



**Australian Government**

# **CPP07 Property Services Training Package**

**Release: 13.0**

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## Modification History

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release date	Comments
13	29 January 2013	<p>NSSC endorsement for the:</p> <ul style="list-style-type: none"> <li>• addition of two new swimming pool and spa (SPS) qualifications: <ul style="list-style-type: none"> <li>• CPP31212 Certificate III in Swimming Pool and Spa Service</li> <li>• CPP41312 Certificate IV in Swimming Pool and Spa Service</li> </ul> </li> <li>• revision of one security qualification: <ul style="list-style-type: none"> <li>• CPP20212 Certificate II in Security Operations</li> </ul> </li> <li>• addition of thirty new units of competency: <ul style="list-style-type: none"> <li>• CPPCMN3005A Complete client documentation</li> <li>• CPPSPS3001A Handle, transport and store swimming pool and spa chemicals safely</li> <li>• CPPSPS3002A Perform basic swimming pool and spa measurements and calculations</li> <li>• CPPSPS3003A Routinely maintain swimming pools and spas</li> <li>• CPPSPS3004A Routinely maintain swimming pool and spa water circulation and filtration systems</li> <li>• CPPSPS3005A Routinely maintain swimming pool and spa dosing systems</li> <li>• CPPSPS3006A Routinely maintain swimming pool and spa cleaning and vacuuming systems</li> <li>• CPPSPS3007A Routinely maintain swimming pool and spa heating systems</li> <li>• CPPSPS3008A Work in the swimming pool and spa servicing industry</li> <li>• CPPSPS3009A Maintain swimming pool and spa stock</li> <li>• CPPSPS3010A Sell swimming pool and spa products and services</li> <li>• CPPSPS3011A Use and maintain business technology related to swimming pool and spa servicing</li> <li>• CPPSPS3012A Read and apply information from</li> </ul> </li> </ul>

Version	Release date	Comments
		<p>swimming pool and spa technical manuals</p> <ul style="list-style-type: none"> <li>• CPPSPS4001A Assess and treat water problems in swimming pools and spas</li> <li>• CPPSPS4002A Install, service and repair swimming pool and spa circulation and filtration systems</li> <li>• CPPSPS4003A Install, service and repair swimming pool and spa dosing systems</li> <li>• CPPSPS4004A Install, service and repair swimming pool and spa cleaning and vacuuming systems</li> <li>• CPPSPS4005A Install, service and repair swimming pool and spa heating systems</li> <li>• CPPSPS4006A Install, service and repair low voltage swimming pool and spa lighting systems</li> <li>• CPPSPS4007A Inspect, service and repair aquatic facility plant and equipment</li> <li>• CPPSPS4008A Install, service and repair spas</li> <li>• CPPSPS4009A Estimate cost of swimming pool and spa products and services</li> <li>• CPPSPS4010A Manage own role as a swimming pool and spa technician</li> <li>• CPPSPS4011A Comply with regulatory requirements for swimming pool and spa servicing</li> <li>• CPPSPS4012A Design, install and service automated systems for swimming pools and spas</li> <li>• CPPSPS4013A Establish maintenance plans for swimming pools and spas</li> <li>• CPPSPS4014A Drain and acid wash swimming pools and spas</li> <li>• CPPSPS4015A Maintain spa water quality</li> <li>• CPPSPS4016A Advise on swimming pool and spa products and services</li> <li>• CPPSPS4017A Detect leaks in swimming pools and spas.</li> </ul> <p>ISC upgrade to:</p> <ul style="list-style-type: none"> <li>• update superseded imported elective unit in CPP30411 Certificate III in Security Operations</li> <li>• update superseded imported unit in the licensing information for the following three licensable activities associated with the Certificate III in Security</li> </ul>

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		<p>Operations:</p> <ul style="list-style-type: none"> <li>• Armed security officers within the cash-in-transit (CIT) industry</li> <li>• Armed security officer (protecting property with a firearm)</li> <li>• Unarmed bodyguard</li> <li>• update pathways information in the following otherwise unchanged skill sets in response to update in CPP20212: <ul style="list-style-type: none"> <li>• Conduct Investigations</li> <li>• Perform Monitoring Centre Operations</li> </ul> </li> <li>• insert entries for PRMCMN302A and PRMCMN402A into the mapping table detailing the relationship between CPP07 and PRM04 Training Packages; at the same time amending the Version 6 entries for CPPCMN3004A and CPPCMN4004A, advising that while new units, commentary failed to list their equivalence status without regard to their source units (PRMCMN302A and PRMCMN402A from PRM04).</li> <li>• made other minor editorial changes</li> </ul>
12	24 October, 2012	<p>NSSC endorsement for the:</p> <ul style="list-style-type: none"> <li>• the addition of one new SSIS qualification: CPP60312 Advanced Diploma of Surveying</li> <li>• the deletion of one SSIS unit of competency: CPPSIS3002A Store and retrieve basic spatial data</li> <li>• the addition of 12 new SSIS units of competency: <ul style="list-style-type: none"> <li>• CPPSIS4036A Operate spatial software applications</li> <li>• CPPSIS4037A Produce computer-aided drawings</li> <li>• CPPSIS4038A Prepare and present GIS data</li> <li>• CPPSIS5060A Use complex spreadsheets for spatial information</li> <li>• CPPSIS5061A Locate underground services in surveying practice</li> <li>• CPPSIS5062A Conduct photogrammetric mapping</li> <li>• CPPSIS5063A Produce GIS data</li> <li>• CPPSIS5064A Manipulate and analyse GIS data</li> <li>• CPPSIS6041A Compile mine survey plans</li> </ul> </li> </ul>

Version	Release date	Comments
		<ul style="list-style-type: none"> <li>• CPPSIS6042A Coordinate information gathering and GIS development</li> <li>• CPPSIS6043A Develop, monitor and maintain geographic information systems</li> <li>• CPPSIS6044A Manage GIS data</li> <li>• revision of the following seven non-equivalent SSIS qualifications: <ul style="list-style-type: none"> <li>• CPP20112 Certificate II in Surveying and Spatial Information Services</li> <li>• CPP30112 Certificate III in Surveying and Spatial Information Services</li> <li>• CPP40112 Certificate IV in Surveying</li> <li>• CPP40212 Certificate IV in Spatial Information Services</li> <li>• CPP50112 Diploma of Surveying</li> <li>• CPP50212 Diploma of Spatial Information Services</li> <li>• CPP60112 Advanced Diploma of Spatial Information Services</li> </ul> </li> <li>• revision of 80 existing SSIS units of competency to reflect industry requirements and sustainability policy changes since their first release (see unit mapping table for list of units and their changes), resulting in code changes and non-equivalence.</li> </ul> <p>ISC upgrade to:</p> <ul style="list-style-type: none"> <li>• update superseded imported units in existing SSIS qualifications</li> <li>• change skill set title to reflect inclusion of 'surveying' in sector name: Induction to Surveying and Spatial Information Services</li> <li>• delete two SSIS skill sets: <ul style="list-style-type: none"> <li>• Provide Technical Assistance with Field Surveys</li> <li>• Analyse Basic GIS Data</li> </ul> </li> <li>• update SSIS skill sets to reflect the revision of imported units and native CPP07 units and their subsequent code changes</li> <li>• make other minor editorial changes.</li> </ul>
11	5 September, 2012	<p>NSSC endorsement for the:</p> <ul style="list-style-type: none"> <li>• addition of two new home sustainability assessment</li> </ul>

