

Maintenance Planning and Scheduling Training Accreditation Requirements for Trainee Achievement Certificate

TRAINING CERTIFICATE

You receive a certificate upon successful completion of the 10 training modules and submission of real examples providing evidence of applying the maintenance planning and scheduling training course content in your work.

If the principles/practices of the course are applied well we acknowledge that with a 'Certificate of Maintenance Planning and Scheduling Achievement' from Lifetime Reliability Solutions reflecting the current level of achievement and expertise we assess from the supporting evidence and proof you provide to us. **We may choose to visit you and observe you at your workplace and view the practices and systems you use.** We will advise you in advance and arrange a mutually suitable time to meet if this is required.

To get a certificate from Lifetime Reliability as a Maintenance Planner and Scheduler you must provide the following evidence of work and certified proof that the work is a result of your own efforts.

1. Fee Payment

The acceptable forms of payment are

- Bank Telegraphic Transfer (you pay for all bank fees, including those of our bank),
- Money Order made out to 'General Training Pty Ltd' (you pay for all fees) and sent to our postal address with an accompanying note from you,
- Credit Card payment into our bank account (you pay for all credit card fees),
- Other forms of electronic funds transfer direct into our bank account.

We will confirm receipt of funds into the bank account before making the Assessment.

2. All Course Assignments

All the activities required in each module of the course are to be provided as MS Word format or MS Excel documents (as appropriate) electronically sent to the Assessor.

You must send the electronic documents as you complete each module to the Assessor. The Assessor will confirm acceptance and provide you with feedback and advice where they feel it is appropriate to do so. This service is paid for when you purchase each training module.

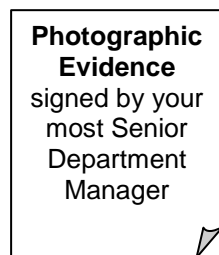
3. Final Assessment using Workplace Evidence of Applying the Training

Once you believe you are ready for an assessment send electronic copies of the planning and scheduling processes you developed, plus two original and complete examples of work packs you built and passed to the maintenance crew, including the feedback received on each job from the Technician(s) who did the work.

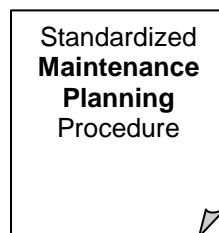
We need real evidence of your own work to assess how you have applied the course content and the way in which you do your work as a Planner/Scheduler. We provide written feedback/advice and a certificate commensurate with our assessment of the level of ability based on the quality and content of the two examples provided to us from your operation. **We will also conduct a telephone interview with you should we feel that it is necessary.**

Send to the Assessor:

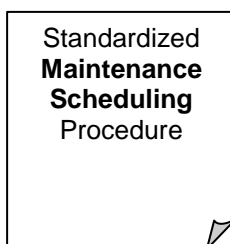
1. Certified photographic evidence of yourself



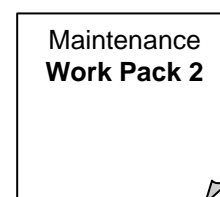
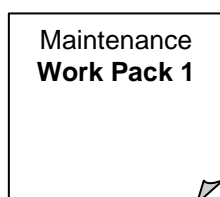
2. an electronic copy (in MS Word format) of the completed final Standardised Planning Procedure and flow charts



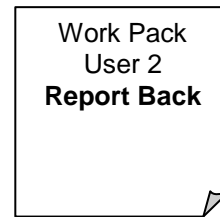
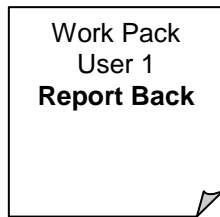
3. an electronic copy (in MS Word format) of the completed final Standardised Scheduling Procedure and flow charts



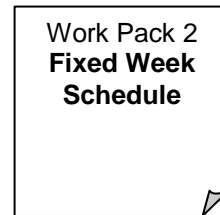
4. two (2) original best examples of complete Maintenance Work Packs



5. all report-back content from the users of each work pack



6. the fixed week schedule for the dates each job was done in



Proof of Identity with Final Assessment

With the original documents you send us include hardcopy photographic evidence of your identity signed by your most senior department manager to certify you are the person in the photograph and that you did the work. We will not accept copies of signed Proof of Identity. You must give us the original Proof of Identity signed by your most senior manager We will contact the signatory to confirm the evidence and signature.

A statement, such as the following, written over the photographic evidence in irremovable ink is required from your department manager:

This person is _____ whom I know personally. I confirm that they did this work themselves.

My name is _____, my position title is _____, I can be contacted directly on telephone number _____.

Postal Address to Summit Original Evidence for Assessment

The original hardcopy documents that you provide to us must be fully postage paid registered mail and enclosed in a suitably weather protected package. The address to post them to is –

**Lifetime Reliability Solutions
MPS Training Course Assessor
PO Box 2091
Rossmoyne Western Australia 6148**

Include a sufficiently large, fully postage paid, suitable weather protected, self addressed envelope if you want the documents returned, or provide a separate money order or electronic funds payment to us to cover the cost of returning the documents back to you.

Make copies of the original documents for your own records before you send them to us.

HIGHER ACCOMPLISHMENT CERTIFICATE

In addition to the training course certificate we provide an accreditation service that recognizes your continued learning and improvement.

Recognition of higher accreditation is available for a fee of AU\$500 per Trainee per review (this is the current price as of September 2010 and can be changed at any time). Payment is required for each competency level review (Mastery / Competent / Understanding) .

To get a Higher Accomplishment Certificate as a Maintenance Planner and Scheduler you must provide the accreditation review payment in advance, along with real evidence of work and certified proof that the work is a result of your own efforts.

Contact us if you want to be regraded to a higher level of accomplishment and we will advise you what you need to provide to us as proof of your higher skills and understanding.