Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Assets and Fleet Management

Custom Courses / Asset Management

Unit Standard AATICD-0568 · NQF Level 5 · 20 Credits · 10 Days

COURSE OVERVIEW

This ten-day programme equips officials and practitioners to manage an organisation's assets and vehicle fleet through their full life cycle, from planning and acquisition to use, maintenance and disposal. The first week covers asset management: policy, the asset register, acquisition, accounting and valuation, physical verification, maintenance and disposal. The second week covers fleet management: fleet policy, vehicle allocation and control, fuel and maintenance management, costing and performance measurement, driver and risk management. Delegates leave with an improvement plan they can apply to the assets and fleet in their own organisation.

Category	Custom Courses
Subfield	Asset Management
Unit Standard	AATICD-0568
Accreditation	SAQA Accredited · NQF Level 5 · 20 Credits
Duration	10 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Explain the asset life cycle and the roles, policies and controls needed to manage assets accountably.
- Compile, maintain and reconcile an asset register that is complete, accurate and ready for audit.
- Plan the acquisition, maintenance, replacement and disposal of assets using life-cycle costing.
- Apply the accounting treatment of assets, including depreciation, impairment and reporting.
- Plan and conduct physical asset verification and resolve the discrepancies it reveals.
- Develop and apply a fleet policy covering vehicle allocation, use, fuel, maintenance and replacement.
- Measure fleet costs and performance, and report on them to management.
- Manage driver, safety, insurance, fraud and compliance risks in asset and fleet operations.

WHO SHOULD ATTEND

- Asset management, administration and transport officers in government ministries, departments and agencies.
- Fleet managers, transport managers and pool vehicle controllers.
- Finance, procurement, stores and supply chain staff who record, buy or account for assets.
- Internal auditors and risk officers who review asset and fleet controls.
- Supervisors and managers responsible for the assets and vehicles used by their units.

COURSE OUTLINE

Day 1: Foundations of Asset Management

- Asset management concepts and the asset life cycle
- Classes of assets: movable, immovable, vehicles, equipment, information technology and intangible assets
- Roles and accountability: accounting officers, asset managers, custodians and users
- Asset management policy, strategy and plans
- Principles of the ISO 55000 asset management standards
- Legal and public finance requirements for safeguarding assets

Day 2: The Asset Register and Asset Identification

- Purpose and structure of the fixed asset register
- Minimum information to record for each asset
- Asset classification, coding, tagging and bar-coding
- Recording acquisitions, transfers, donations and assets under construction
- Custody, movement and handover records
- Common register errors and how to clean up an incomplete register

Day 3: Asset Planning, Acquisition and Procurement

- Needs assessment and asset acquisition planning
- Budgeting for capital and replacement expenditure
- Life-cycle costing and total cost of ownership
- Decisions to buy, lease, hire or share
- Writing specifications and the link to procurement
- Receiving, inspection, commissioning and first recording of assets

Day 4: Asset Accounting, Valuation and Depreciation

- Recognition and measurement of property, plant and equipment
- Useful life, residual value and depreciation methods
- Revaluation, impairment and write-offs
- Reconciling the asset register to the general ledger
- Reporting on assets under public sector accounting standards
- Preparing asset records and schedules for audit

Day 5: Asset Verification, Maintenance and Disposal

- Planning and conducting physical asset verification
- Dealing with discrepancies: missing, damaged and unrecorded assets
- Maintenance strategies: preventive, corrective and condition-based
- Maintenance planning, budgeting and record keeping
- Identifying redundant, obsolete and unserviceable assets
- Disposal methods and procedures: transfer, sale by auction or tender, donation and scrapping
- Loss control, investigation and recovery

Day 6: Introduction to Fleet Management

- The role and objectives of fleet management
- Fleet policy and standard operating procedures
- Fleet composition, right-sizing and utilisation
- Ownership options: owned, leased, hired and pooled vehicles

- Vehicle selection and specification
- Vehicle replacement policy and life-cycle costing
- Roles of the transport officer, drivers and vehicle users

Day 7: **Fleet Operations and Vehicle Control**

- Trip authorisation and vehicle allocation
- Log books, trip records and reconciliation of distances travelled
- Managing pool vehicles and bookings
- Fuel management and control of fuel cards
- Preventing misuse and unauthorised use of vehicles
- Licensing, registration and roadworthiness
- Vehicle tracking and telematics

Day 8: **Fleet Maintenance, Costs and Performance**

- Preventive maintenance schedules and service planning
- Managing repairs, workshops and service providers
- Tyre, battery and spare parts management
- Fleet costing: fixed costs, running costs and cost per kilometre
- Performance indicators: utilisation, availability, downtime and fuel consumption
- Fleet budgeting and reporting to management

Day 9: **Fleet Risk, Safety and Compliance**

- Driver selection, authorisation and training
- Road safety and defensive driving policy
- Accident reporting, investigation and claims
- Vehicle insurance and risk financing
- Fraud and misuse risks in asset and fleet management
- Internal controls and responding to audit findings
- Fuel efficiency and environmental considerations

Day 10: **Integration, Systems and Action Planning**

- Asset and fleet management information systems
- Linking asset and fleet records with finance, procurement and stores
- Monitoring, evaluation and management reporting
- Case study: reviewing an organisation's asset and fleet practices
- Drafting an asset and fleet management improvement plan
- Final assessment and presentation of action plans

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **20 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 27,600.00	**R 27,600.00**
1	In-House	R 37,300.00	**R 37,300.00**
1	On-Campus (Pretoria)	R 41,400.00	**R 41,400.00**

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0568) and click **Get A Quotation**. Select your training method and number of delegates — your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to **apply@aaticd.co.za** — our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically — the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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