Version	Release date	Comments
		<p>(HSA) qualifications:</p> <ul style="list-style-type: none"> <li>• CPP41212 Certificate IV in NatHERS Assessment</li> <li>• CPP51012 Diploma of Residential Building Energy Assessment</li> <li>• addition of sixteen new HSA units of competency: <ul style="list-style-type: none"> <li>• CPPHSA4011A Collect information to support NatHERS assessment</li> <li>• CPPHSA4012A Conduct NatHERS assessment of planned residential buildings</li> <li>• CPPHSA4013A Conduct NatHERS assessment of existing residential buildings</li> <li>• CPPHSA4014A Meet regulatory requirements when completing NatHERS assessments</li> <li>• CPPHSA4015A Assess impact of building elements on thermal performance of residential buildings</li> <li>• CPPHSA4016A Advise on options for enhancing thermal performance of residential buildings</li> <li>• CPPHSA4017A Cost measures to improve thermal performance of residential buildings</li> <li>• CPPHSA4018A Manage own work, professional development and ethical behaviour</li> <li>• CPPHSA4019A Inform clients about thermal performance of residential buildings</li> <li>• CPPHSA4020A Operate computer systems to support NatHERS assessment</li> <li>• CPPHSA5001A Assess thermal performance of complex residential buildings</li> <li>• CPPHSA5002A Assess thermal performance and energy efficiency of residential buildings</li> <li>• CPPHSA5003A Manage quality assurance of NatHERS assessments</li> <li>• CPPHSA5004A Educate clients about thermal efficiency of residential buildings</li> <li>• CPPHSA5005A Peer review NatHERS assessments</li> <li>• CPPHSA5006A Promote low and zero carbon energy technologies in residential buildings.</li> </ul> </li> </ul>
10	20 April, 2012	<p>NSSC endorsement for the:</p> <ul style="list-style-type: none"> <li>• addition of one new access consulting qualification: <ul style="list-style-type: none"> <li>• CPP80312 Vocational Graduate Diploma of</li> </ul> </li> </ul>

Version	Release date	Comments
		<p>Access Consulting</p> <ul style="list-style-type: none"> <li>• addition of eight new access consulting units: <ul style="list-style-type: none"> <li>• CPPACC8001A Research and analyse access and use requirements for people with diverse disabilities</li> <li>• CPPACC8002A Research and analyse access solutions for the built environment</li> <li>• CPPACC8003A Provide advice on solutions to access and use issues</li> <li>• CPPACC8004A Develop policies and briefs relating to access to and use of the built environment</li> <li>• CPPACC8005A Develop and advise on policies and procedures to enable access for people with disabilities</li> <li>• CPPACC8006A Give evidence relating to access and use</li> <li>• CPPACC8007A Audit built environment and infrastructure for accessibility compliance and propose solutions</li> <li>• CPPACC8008A Contribute to design of accessible built environment and infrastructure.</li> </ul> </li> </ul> <p>ISC upgrade for the:</p> <ul style="list-style-type: none"> <li>• updating of superseded equivalent imported units in the core and elective lists of the following access consulting qualifications: <ul style="list-style-type: none"> <li>• CPP40811 Certificate IV in Access Consulting</li> <li>• CPP50711 Diploma of Access Consulting</li> </ul> </li> <li>• updating of the following superseded elective imported units in CPP40811 Certificate IV in Access Consulting with their non-equivalent replacement unit (in brackets): <ul style="list-style-type: none"> <li>• TAADES401B Use Training Packages to meet client needs (TAEDES402A)</li> <li>• TAADES402B Design and develop learning programs (TAEDES401A)</li> </ul> </li> <li>• removal of obsolete TAA04 imported units from elective packaging of the CPP40811 Certificate IV in Access Consulting</li> <li>• correction of minor typographical errors in unit titles and alpha code</li> <li>• updating of list of imported units in CPP07.</li> </ul>



Version	Release date	Comments
9	20 February, 2012	<p>NSSC endorsement for the:</p> <ul style="list-style-type: none"> <li>• addition of 23 new building design units of competency</li> <li>• addition of two new CPP07 common units: <ul style="list-style-type: none"> <li>• CPPCMN8001A Lead the strategic planning process for an enterprise</li> <li>• CPPCMN8002A Identify and develop business opportunities</li> </ul> </li> <li>• addition of three new building design qualifications: <ul style="list-style-type: none"> <li>• CPP50911 Diploma of Building Design</li> <li>• CPP80111 Vocational Graduate Certificate in Building Design</li> <li>• CPP80211 Vocational Graduate Diploma of Building Design</li> </ul> </li> <li>• addition of four new cash-in-transit units of competency: <ul style="list-style-type: none"> <li>• CPPSEC2027A Load and unload cash in transit in a secured environment</li> <li>• CPPSEC3050A Load and unload cash in transit in an unsecured environment</li> <li>• CPPSEC3051A Implement cash-in-transit security procedures</li> <li>• CPPSEC3052A Inspect and test cash-in-transit security equipment.</li> </ul> </li> </ul> <p>ISC upgrade for the:</p> <ul style="list-style-type: none"> <li>• updating of superseded imported TLI cash-in-transit units in the elective lists of the following CPP07 qualifications: <ul style="list-style-type: none"> <li>• CPP20211 Certificate II in Security Operations</li> <li>• CPP30411 Certificate III in Security Operations</li> </ul> </li> <li>• minor additions to the following three security units resulting in a version upgrade, and changes to reference to those units throughout CPP07: <ul style="list-style-type: none"> <li>• CPPSEC2004B Respond to security risk situation</li> <li>• CPPSEC2006B Provide security services to clients</li> <li>• CPPSEC2011B Control access to and exit from premises</li> </ul> </li> <li>• corrected updated codes of imported elective units: <ul style="list-style-type: none"> <li>• TLIB2004A and TLIE2007A, changed elsewhere in CPP07 Version 8 to reflect updated equivalent</li> </ul> </li> </ul>

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		<p>units, but listed incorrectly with the old codes in CPP20211 Certificate II in Security Operations; the latter unit also cited in security licensing advice in the Assessment Guidelines</p> <p>skill set changes:</p> <ul style="list-style-type: none"> <li>three new skill sets added to CPP07: Develop and Implement Environmentally Sustainable Cleaning Programs; Implement Environmentally Sustainable Cleaning Programs and Perform Environmentally Sustainable Cleaning Operations.</li> </ul>
8	10 January, 2012	<p>NSSC endorsement for the:</p> <ul style="list-style-type: none"> <li>integration into CPP07 of 12 reviewed PRM04 Asset Maintenance Training Package (now superseded) qualifications: <ul style="list-style-type: none"> <li>CPP10211 Certificate I in Cleaning Operations</li> <li>CPP20411 Certificate II in Waste Management</li> <li>CPP20511 Certificate II in Fire Protection Inspection and Testing</li> <li>CPP20611 Certificate II in Cleaning Operations</li> <li>CPP20711 Certificate II in Carpet Cleaning Operations</li> <li>CPP30711 Certificate III in Waste Management</li> <li>CPP30811 Certificate III in Fire Protection Inspection and Testing</li> <li>CPP30911 Certificate III in Pest Management</li> <li>CPP31011 Certificate III in Cleaning Operations</li> <li>CPP31111 Certificate III in Carpet Cleaning Operations</li> <li>CPP40911 Certificate IV in Waste Management</li> <li>CPP41011 Certificate IV in Cleaning Management</li> </ul> </li> <li>addition of one new qualification to CPP07: <ul style="list-style-type: none"> <li>CPP50811 Diploma of Waste Management</li> </ul> </li> <li>revision of a range of existing PRM units of competency</li> <li>addition of new units of competency contained within the revised PRM qualifications from the cleaning operations, carpet cleaning, fire protection inspection and testing, pest management and waste management sectors.</li> </ul> <p>ISC upgrade for the:</p>

