



# ASSET MANAGEMENT

This skills programme enables the learner to gain the knowledge, skills, attitudes and values for managing asset maintenance in the public sector and ensuring asset management is aligned to the organisational strategy.

This skills programme has been designed and developed by Pro-Active College for the public sector.

## Benefits:

The benefits of this skills programme include:

- the ability to conduct asset verifications according to prescribed procedures;
- understanding of the importance of financial statements in asset management;
- knowledge of how assets are categorised;
- the ability to ensure the safekeeping of assets; and
- improved future planning and record keeping abilities.

## TARGET GROUP

This skills programme is designed for the public sector and is aimed at:

- individuals who will be involved in asset management; and
- Asset Managers.

## ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

## Contact Us

☎ 0861 727 726

✉ [info@pscollege.co.za](mailto:info@pscollege.co.za)

🌐 [www.proactivecollege.co.za](http://www.proactivecollege.co.za)



## PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- identify and maintain an asset database;
- identify and implement maintenance requirements;
- review alternative assets and technologies availability;
- control assets;
- monitor and evaluate asset usage; and
- evaluate asset management in terms of organisational strategy.

## ENTRY REQUIREMENTS

It is assumed that learners accessing this skills programme are competent in:

- mathematical literacy (NQF level 3); and
- communication (NQF level 3).

## DURATION

Three day contact session combined with practical workplace experience.

## PORTFOLIO OF EVIDENCE

To be declared competent in this skills programme the learner must be assessed by a registered assessor and be found competent in the following:

### Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

### Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

# Programme Outline

## Learning Unit One

### Identify, Maintain and Control an Asset Database

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- Legislation
- Asset register
- Features of an asset register
- Composition of an asset register
- Processes within the life cycle of an asset
- Asset register system
- Minimum requirements for an asset register
- Asset thresholds
- Recording and maintaining of assets in an asset register
- The responsibility of the establishment and maintenance of an asset register
- Asset record
- Asset verification
- Valuation
- Asset number and location
- Depreciation

## Learning Unit Two

### Review and Control Alternative Assets and Technologies Available

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- Useful life
- Remaining useful life
- Impairment
- Identification of assets
- Asset groupings
- Classification of assets
- Characteristics of assets
- Planning phase of an asset

## Learning Unit Three

### Identify and Implement Maintenance Requirements

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- Safeguarding and maintenance plan
- Operation and maintenance phase
- An operational plan
- A maintenance plan
- Asset performance:
  - Physical condition
  - Functionality
  - Utilisation
  - Financial performance
- Financial statements
- Immovable assets

## Learning Unit Four

### Monitor and Evaluate Asset Usage and Management According to Organisational Strategy

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- Evaluating asset performance
- Criteria for assessing maintenance performance
- Measurement of the elements of financial statements
- Asset transfers between organisations and entities
- Exchanges of assets
- Operation and maintenance phase performance
  - Enhancements/rehabilitation
  - Maintenance/refurbishment