



MAINTENANCE PLANNER

(ANZSCO Code: 312911)

Group C



About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Maintenance Planners develop maintenance planning strategies, and schedule, coordinate and monitor the maintenance of all plant equipment.

Occupations considered suitable under this ANZSCO code:

- » Maintenance Scheduler
- » Shutdown Coordinator
- » Shutdown Planner

Occupations not considered under this ANZSCO code:

- » ICT Support Technicians
- » Aircraft Maintenance Engineers
- » Ship's Engineer
- » Building and Plumbing Labourers

These occupations are classified elsewhere in ANZSCO.

Maintenance Planner is a VETASSESS Group C occupation.












This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants must also have at least one year of highly relevant, post-qualification employment, at an appropriate skill level completed in the last five years.



Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1-4):

GROUP C	Criteria for a positive Skills Assessment						
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**			
1		+		+	N/A	+	
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
Pre-qualification methodology can apply to Group C occupations							
	Highly Relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Diploma or higher AQF level			
4	 +  Within last 5 years	+	N/A	+	N/A	+	

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



Qualification and employment criteria continued...

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

Qualification

AQF Diploma degree or higher qualification*

Highly relevant field of study include:

- » Maintenance Management

Other closely related majors in Mechanical Engineering, Engineering Technology, Civil Construction Plant Operations or an area related to the Maintenance Planner's work context may be considered on a case-by-case basis.

* This includes qualifications assessed at AQF Diploma, Advanced Diploma, Associate, Graduate Diploma, Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include:

- » Identifying reliability issues and working to implement solutions;
- » Assisting with the development and maintenance of engineering standards;
- » Maintaining a safe system of work in the workplace by complying fully with standards and policies and all relevant legislation requirements;
- » Writing job plans, workflow processes and undertaking reviews and audits;
- » Utilising the CMMS system for running reports, records management, tracking and general maintenance;
- » Developing and implementing effective preventative maintenance and reliability systems to maximise plant efficiencies;
- » Planning maintenance activities, such as preventative maintenance, schedules and maintenance shutdowns;

- » Utilising and implementing continuous improvement processes with the aim of reducing plant downtime and increasing plant availability through effective processes;
- » Spare parts procurement and inventory management;
- » Ensuring accurate monitoring of project costs, work and scheduling;
- » Providing leadership in the site maintenance planning processing.

Employment information

Maintenance Planners ensure that the machinery used in manufacturing, refining and processing plants is in the best possible working order by undertaking a range of maintenance inspections and scheduling maintenance processes.

Roles with a primary focus on diagnosing faults and performing repairing and operational maintenance of machines would not be considered relevant to the occupation of Maintenance Planner.

Supporting material for assessment

Applicants nominating this occupation are required to provide evidence in line with VETASSESS documentation requirements ([see List of Required Documents](#)).

Applicants may also provide details of any relevant training or professional development courses undertaken, and licences/registrations held that relate to performing the role, if applicable. These may be detailed in the Curriculum Vitae/Resume provided.