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		<ul style="list-style-type: none"> <li>revision of three common units of competency: <ul style="list-style-type: none"> <li>CPPCMN2001B Control and direct traffic</li> <li>CPPCMN4001B Develop workplace policies and procedures for sustainability</li> <li>CPPCMN4002B Implement and monitor environmentally sustainable work practices</li> </ul> </li> <li>update of version identifier of imported unit HLTFA301C Apply first aid in the following qualifications: <ul style="list-style-type: none"> <li>CPP20211 Certificate II in Security Operations</li> <li>CPP20511 Certificate II in Fire Protection Inspection and Testing</li> <li>CPP20611 Certificate II in Cleaning Operations</li> <li>CPP30411 Certificate III in Security Operations</li> <li>CPP30711 Certificate III in Waste Management</li> <li>CPP30811 Certificate III in Fire Protection Inspection and Testing</li> <li>CPP30911 Certificate III in Pest Management</li> <li>addition of nine new skill sets: <ul style="list-style-type: none"> <li>Install and Decommission Fixed Fire Extinguishing Systems</li> <li>Maintain Bulk Extinguishing Agent Container Warehouses</li> <li>Maintain Portable Fire Extinguishers</li> <li>Manage Complex Fumigation Operations</li> <li>Manage Non-Timber Pests</li> <li>Manage Timber Pests</li> <li>Recover, Reclaim, Fill and Recycle Extinguishing Agents</li> <li>Restore Water-Damaged Carpets</li> <li>Test and Maintain Fixed Fire Extinguishing Systems.</li> </ul> </li> </ul> </li> </ul>
7	7 April 2011	<p>NQC endorsement for changing the packaging rules in the following qualifications to comply with NQC flexibility requirements regarding core and elective balance:</p> <ul style="list-style-type: none"> <li>CPP20111 Certificate II in Surveying and Spatial Information Services</li> <li>CPP30311 Certificate III in Property Services (Operations)</li> <li>CPP50711 Diploma of Access Consulting.</li> </ul>

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		<p>NQC endorsement for amending the packaging rules in the following qualifications to comply with NQC flexibility requirements regarding inclusion of accredited courses:</p> <ul style="list-style-type: none"> <li>• CPP30111 Certificate III in Surveying and Spatial Information Services</li> <li>• CPP30211 Certificate III in Property Services (Agency)</li> <li>• CPP40211 Certificate IV in Spatial Information Services</li> <li>• CPP40811 Certificate IV in Access Consulting</li> <li>• CPP50211 Diploma of Spatial Information Services</li> <li>• CPP50511 Diploma of Property Services (Asset and Facility Management)</li> <li>• CPP50611 Diploma of Security and Risk Management</li> <li>• CPP60211 Advanced Diploma of Property Services (Asset and Facility Management).</li> </ul> <p>NQC endorsement for changing the packaging rules in the following qualifications to meet security licensing harmonisation:</p> <ul style="list-style-type: none"> <li>• CPP20211 Certificate II in Security Operations</li> <li>• CPP30411 Certificate III in Security Operations.</li> </ul> <p>NQC endorsement for six new common units of competency:</p> <ul style="list-style-type: none"> <li>• CPPCMN4009A Develop team understanding of and commitment to sustainability</li> <li>• CPPCMN4010A Cost and quote sustainable product and service provision</li> <li>• CPPCMN4011A Communicate and market sustainable solutions</li> <li>• CPPCMN4012A Contribute to sustainable solutions throughout a building's life cycle</li> <li>• CPPCMN4013A Operate a sustainable business</li> <li>• CPPCMN5001A Plan for a sustainable business.</li> </ul> <p>NQC endorsement for adding sustainability content and CPPCMN4009A, CPPCMN4010A, CPPCMN4011A CPPCMN4012A and CPPCMN4013A to Group B specialist elective pool in CPP40611 Certificate IV in Property Services (Operations).</p> <p>NQC endorsement for embedding sustainability content</p>

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		<p>into the following 13 units of competency:</p> <ul style="list-style-type: none"> <li>• CPPCMN4004B</li> <li>• CPPDSM3006B</li> <li>• CPPDSM3007B</li> <li>• CPPDSM3010B</li> <li>• CPPDSM3011B</li> <li>• CPPDSM3015B</li> <li>• CPPDSM3018B</li> <li>• CPPDSM3019B</li> <li>• CPPDSM4009B</li> <li>• CPPDSM4015B</li> <li>• CPPDSM4048B</li> <li>• CPPSEC2003B</li> <li>• CPPSIS2001B.</li> </ul> <p>ISC upgrade for adding CPPCMN5001A to Group A common units in CPP50511 Diploma of Property Services (Asset and Facility Management).</p> <p>ISC upgrade to replace superseded imported units with later versions, resulting in changed units in the packaging rules of CPP20307, CPP30507 and CPP50107.</p> <p>ISC upgrade for removing the following security sector skill sets, which are no longer consistent with the harmonisation of qualifications for licensable occupations:</p> <ul style="list-style-type: none"> <li>• Perform Retail Security Operations</li> <li>• Perform Cash-in-Transit Operations</li> <li>• Use Firearms and Defensive Tactics</li> <li>• Coordinate Control Room Operations</li> <li>• Manage Dogs for Security Functions.</li> </ul>
6	23 November 2010	<p>NQC endorsement for addition of home sustainability assessment sector:</p> <ul style="list-style-type: none"> <li>• new home sustainability assessment (HSA) qualification CPP41110 Certificate IV in Home Sustainability Assessment</li> <li>• nine associated HSA units of competency:</li> <li>• CPPHSA4001A Assess household energy use</li> <li>• CPPHSA4002A Assess household waste generation and management</li> <li>• CPPHSA4003A Assess household water use</li> <li>• CPPHSA4004A Assess thermal performance of</li> </ul>

