



Certificate in Fleet Management

BVRLA, The Lodge, Amersham, HP7 0DD



The BVRLA's in-depth four-day Professional Fleet Consultant Development Programme is run by the Institute of Car Fleet Management and is externally accredited by the Institute of Leadership and Management (ILM). It provides a nationally recognised professional qualification upon successful completion - the Certificate in Fleet Management.

This programme (run over two, two-day modules) has been designed to give participants a clear insight into current best practice principles for effective fleet management. It will help you to develop and deliver customised fleet solutions to prospective and existing clients. And help you to fully understand client expectations and the benefits of responding by developing optimum solutions for the supply of vehicles and fleet support services.

Who should attend?

- Consultancy & Mobility Executives
- Account Managers, Sales Managers
- Business Development Managers
- New Business / Sales Executives
- Customer Relationship Managers

2019 dates:

May-July Course
Module 1: 8-9th May
Module 2: 10-11th July

September-November Course
Module 1: 2nd-3rd October
Module 2: 27-28 November

Day One

09:00

Delegate welcome and tutor instructions

Client Expectations and Consultant Roles

- Developing client relationships Meeting expectations
- Benefits of sound client relationships
- Effective communication skills

Car Fleet Management

- Brief history
- The company car
- Its effectiveness

Asset Management

- The significance of assets
- Availability of resources
- Asset risk evaluation

Risk Management

- Overview of risk management in relation to car fleets
- Legislative risk
- Financial risk
- Reputation

The Market

- Overview
- Size and Segmentation

17.30 Close

Day Two

09:00

Delegate welcome

Fleet Policy: purpose

- Responsibilities Scope
- Processes and procedures Systems
- Company needs, goals and values
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Fleet Policy: key elements

- Stakeholder requirements
- Profiling
- Content
- Culture and organisational structure
- Communication to drivers Business plan and budgeting Funding options
- Implementation

Fleet Policy: links to current and

future roles

- Total mobility management
- Changing roles and responsibilities

BVRLA Briefing →

Role of the BVRLA

Competence assessment briefing and module one evaluation

17:30 Close

Day One

09:00

Delegate welcome

Administration Needs and Solutions

- Recap car fleet policy
- Effective communication management
- Opportunities to influence via fleet policy
- Management information, reporting and control

Finance Needs and Solutions

- Balance sheet considerations
- Sources of finance
- Balance sheet and Profit and Loss accounts
- Budget management
- Funding options
- Key acquisition options
- Calculation of rentals
- Taxation liabilities and obligations

17:30 Close

Day Two

09:00

Delegate welcome

Acquisition Needs and Solutions

- Acquisition planning
- Tendering
- Key acquisition options
- Supplier management Considerations
- at the end of vehicle service lifetime

Legislative Needs and Solutions

- Licensing management and control
- Key legal obligations
- Legislative risk exposure and Reduction, air quality, fair wear & tear, Health & Safety / duty of care

Competence assessment briefing and module two evaluation

17:30 Close

What key benefits can be gained by attending this course?

- ✓ An externally accredited qualification recognized within the industry
- ✓ Encouragement to discuss new and creative solutions
- ✓ Covers current sector challenges: taxation, connected cars and data, responsible motor finance, air quality
- ✓ Opportunities for sharing ideas and experiences
- ✓ Re-ignite enthusiasm for role and achievement of results
- ✓ Opportunity to increase and/or develop existing consultant skill set
- ✓ Delegates will be offered opportunities to undertake continuous professional development

Accreditation and competence assessment

Accreditation

The programme has the accreditation of the Institute of Leadership & Management (ILM) as an endorsed programme (B003).

Competence assessment

Competence assessment takes the form of a two-part, role-based assignment. The first assignment is completed after attending the first module and before attending the second module. The second assignment is completed within one month of attending the second module.

The assignments are designed for the participant to provide evidence of applying the skill and principles covered on the programme, always with a focus on real-world application.

Participants will be fully briefed on how to complete each assignment. The assignments will be marked by an ICFM tutor and qualified assessor with external verification.

Costs

Cost to attend: £1850 plus VAT per delegate.

There is the option to pay in two instalments - £1000 plus VAT for Module 1 and £850 for Module 2. All fees must be paid for ahead of the course dates. Accommodation can be found in Amersham and the surrounding area. Information is available on request.

