules which need to be completed, assigning them to the facilitated courses.
- Sending learners meeting requests for contact sessions and facilitated courses.
- Setting learners up for all online contact sessions using Skype for Business.

Line manager

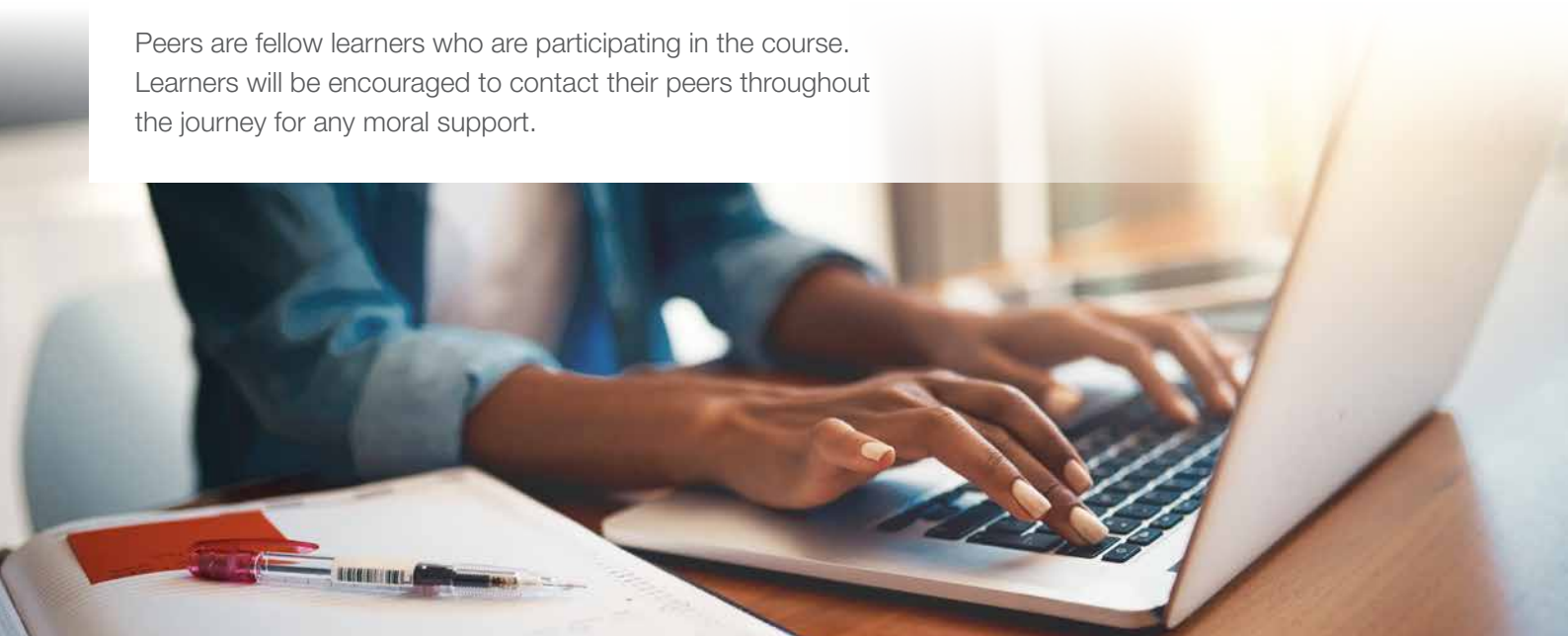
The learners' line managers are available to them every day in the workplace and is their support person. At the outset, learners will be encouraged to discuss times that their line manager is available for any queries related to the content of the course. They should also set up meetings with their line manager should they need a more formal meeting time to discuss content or questions. Their line manager is responsible for walking the journey with them and will need to sign off the statement of work which must be completed in the last six months of the programme.

Course facilitator

The learners will have a course facilitator for each course which they have to complete. This course facilitator will be available for questions and queries to do with the content of the course. They follow usual business hours for availability. Course facilitators usually have a lot of contact time with various learners or are in contact sessions for other groups or courses, so please allow for a two-day period for a response.

Peers

Peers are fellow learners who are participating in the course. Learners will be encouraged to contact their peers throughout the journey for any moral support.



Time required to complete programme

To successfully complete this programme and earn accreditation, learners will require a minimum of three hours per week to study, document and plan.