Version	Release date	Comments
		<p>existing residences using non-rating tools and techniques</p> <ul style="list-style-type: none"> <li>• CPPHSA4005A Minimise health, safety and security risks when assessing home sustainability</li> <li>• CPPHSA4006A Manage own work, professional development and ethical behaviour as a home sustainability assessor</li> <li>• CPPHSA4007A Promote the adoption of home sustainability practices by residents</li> <li>• CPPHSA4008A Apply sustainability principles, legislation and information on government programs</li> <li>• CPPHSA4010A Estimate the cost of home sustainability measures</li> <li>• four common units of competency:</li> <li>• CPPCMN3001B Participate in environmentally sustainable work practices</li> <li>• CPPCMN3004A Respond to enquiries and complaints</li> <li>• CPPCMN4004A Facilitate effective client relationships</li> <li>• CPPCMN4008A Read and extract information from plans, drawings and specifications for residential buildings.</li> </ul> <p>ISC upgrade for two qualifications revised as a result of the version update of an elective unit (CPPCMN3001B) in both:</p> <ul style="list-style-type: none"> <li>• CPP30109 Certificate III in Spatial Information Services</li> <li>• CPP40209 Certificate IV in Spatial Information Services.</li> </ul> <p>ISC upgrade for two units whose range statements were modified to ensure inclusion of variables relevant to the maritime industry:</p> <ul style="list-style-type: none"> <li>• CPPSEC2007A Screen people</li> <li>• CPPSEC2008A Screen items.</li> </ul>
5.1	27 April 2010	<p>ISC upgrade to replace superseded imported ICT02 units cited in the following CPP07 qualifications, to ensure qualifications meet regulatory purposes:</p> <ul style="list-style-type: none"> <li>• CPP20307 and CPP30507.</li> </ul> <p>ISC upgrade to correct the unit title in CPP30507 list of elective units, where unit title for CPPSEC3004A had incorrectly cited the title for CPPSEC3005A (both units</p>

Version	Release date	Comments
		now listed as electives).
5	30 March 2009	<p>NQC endorsement for updating superseded imported core units in the following CPP07 qualifications:</p> <ul style="list-style-type: none"> <li>• CPP30309, CPP40109, CPP40209, CPP40609, CPP50409 and CPP60109.</li> </ul> <p>NQC endorsement for replacing CPP30109 qualification core unit FPIFGM147A Read and interpret maps with RIIG005A Read and interpret maps.</p> <p>NQC endorsement for CPP40209 qualification changes:</p> <ul style="list-style-type: none"> <li>• replacing core unit FPIFGM147A Read and interpret maps with RIIG005A Read and interpret maps</li> <li>• including three additional elective units.</li> </ul> <p>NQC endorsement for updating superseded imported unit in the common pool in CPP50509 qualification.</p> <p>ISC upgrade to reflect superseded imported units cited, including revisions, deletions and replacements <b>in the following CPP07 qualifications:</b></p> <ul style="list-style-type: none"> <li>• CPP20107, CPP30109, CPP30207, CPP30309, CPP40109, CPP40209, CPP40609, CPP50107, CPP50207, CPP50307, CPP50409 and CPP60109.</li> </ul> <p>ISC upgrade for inclusion of one additional elective unit in CPP50207 qualification.</p> <p>ISC upgrade for inclusion of 21 skill sets in the spatial information services sector.</p> <p>Units of competency in mapping tables re-grouped according to Training Package of origin.</p>
4	25 September 2008	<p>NQC endorsement for changes to common imported units in CPP60208 qualification.</p> <p>NQC endorsement for changes involving clarification of the packaging rules in CPP40307 qualification.</p> <p>ISC upgrade to reflect superseded imported units cited, including revisions, deletions and replacements</p> <ul style="list-style-type: none"> <li>• <b>in the following CPP07 qualifications:</b></li> <li>• CPP20207, CPP30207, CPP30407, CPP40307, CPP40407, CPP40507, CPP50307 and CPP50708</li> <li>• <b>and CPP07 skill set:</b></li> <li>• Perform Cash-in-Transit Operations.</li> </ul> <p>Minor changes in CPPDSM5004 and CPPDSM6001 unit</p>

Version	Release date	Comments
		titles. Typographical errors corrected in all volumes.
3	8 September 2008	Addition of access consulting sector.
2	7 May 2008	Addition of security sector. This version is the first time any of the content of CPP07 is available on NTIS.
1	28 August 2007	Training Package endorsed in August 2007 but content was never released fully on NTIS.



## CPP07 Property Services Training Package

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## Preliminary Information

### Important note to users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

### Check the version number before commencing training or assessment

This Training Package is Version 13 – check whether this is the latest version by going to the National Training Information Service ([www.ntis.gov.au](http://www.ntis.gov.au)) and locating information about the Training Package. Alternatively, contact Construction and Property Services Industry Skills Council at [www.cpsisc.com.au](http://www.cpsisc.com.au) to confirm the latest version number.

### Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. A significant change would mean assigning the version identifier ‘Version 2’ to the Training Package.

When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, then it is called Version 1.

Do not confuse the version number with the Training Package’s national code (which remains the same during its period of endorsement).

### Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Training Packages and their components remain current until they are reviewed or replaced.

## CPP07 Sectors and functional areas

Sector	Unit code identifier
Common	CMN
Property Development, Sales and Management	DSM
Surveying and Spatial Information Services	SSIS
Security	SEC
Access Consulting	ACC
Home Sustainability Assessment	HSA

Carpet Cleaning	CCL
Cleaning Operations	CLO
Fire Protection Inspection and Testing	FES
Pest Management	PMT
Waste Management	WMT
Building Design	BDN
Swimming Pool and Spa	SPS

## AQF qualifications in CPP07

Qualifications in CPP07v13	
Code	Title
CPP10107	Certificate I in Security Operations
CPP10211	Certificate I in Cleaning Operations
CPP20112	Certificate II in Surveying and Spatial Information Services
CPP20212	Certificate II in Security Operations
CPP20307	Certificate II in Technical Security
CPP20411	Certificate II in Waste Management
CPP20511	Certificate II in Fire Protection Inspection and Testing
CPP20611	Certificate II in Cleaning Operations
CPP20711	Certificate II in Carpet Cleaning Operations
CPP30112	Certificate III in Surveying and Spatial Information Services
CPP30211	Certificate III in Property Services (Agency)
CPP30311	Certificate III in Property Services (Operations)
CPP30411	Certificate III in Security Operations

<b>Qualifications in CPP07v13</b>	
<b>Code</b>	<b>Title</b>
CPP30507	Certificate III in Technical Security
CPP30607	Certificate III in Investigative Services
CPP30711	Certificate III in Waste Management
CPP30811	Certificate III in Fire Protection Inspection and Testing
CPP30911	Certificate III in Pest Management
CPP31011	Certificate III in Cleaning Operations
CPP31111	Certificate III in Carpet Cleaning Operations
CPP31212	Certificate III in Swimming Pool and Spa Service
CPP40112	Certificate IV in Surveying
CPP40212	Certificate IV in Spatial Information Services
CPP40307	Certificate IV in Property Services (Real Estate)
CPP40407	Certificate IV in Property Services (Stock and Station Agency)
CPP40507	Certificate IV in Property Services (Business Broking)
CPP40611	Certificate IV in Property Services (Operations)
CPP40707	Certificate IV in Security and Risk Management
CPP40811	Certificate IV in Access Consulting
CPP40911	Certificate IV in Waste Management
CPP41011	Certificate IV in Cleaning Management
CPP41110	Certificate IV in Home Sustainability Assessment
CPP41212	Certificate IV in NatHERS Assessment
CPP41312	Certificate IV in Swimming Pool and Spa Service
CPP50112	Diploma of Surveying
CPP50212	Diploma of Spatial Information Services

