

Request to Attend: Planners' School – Level 1

Dear [Manager's name],

I'm requesting approval to attend **Planners' School Level 1 (Fundamentals of Work Management)**. This directly delivers the capability-development goal in my current plan: moving our maintenance from reactive breakdown work to a structured, planned system that reduces failures, cuts cost, and gets the right work done at the right time.

Why this fits my development plan:

This course is hands on and built for practitioners doing the work – **so what I learn applies to our site immediately**. It's also CPD-accredited, so the hours count toward my professional development requirements.

What the course covers:

1. Work Management & Business Imperatives
2. Identifying Work
3. Maintenance Planning
4. Scheduling & Dispatch
5. Work Execution
6. Spares Management
7. Transitioning from Breakdown Maintenance
8. Performance Assessment & Measurement.

Course objectives include:

- Better planning that delivers real labour efficiencies and cost reduction through proactive maintenance
- A tuned preventive maintenance strategy that reduces failures with optimal procedures.
- Maintenance and production schedules aligned for cost-effective access to equipment.
- Parts and engineering stores managed so the right work happens on time with minimal stock holdings.
- Meaningful KPIs we can act on, with accurate analysis of our risks and costs.
- A clear path to transition from breakdown to planned maintenance – and a continuous-improvement program that involves all stakeholders.

What's included:

- Two days of instruction with case study-led learning.
- Practical templates and tools I can apply immediately back at work.
- A comprehensive colour course manual.
- Certificate of completion.
- CPD hours that count toward my professional development requirements.
- Lunch, morning and afternoon teas throughout
- Networking evening to connect, learn and share with instructors and peers.
- Ongoing platform access to videos, white papers, research, and podcasts.
- Access to monthly 90-minute maintenance and reliability masterclasses.

About the provider:

Planners' School Level 1 is one of a portfolio of **25 maintenance and reliability training courses** delivered through the **MAINSTREAM Community's Asset Schools**.

This is highly regarded, well-credentialed content. The material is kept evergreen: updated frequently and grounded in the research from MAINSTREAM's well-known annual *State of Asset Management Report*.

I'm happy to discuss, and I appreciate your support.

Best regards

[Your Name]

Useful links to support my training request:

- [Planners' School Level 1 Course Outline](#)
- [What I can expect to take away](#)
- [Planners' School Level 1 PDF](#)
- [All Asset Schools Courses PDF](#)