Diploma of Property Services (Asset and Facility Management)

In this program, you’ll work on the areas of operation and maintenance for a building across a variety of situations, incorporating people, location, processes and technology.

This program is designed to fill the gap in training options if you’re looking to advance your career within the diverse, fast-paced world of facilities management.

You’ll work on the operation and maintenance of a building across a variety of situations incorporating people, location, processes and technology. You’ll interact with experienced facilities managers and engage with industry projects through work-integrated learning.

The program is designed for people currently working in facilities management within property services who are seeking an academic qualification to enhance their knowledge, skills and employability. Our teaching staff are drawn from various backgrounds, with qualifications in areas including design, building and construction, project management, planning, environment/sustainability and business.

Note: Program may change as training packages are updated.

Industry connections
RMIT University is committed to providing you with an education that strongly links formal learning with professional or vocational practice.

This program has been developed in close consultation with various industry leaders, including:
- Transfield
- Reserve Bank of Australia
- Brookfield Multiplex
- Strata Communities Australia (Victoria).

Entrance requirements
You should already be working in facilities management and have at least two years’ experience.

Career outlook
Well-trained facility managers are increasingly sought after with the rapid increase in high-density living and the development of larger and more complex infrastructure projects.

The program opens opportunities for career advancement across several industry sectors, including:
- government
- commercial property and strata communities
- hospitality
- education
- retail
- health.

**Program structure**

You will learn to prepare financial plans for a simulated work facility and develop skills in:
- managing operational plans
- sustainability
- asset maintenance and management plans
- risk management
- workplace safety.

Advanced customer service skills you’ll acquire include:
- risk management
- safe work practices
- stakeholder relationships
- networking skills.

Other key skills include:
- preparing and coordinating tenders
- evaluating tender documents
- letting out of a contract, including contractual skills knowledge
- coordinating facility fit-outs.

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### Common units
(Select eight)

<table>
<thead>
<tr>
<th>Manage operational plan (BSBMGT515A)</th>
<th>Develop property marketing and sales strategy (CPPDSM5014A)</th>
<th>Implement asset management plan (CPPDSM5022A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop workplace policy and procedures for sustainability (BSBSUS501A)</td>
<td>Manage projects in the property industry (CPPDSM5030A)</td>
<td>Advise on property investment strategy (CPPDSM5002A)</td>
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<tr>
<td>Coordinate customer service activities in the property industry (CPPDSM5006A)</td>
<td>Plan for a sustainable business (CPPCMN5001A)</td>
<td>Develop a tenancy mix strategy (CPPDSM5013A)</td>
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<tr>
<td>Coordinate risk management system in the property industry (CPPDSM5009A)</td>
<td>Coordinate fit-out of premises for user occupation (CPPDSM5008A)</td>
<td>Develop strata/community management agreement (CPPDSM5016A)</td>
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<tr>
<td>Ensure a safe workplace in the property industry (CPPDSM5018A)</td>
<td>Assess viability of regeneration options in the property industry (CPPDSM5004A)</td>
<td>Maintain public relations in the property industry (CPPDSM5025A)</td>
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<tr>
<td>Manage client relationships and networks in the property industry (CPPDSM5029A)</td>
<td>Contribute to a detailed property feasibility study (CPPDSM5005A)</td>
<td>Advise on use and design of facilities (CPPDSM5001A)</td>
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<tr>
<td>Manage budgets and financial plans (BSBFIM501A)</td>
<td>Determine space utilisation (CPPDSM5011A)</td>
<td>Coordinate construction or renovation of facilities (CPPDSM5007A)</td>
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<tr>
<td>Prepare tender documentation in the property industry (CPPDSM5036A)</td>
<td>Dispose of property (CPPDSM5017A)</td>
<td>Implement facilities management plan (CPPDSM5023A)</td>
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<tr>
<td>Support the recruitment, selection and induction of staff (BSSHRM405A)</td>
<td>Identify and secure a property opportunity (CPPDSM5019A)</td>
<td>Implement facilities procurement systems (CPPDSM5024A)</td>
</tr>
<tr>
<td>Manage people performance (BSBMGT502B)</td>
<td>Manage a consultant property project team (CPPDSM5026A)</td>
<td>Monitor performance of property or facility portfolio (CPPDSM5034A)</td>
</tr>
<tr>
<td>Determine needs of customer populations in the property industry (CPPDSM5010A)</td>
<td>Implement asset maintenance strategy (CPPDSM5021A)</td>
<td>Provide facilities and amenities for property users (CPPDSM5027A)</td>
</tr>
</tbody>
</table>

### Specialist units
(Select eight)