<b>Qualifications in CPP07v13</b>	
<b>Code</b>	<b>Title</b>
CPP50307	Diploma of Property Services (Agency Management)
CPP50409	Diploma of Property Services (Business Broking)
CPP50511	Diploma of Property Services (Asset and Facility Management)
CPP50611	Diploma of Security and Risk Management
CPP50711	Diploma of Access Consulting
CPP50811	Diploma of Waste Management
CPP50911	Diploma of Building Design
CPP51012	Diploma of Residential Building Energy Assessment
CPP60112	Advanced Diploma of Spatial Information Services
CPP60211	Advanced Diploma of Property Services (Asset and Facility Management)
CPP60312	Advanced Diploma of Surveying
CPP80111	Vocational Graduate Certificate in Building Design
CPP80211	Vocational Graduate Diploma of Building Design
CPP80312	Vocational Graduate Diploma of Access Consulting

## **CPP07 units and their prerequisite unit requirements**

### **CPPACC - CPPCMN**

<b>Code</b>	<b>Title</b>	<b>Prerequisite unit</b>
CPPACC4001A	Apply disability awareness to assessing access situations	Nil
CPPACC4002A	Apply building control legislation to assess small-scale buildings for access	Nil
CPPACC4003A	Assess construction plans	Nil

CPPACC4004A	Communicate effectively as an access consultant	Nil
CPPACC4005A	Conduct a building access audit	Nil
CPPACC4006A	Conduct a playground access audit	Nil
CPPACC4007A	Conduct a streetscape access audit	Nil
CPPACC4008A	Conduct a transport conveyance and boarding device access audit	Nil
CPPACC4009A	Conduct a transport premises access audit	Nil
CPPACC4010A	Conduct an aged care facility access audit	Nil
CPPACC4011A	Conduct an educational facility access audit	Nil
CPPACC4012A	Conduct an outdoor recreation area access audit	Nil
CPPACC4013A	Contribute effectively to building development teams	Nil
CPPACC4014A	Facilitate the development of Disability Discrimination Act Action Plans	Nil
CPPACC4015A	Follow site occupational health and safety requirements	Nil
CPPACC4016A	Manage risk	Nil
CPPACC4017A	Prepare access reports	Nil
CPPACC4018A	Prepare, deliver and evaluate public education sessions on access	Nil
CPPACC4019A	Provide access advice on building fitout	Nil
CPPACC4020A	Provide access advice on building renovations	Nil
CPPACC4021A	Provide access advice on the provision of services	Nil
CPPACC4022A	Work effectively as an access consultant	Nil
CPPACC5001A	Assess documentation of building work for access compliance	Nil
CPPACC5002A	Inspect access compliance during the building process	Nil
CPPACC5003A	Apply anthropometric principles to accessible building design and fitout	Nil

CPPACC5004A	Apply building codes and standards to accessible large-scale buildings	Nil
CPPACC5005A	Interpret and apply building control legislation when assessing large-scale buildings for access	Nil
CPPACC5006A	Apply ergonomic principles to accessible building design and fitout	Nil
CPPACC5007A	Apply mechanics of human body functions to accessible building design and fitout	Nil
CPPACC5008A	Assess the construction of existing buildings and new building work required to be accessible	Nil
CPPACC5009A	Evaluate materials for the construction of buildings for access	Nil
CPPACC5010A	Provide access advice on the design of the built environment	Nil
CPPACC5011A	Prepare a concept design for accessible building work	Nil
CPPACC5012A	Prepare a design brief for accessible building work	Nil
CPPACC5013A	Prepare and administer tender documentation for accessible building work	Nil
CPPACC5014A	Prepare contract documentation for accessible building work	Nil
CPPACC5015A	Prepare specification documentation for accessible building work	Nil
CPPACC5016A	Provide expert access advice on renovations to private dwellings	Nil
CPPACC5017A	Provide expert access advice on building renovations	Nil
CPPACC5018A	Provide expert access advice to a complainant or respondent	Nil
CPPACC5019A	Coordinate the development and implementation of Disability Discrimination Act Action Plans	Nil
CPPACC5020A	Undertake research on access issues	Nil
CPPACC6001A	Participate as an access expert on an Access Panel	Nil

CPPACC6002A	Apply performance-based codes and risk management principles to assessing buildings for access	Nil
CPPACC6003A	Apply unjustifiable hardship principles to Alternative Building Solutions for access	Nil
CPPACC8001A	Research and analyse access and use requirements for people with diverse disabilities	Nil
CPPACC8002A	Research and analyse access solutions for the built environment	Nil
CPPACC8003A	Provide advice on solutions to access and use issues	Nil
CPPACC8004A	Develop policies and briefs relating to access to and use of the built environment	Nil
CPPACC8005A	Develop and advise on policies and procedures to enable access for people with disabilities	Nil
CPPACC8006A	Give evidence relating to access and use	Nil
CPPACC8007A	Audit built environment and infrastructure for accessibility compliance and propose solutions	Nil
CPPACC8008A	Contribute to design of accessible built environment and infrastructure	Nil
CPPBDN5001A	Research construction materials and methods for small-scale residential building design projects	Nil
CPPBDN5002A	Research construction materials and methods for small-scale non-residential building design projects	Nil
CPPBDN5003A	Research compliance requirements for small-scale residential building design projects	Nil
CPPBDN5004A	Research compliance requirements for small-scale non-residential building design projects	Nil
CPPBDN5005A	Recommend sustainability solutions for small-scale building design projects	Nil
CPPBDN5006A	Consult with clients to produce approved small-scale building project design briefs	Nil
CPPBDN5007A	Inspect and analyse sites and produce measured drawings for small-scale building design projects	Nil



CPPBDN5008A	Develop concepts for small-scale building design projects and finalise solutions with clients	Nil
CPPBDN5009A	Produce compliant client-approved designs for small-scale building design projects	Nil
CPPBDN5010A	Negotiate and finalise planning approval for small-scale building design projects	Nil
CPPBDN5011A	Produce compliant client-approved working drawings for small-scale residential buildings	Nil
CPPBDN5012A	Produce and present 3-D models of small-scale building designs	Nil
CPPBDN5013A	Develop and collaborate on building information models for small-scale building design projects	Nil
CPPBDN5014A	Contribute to construction and building design project finalisation processes	Nil
CPPBDN5015A	Produce compliant client-approved working drawings for non-residential buildings	Nil
CPPBDN5016A	Produce and present rendered animations of 3-D models of small-scale building designs	Nil
CPPBDN8001A	Research and evaluate construction materials and methods for complex building design projects	Nil
CPPBDN8002A	Research compliance requirements for complex building design projects	Nil
CPPBDN8003A	Scope and initiate large and complex building design projects	Nil
CPPBDN8004A	Lead the building design team	Nil
CPPBDN8005A	Manage the tendering and construction process for a client	Nil
CPPBDN8006A	Identify and manage new building design technologies	Nil
CPPBDN8007A	Manage the design of Type A constructions	Nil
CPPCCL2001A	Use hot water extraction	Nil
CPPCCL2002A	Use bonnet cleaning	Nil