Infrastructure requirements

To complete this blended learning programme, learners will require access to the following infrastructure:

- Laptop / desktop computer with internet access
- Skype for Business
- Access to the Pragma Academy learning management system.

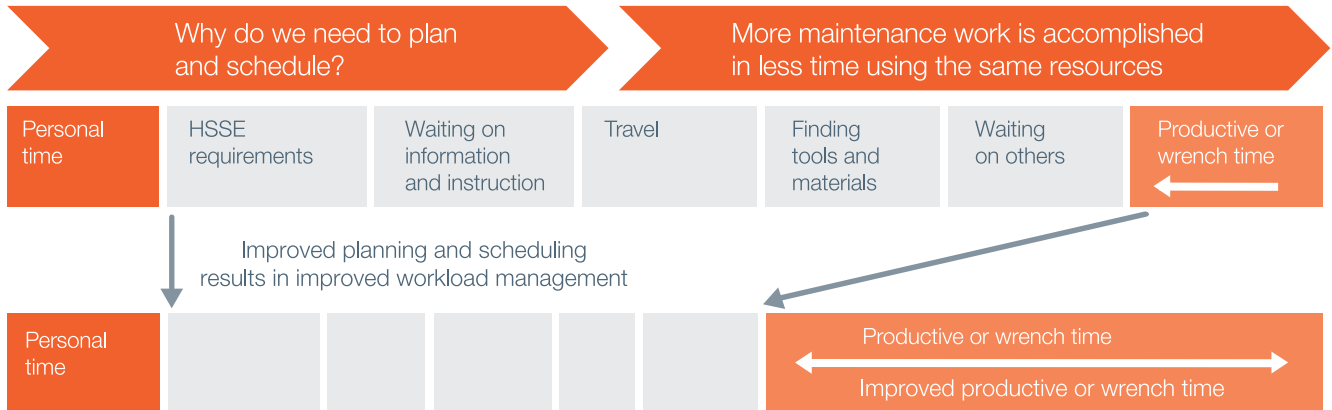
Pragma Academy

Smart Learning for Smart
Asset Management





The Value of a Competent Maintenance Planner



The benefits of good planning



Tradesperson productivity

Reduction of delays. Improves tradesperson productivity by 45-50%, boosting a 90-person workforce to 141.



Quality of work

Effective planning ensures that tradespeople are doing the right work, thereby improving asset health and availability.



Shift to proactive work

Increased attention to preventive and predictive maintenance.

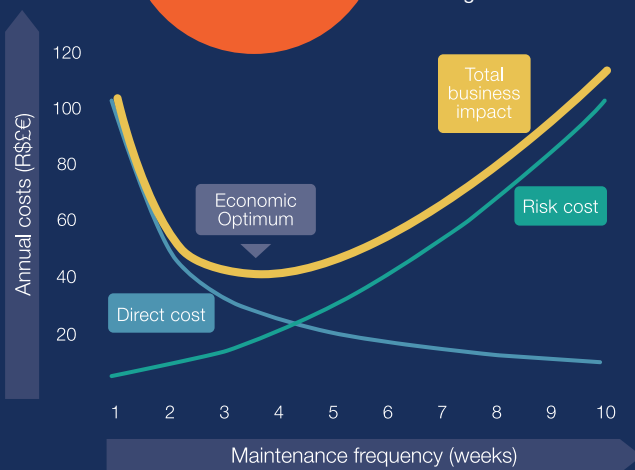


Improved efficiency

A sustained shift toward preventive and predictive maintenance ensures better asset availability.

Good planning improves
*wrench-time by
45 - 50%

*wrench-time = time tradespeople spend working with their tools



Cost and risk

Getting the balance right between asset economic exploitation and asset care. Asset care centric organisations benefit from deferred capital investment.



Delivery and risk

Delivering sustainable asset reliability, through optimised resource utilisation. **Fun fact:** One planner can optimise the efficiency of up to twenty tradespeople.*



Quality

Optimised work instructions, tools and spare parts correctly identified enables a more readily available workforce to be optimised for more complex jobs and root cause failure analysis.

Further information:

For further information or to register for this qualification, please contact:

Karen Greyling

Business Development Manager, Pragma Academy

karen.greyling@pragmaworld.net

Tim Beavon

Operations Manager, Pragma Academy

tim.beavon@pragmaworld.net

