

Asset Management

Based on SAQA's Unit Standard 13945 NQF Level 4, 2 Credits | 4 OPISA CPD Points

Introduction

Asset management has become an increasingly important part of organisational best practices. Corporations have realised that effective asset management can provide real benefits and cost savings.

The asset management framework provided in this workshop is flexible enough for any organisation. You can apply it to a single project, a department, or use it as a basis for an enterprise-wide asset management program.

This practical and highly interactive course rapidly develops the key competencies required by junior managers, team leaders, supervisors and first line managers.

Course Objectives

- Differentiate between fixed assets and stock
- Understand the influence that stock management can have on the profitability of a business
- Understand the management of fixed assets in a business unit
- Apply the basic principles of asset management

Course Outline

Differentiate between fixed assets and stock

- The concepts of fixed assets and stock are explained with examples
- The different fixed assets in a business unit are identified and an indication is given of the purpose of each asset
- Understanding how stock piling impacts on the bottomline of the business

Understanding the influence stock and asset management can have on the profitability of a business

- The need for asset management is explained with reference to fraud, theft and carelessness
- Developing a procurement plan to assist in planning

Managing fixed assets

- Identifying fixed assets on a balance sheet
- Updating your asset register
- Understanding the valuation of assets with reference to depreciation and investment
- Utilisation of assets
- Disposal of assets

Applying principles of asset management

- The risk associated with the management of assets is identified in terms of probability and severity
- A plan is designed to minimise the risk associated with fixed assets in a business unit