CPPCCL2003A	Use dry foam shampoo	Nil
CPPCCL2004A	Use dry absorbent compound	Nil
CPPCCL2005A	Use wet foam shampoo	Nil
CPPCCL2006A	Identify carpet fibre and construction	Nil
CPPCCL2007A	Perform basic stain removal	Nil
CPPCCL3008A	Mitigate water damage	Nil
CPPCCL3009A	Restore smoke damaged carpet	Nil
CPPCCL3010A	Apply odour control	Nil
CPPCCL3011A	Perform carpet repair and reinstallation	Nil
CPPCCL3012A	Perform carpet colour repair and restoration	Nil
CPPCCL3013A	Clean leather upholstery	Nil
CPPCCL3014A	Clean fabric upholstery	Nil
CPPCCL3015A	Perform advanced stain removal	Nil
CPPCCL3016A	Apply topical treatments	Nil
CPPCCL3017A	Identify upholstery fibre and construction	Nil
CPPCCL3018A	Inspect sites with water damage	Nil
CPPCCL3019A	Inspect sites prior to cleaning or treatment	Nil
CPPCCL3020A	Develop a plan to mitigate water damage and restore carpet	Nil
CPPCLO1040A	Prepare for work in the cleaning industry	Nil
CPPCLO1041A	Apply basic communication skills	Nil
CPPCLO2001A	Maintain hard floor surfaces	Nil
CPPCLO2004A	Maintain carpeted floors	Nil
CPPCLO2009A	Clean glass surfaces	Nil
CPPCLO2010A	Clean ceiling surfaces and fittings	Nil

CPPCLO2015A	Maintain furniture, fittings and room dressing	Nil
CPPCLO2017A	Clean wet areas	Nil
CPPCLO2019A	Sort and remove waste and recyclable materials	Nil
CPPCLO2033A	Plan for safe and efficient cleaning activities	Nil
CPPCLO2035A	Maintain cleaning storage areas	Nil
CPPCLO2037A	Clean external surfaces	Nil
CPPCLO2043A	Clean using microfibre techniques	Nil
CPPCLO2044A	Prepare rooms for guests and residents	Nil
CPPCLO3002A	Restore hard floor surfaces	Nil
CPPCLO3003A	Replace a hard floor finish	Nil
CPPCLO3013A	Clean window coverings	Nil
CPPCLO3014A	Maintain 'clean room' environments	Nil
CPPCLO3016A	Wash furniture and fittings	Nil
CPPCLO3020A	Clean using pressure washing	Nil
CPPCLO3021A	Clean industrial machinery	Nil
CPPCLO3036A	Clean at high levels	Nil
CPPCLO3038A	Clean food-handling areas	Nil
CPPCLO3039A	Support leadership in the workplace	Nil
CPPCLO3044A	Clean using steam sanitising techniques	Nil
CPPCLO4022A	Organise and monitor cleaning operations	Nil
CPPCLO4024A	Control the supply of resources to the work site	Nil
CPPCLO4025A	Provide quotation for cleaning services	Nil
CPPCMN2001B	Control and direct traffic	Nil
CPPCMN2002A	Participate in workplace safety arrangements	Nil
CPPCMN2003A	Provide effective client service	Nil

CPPCMN3001B	Participate in environmentally sustainable work practices	Nil
CPPCMN3002A	Develop a traffic management plan	Nil
CPPCMN3003A	Contribute to workplace safety arrangements	Nil
CPPCMN3004A	Respond to enquiries and complaints	Nil
CPPCMN3005A	Complete client documentation	Nil
CPPCMN4001B	Develop workplace policies and procedures for sustainability	Nil
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	Nil
CPPCMN4004B	Facilitate effective client relationships	Nil
CPPCMN4005A	Facilitate effective teamwork	Nil
CPPCMN4006A	Facilitate effective workplace relationships	Nil
CPPCMN4007A	Manage workplace safety arrangements	Nil
CPPCMN4008A	Read and extract information from plans, drawings and specifications for residential buildings	Nil
CPPCMN4009A	Develop team understanding of and commitment to sustainability	Nil
CPPCMN4010A	Cost and quote sustainable product and service provision	Nil
CPPCMN4011A	Communicate and market sustainable solutions	Nil
CPPCMN4012A	Contribute to sustainable solutions throughout a building's life cycle	Nil
CPPCMN4013A	Operate a sustainable business	Nil
CPPCMN5001A	Plan for a sustainable business	Nil
CPPCMN8001A	Lead the strategic planning process for an enterprise	Nil
CPPCMN8002A	Identify and develop business opportunities	Nil

## CPPDSM - CPPHSA

Code	Title	Prerequisite unit
CPPDSM3001A	Assist in listing properties for lease	Nil
CPPDSM3002A	Assist in listing properties for sale	Nil
CPPDSM3003A	Assist in marketing properties for lease	Nil
CPPDSM3004A	Assist in marketing properties for sale	Nil
CPPDSM3005A	Assist with the sale of properties	Nil
CPPDSM3006B	Collect and process property information	Nil
CPPDSM3007B	Identify risks and opportunities in the property industry	Nil
CPPDSM3008A	Maintain and protect condition of managed properties	Nil
CPPDSM3009A	Maintain workplace safety in the property industry	Nil
CPPDSM3010B	Meet customer needs and expectations in the property industry	Nil
CPPDSM3011B	Monitor building facilities	Nil
CPPDSM3013A	Perform and record property management activities and transactions	Nil
CPPDSM3014A	Undertake property inspection	Nil
CPPDSM3015B	Use and maintain property and client information databases	Nil
CPPDSM3016A	Work in the property industry	Nil
CPPDSM3017A	Work in the strata/community management sector	Nil
CPPDSM3018B	Identify risks to agency operations	Nil
CPPDSM3019B	Communicate with clients as part of agency operations	Nil
CPPDSM4001A	Act as a buyer's agent	Nil
CPPDSM4002A	Apply knowledge of state or territory legislative and regulatory framework to complete agency work	Nil

CPPDSM4003A	Appraise property	Nil
CPPDSM4004A	Conduct auction	Nil
CPPDSM4005A	Establish and build client–agency relationships	Nil
CPPDSM4006A	Establish and manage agency trust accounts	Nil
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	Nil
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	Nil
CPPDSM4009B	Interpret legislation to complete agency work	Nil
CPPDSM4010A	Lease property	Nil
CPPDSM4011A	List property for lease	Nil
CPPDSM4012A	List property for sale	Nil
CPPDSM4013A	Market property for lease	Nil
CPPDSM4014A	Market property for sale	Nil
CPPDSM4015B	Minimise agency and consumer risk	Nil
CPPDSM4016A	Monitor and manage lease or tenancy agreement	Nil
CPPDSM4017A	Negotiate effectively in property transactions	Nil
CPPDSM4018A	Prepare and present property reports	Nil
CPPDSM4019A	Prepare for auction and complete sale	Nil
CPPDSM4020A	Present at tribunals	Nil
CPPDSM4021A	Sell and finalise sale of rural property by private treaty	Nil
CPPDSM4022A	Sell and finalise the sale of property by private treaty	Nil
CPPDSM4023A	Act as a tenant’s agent	Nil
CPPDSM4024A	Advise clients on livestock sale and purchase options	Nil
CPPDSM4025A	Advise on performance of asset	Nil
CPPDSM4026A	Analyse property and facility information	Nil

