



**Australian Government**

**Assessment Requirements for  
CPPDSM4034 Negotiate and implement  
strata community management agreement**

**Release: 1**

# Assessment Requirements for CPPDSM4034 Negotiate and implement strata community management agreement

## Modification History

Release 1.

Replaces superseded by non-equivalent CPPDSM4034A Negotiate and implement strata community management agreement.

This version first released with CPP Property Services Training Package Version 5.

## Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also:

- negotiate one strata community management agreement
- implement one strata community management agreement
- review one strata community management agreement
- terminate one strata community management agreement.

In doing the above, the person must:

- establish and negotiate strata community management agreement requirements
- implement and monitor a management agreement for a strata community
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with implementing strata community management agreements
- maintain records associated with above work
- review and report on agreement implementation processes and outcomes.

## Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- administration of property strata plans
- business law relating to contracts and property management
- financial management in relation to budgeting and bookkeeping
- limitations of own work role, responsibilities and professional abilities
- management of administration and sinking funds
- work health and safety (WHS) issues and requirements
- organisational and professional procedures relating to strata community management agreements
- social and ethical practices and business standards relating to strata community management agreements

- key requirements of federal, state or territory legislation and local government regulations relating to:
  - anti-discrimination
  - consumer protection
  - environmental issues
  - equal employment opportunity (EEO)
  - financial probity
  - franchise and business structures
  - industrial relations
  - privacy
  - strata community
  - WHS
- risk management processes and procedures relating to strata community management agreements, including required insurances
- use and application of statutory forms in strata community management.

## Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computer system with internet, email and printing facilities
- specifications:
  - organisational policies and procedures for establishing and implementing management agreements for strata communities
  - management agreement for a strata community
  - source documentation or access to source documentation relating to management of a strata community
- physical conditions:
  - access to a strata community
- relationship with team members and supervisor:
  - member of a work team involved in managing a strata community.

### Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>