CPPDSM4027A	Analyse resource use in building operations	Nil
CPPDSM4028A	Identify and analyse risks and opportunities in the property industry	Nil
CPPDSM4029A	Appraise business	Nil
CPPDSM4030A	Appraise rural property	Nil
CPPDSM4031A	Arrange lease of space	Nil
CPPDSM4032A	Arrange valuation of facilities and assets	Nil
CPPDSM4033A	Assess and value goods, chattels, plant and equipment	Nil
CPPDSM4034A	Assess and implement strata/community management agreement	Nil
CPPDSM4036A	Broker sale of industrial, commercial and retail property	Nil
CPPDSM4037A	Conduct auction of rural property	Nil
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction	Nil
CPPDSM4039A	Conduct livestock sale by auction	CPPDSM4075A
CPPDSM4040A	Contribute to life cycle maintenance strategy	Nil
CPPDSM4041A	Contribute to development of a tenancy mix strategy	Nil
CPPDSM4042A	Coordinate construction contract	Nil
CPPDSM4043A	Coordinate fit-out of property and facilities	Nil
CPPDSM4044A	Coordinate maintenance and repair of properties and facilities	Nil
CPPDSM4045A	Facilitate meetings in the property industry	Nil
CPPDSM4046A	Manage tenancy disputes	Nil
CPPDSM4047A	Implement and monitor procurement process	Nil
CPPDSM4048B	Implement customer service strategies in the property industry	Nil
CPPDSM4049A	Implement maintenance plan for managed properties	Nil

CPPDSM4050A	Lease industrial, commercial and retail property	Nil
CPPDSM4051A	Lease rural property	Nil
CPPDSM4052A	List and market rural property for sale or lease	Nil
CPPDSM4053A	List business for sale	Nil
CPPDSM4055A	Maintain asset management system	Nil
CPPDSM4056A	Manage conflict and disputes in the property industry	Nil
CPPDSM4057A	Monitor a safe workplace in the property industry	Nil
CPPDSM4058A	Monitor service requirements in the property industry	Nil
CPPDSM4059A	Monitor space use in the property industry	Nil
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement	Nil
CPPDSM4061A	Obtain prospects for listing	Nil
CPPDSM4062A	Occupy space	Nil
CPPDSM4063A	Participate in developing and establishing property or facilities contracts	Nil
CPPDSM4064A	Participate in research of property investment	Nil
CPPDSM4066A	Plan and coordinate property and facility inspection	Nil
CPPDSM4067A	Plan for and complete sale of rural property by auction	Nil
CPPDSM4068A	Prepare livestock for sale at saleyards	Nil
CPPDSM4069A	Promote and market listed business	Nil
CPPDSM4071A	Promote process improvement in the property industry	Nil
CPPDSM4072A	Provide leadership in the property industry	Nil
CPPDSM4073A	Provide rural property management services	Nil
CPPDSM4074A	Select and appoint contractors in the property industry	Nil
CPPDSM4075A	Select livestock for sale	Nil
CPPDSM4077A	Sell livestock by private sale	CPPDSM4075A



CPPDSM4078A	Sell rural property by tender	Nil
CPPDSM4079A	Work in the business broking sector	Nil
CPPDSM4080A	Work in the real estate industry	Nil
CPPDSM4081A	Work in the stock and station agency sector	Nil
CPPDSM5001A	Advise on use and design of facilities	Nil
CPPDSM5002A	Advise on property investment strategy	Nil
CPPDSM5004A	Assess viability of regeneration options in the property industry	Nil
CPPDSM5005A	Contribute to a detailed property feasibility study	Nil
CPPDSM5006A	Coordinate customer service activities in the property industry	Nil
CPPDSM5007A	Coordinate construction or renovation of facilities	Nil
CPPDSM5008A	Coordinate fit-out of premises for user occupation	Nil
CPPDSM5009A	Coordinate risk management system in the property industry	Nil
CPPDSM5010A	Determine needs of customer populations in the property industry	Nil
CPPDSM5011A	Determine space utilisation	Nil
CPPDSM5012A	Develop a strategic business plan in the real estate industry	Nil
CPPDSM5013A	Develop a tenancy mix strategy	Nil
CPPDSM5014A	Develop property marketing and sales strategy	Nil
CPPDSM5016A	Develop strata/community management agreement	Nil
CPPDSM5017A	Dispose of property	Nil
CPPDSM5018A	Ensure a safe workplace in the property industry	Nil
CPPDSM5019A	Identify and secure a property opportunity	Nil
CPPDSM5020A	Manage and monitor effective client service in the real estate industry	Nil

CPPDSM5021A	Implement asset maintenance strategy	Nil
CPPDSM5022A	Implement asset management plan	Nil
CPPDSM5023A	Implement facilities management plan	Nil
CPPDSM5024A	Implement facilities procurement systems	Nil
CPPDSM5025A	Maintain public relations in the property industry	Nil
CPPDSM5026A	Manage a consultant property project team	Nil
CPPDSM5027A	Provide facilities and amenities for property users	Nil
CPPDSM5029A	Manage client relationships and networks in the property industry	Nil
CPPDSM5030A	Manage projects in the property industry	Nil
CPPDSM5032A	Market the agency	Nil
CPPDSM5033A	Merge or acquire a business	Nil
CPPDSM5034A	Monitor performance of property or facility portfolio	Nil
CPPDSM5036A	Prepare tender documentation in the property industry	Nil
CPPDSM5038A	Value a business	Nil
CPPDSM6001A	Determine viability of regeneration options in the property industry	Nil
CPPDSM6002A	Conduct a property investment feasibility study	Nil
CPPDSM6003A	Contract to invest in property	Nil
CPPDSM6004A	Determine performance of assets and facilities	Nil
CPPDSM6005A	Develop a property investment strategy	Nil
CPPDSM6006A	Develop facilities procurement system	Nil
CPPDSM6007A	Develop life cycle asset management plan	Nil
CPPDSM6008A	Develop strategic facilities management plan	Nil
CPPDSM6009A	Manage facilities portfolio	Nil
CPPDSM6010A	Manage performance of property investment	Nil

CPPDSM6011A	Negotiate partnership arrangements in the property industry	Nil
CPPDSM6012A	Plan property portfolio management	Nil
CPPDSM6013A	Prepare project design brief and documentation in the property industry	Nil
CPPFES2003A	Safely move loads and dangerous goods	Nil
CPPFES2004A	Identify types of installed fire safety equipment and systems	Nil
CPPFES2005A	Demonstrate first attack firefighting equipment	Nil
CPPFES2006A	Prepare for installation and servicing operations	Nil
CPPFES2007A	Maintain quality of work and promote continuous improvement	Nil
CPPFES2010A	Inspect and test fire hose reels	Nil
CPPFES2011A	Install portable fire extinguishers and fire blankets	Nil
CPPFES2016A	Inspect, test and maintain delivery lay flat fire hoses	Nil
CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets	Nil
CPPFES2021A	Inspect, test and maintain fire extinguishers	Nil
CPPFES2025A	Inspect, test and maintain gaseous fire-suppression systems	Nil
CPPFES2026A	Inspect and test emergency and exit lighting systems	Nil
CPPFES2027A	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems	Nil
CPPFES2029A	Conduct functional tests on fire detection, warning and intercommunication devices	Nil
CPPFES2035A	Identify, inspect and test fire and smoke doors	Nil
CPPFES2037A	Inspect and test fire hydrant systems	Nil
CPPFES2039A	Identify, inspect and test passive fire and smoke containment products and systems	Nil

CPPFES2043A	Prevent ozone depleting substance and synthetic greenhouse gas emissions	Nil
CPPFES2047A	Inspect and test control and indicating equipment	Nil
CPPFES2048A	Receive and dispatch scheduled gaseous fire-extinguishing agents	Nil
CPPFES2049A	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents	Nil
CPPFES2050A	Monitor storage operations for scheduled gaseous fire-extinguishing agents	Nil
CPPFES3024A	Inspect and maintain portable foam-generating equipment	Nil
CPPFES3032A	Conduct enclosure integrity testing	Nil
CPPFES3038A	Inspect, test and maintain portable fire monitors	Nil
CPPFES3040A	Install passive fire and smoke containment systems	Nil
CPPFES3042A	Install and commission pre-engineered fire-suppression systems	Nil
CPPFES3044A	Interpret installation requirements for gaseous fire-suppression systems	Nil
CPPFES3045A	Install gaseous agent containers and actuators	Nil
CPPFES3046A	Decommission gaseous agent containers and actuators	Nil
CPPHSA4001A	Assess household energy use	Nil
CPPHSA4002A	Assess household waste generation and management	Nil
CPPHSA4003A	Assess household water use	Nil
CPPHSA4004A	Assess thermal performance of existing residences using non-rating tools and techniques	Nil
CPPHSA4005A	Minimise health, safety and security risks when assessing home sustainability	Nil
CPPHSA4006A	Manage own work, professional development and ethical behaviour as a home sustainability assessor	Nil
CPPHSA4007A	Promote the adoption of home sustainability practices	Nil

	by residents	
CPPHSA4008A	Apply sustainability principles, legislation and information on government programs	Nil
CPPHSA4010A	Estimate the cost of home sustainability measures	Nil
CPPHSA4011A	Collect information to support NatHERS assessment	Nil
CPPHSA4012A	Conduct NatHERS assessment of planned residential buildings	Nil
CPPHSA4013A	Conduct NatHERS assessment of existing residential buildings	Nil
CPPHSA4014A	Meet regulatory requirements when completing NatHERS assessments	Nil
CPPHSA4015A	Assess impact of building elements on thermal performance of residential buildings	Nil
CPPHSA4016A	Advise on options for enhancing thermal performance of residential buildings	Nil
CPPHSA4017A	Cost measures to improve thermal performance of residential buildings	Nil
CPPHSA4018A	Manage own work, professional development and ethical behaviour	Nil
CPPHSA4019A	Inform clients about thermal performance of residential buildings	Nil
CPPHSA4020A	Operate computer systems to support NatHERS assessment	Nil
CPPHSA5001A	Assess thermal performance of complex residential buildings	Nil
CPPHSA5002A	Assess thermal performance and energy efficiency of residential buildings	Nil
CPPHSA5003A	Manage quality assurance of NatHERS assessments	Nil
CPPHSA5004A	Educate clients about thermal efficiency of residential buildings	Nil
CPPHSA5005A	Peer review NatHERS assessments	Nil

CPPHSA5006A	Promote low and zero carbon energy technologies in residential buildings	Nil
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## CPPPMT - CPPSIS

Code	Title	Prerequisite unit
CPPPMT3002A	Assess pest management options	Nil
CPPPMT3005A	Modify environment to manage pests	Nil
CPPPMT3006A	Apply pesticides to manage pests	Nil
CPPPMT3007A	Implement pest management plans	Nil
CPPPMT3008A	Inspect and report on timber pests	Nil
CPPPMT3009A	Advise clients on pest management options	Nil
CPPPMT3010A	Control timber pests	Nil
CPPPMT3011A	Conduct fumigation	Nil
CPPPMT3017A	Repair and maintain service equipment	Nil
CPPPMT3018A	Maintain equipment and chemical storage areas	Nil
CPPPMT3019A	Organise and monitor pest management operations	Nil
CPPPMT3026A	Select and obtain pest management vehicles, equipment and materials	Nil
CPPPMT3029A	Plan and schedule pest management operations	Nil
CPPPMT3042A	Install physical termite barriers	Nil
CPPPMT3043A	Prepare and present pest management proposals	Nil
CPPSEC1001A	Identify and report security risk situations	Nil
CPPSEC1002A	Apply retail security procedures	Nil
CPPSEC1003A	Apply security procedures for the responsible service of alcohol	Nil

CPPSEC1004A	Apply health care security procedures	Nil
CPPSEC1005A	Apply critical infrastructure protection procedures	Nil
CPPSEC1006A	Apply x-ray image interpretation procedures	Nil
CPPSEC1007A	Apply walk through metal detection procedures	Nil
CPPSEC1008A	Apply hand-held metal detection procedures	Nil
CPPSEC1009A	Apply Explosive Trace Detection (ETD) procedures	Nil
CPPSEC2001A	Communicate effectively in the security industry	Nil
CPPSEC2002A	Follow workplace safety procedures in the security industry	Nil
CPPSEC2003B	Work effectively in the security industry	Nil
CPPSEC2004B	Respond to security risk situation	Nil
CPPSEC2005A	Work as part of a security team	Nil
CPPSEC2006B	Provide security services to clients	Nil
CPPSEC2007A	Screen people	Nil
CPPSEC2008A	Screen items	Nil
CPPSEC2009A	Give evidence in court	Nil
CPPSEC2010A	Protect safety of persons	Nil
CPPSEC2011B	Control access to and exit from premises	Nil
CPPSEC2012A	Monitor and control individual and crowd behaviour	Nil
CPPSEC2013A	Protect valuables in transit	Nil
CPPSEC2014A	Operate basic security equipment	Nil
CPPSEC2015A	Patrol premises	Nil
CPPSEC2016A	Contribute to investigative activities	Nil
CPPSEC2017A	Protect self and others using basic defensive techniques	Nil
CPPSEC2018A	Monitor electronic reporting facility	Nil

CPPSEC2019A	Monitor biometric equipment and systems	Nil
CPPSEC2020A	Provide technical security services to clients	Nil
CPPSEC2021A	Install security equipment and systems	Nil
CPPSEC2022A	Install mechanical lock and locking system	Nil
CPPSEC2023A	Install CCTV equipment and system	Nil
CPPSEC2024A	Implement electronic monitoring procedures	Nil
CPPSEC2025A	Sell security products and services	Nil
CPPSEC2026A	Perform routine maintenance on security equipment and system	Nil
CPPSEC2027A	Load and unload cash in transit in a secured environment	Nil
CPPSEC3001A	Maintain workplace safety in the security industry	Nil
CPPSEC3002A	Manage conflict through negotiation	Nil
CPPSEC3003A	Determine response to security risk situation	Nil
CPPSEC3004A	Lead small teams in the security industry	Nil
CPPSEC3005A	Prepare and present security documentation and reports	Nil
CPPSEC3006A	Coordinate a quality security service to clients	Nil
CPPSEC3007A	Maintain security of environment	Nil
CPPSEC3008A	Control security risk situations using firearms	Nil
CPPSEC3009A	Prepare and present evidence in court	Nil
CPPSEC3010A	Manage dogs for security functions	Nil
CPPSEC3011A	Handle dogs for security patrol	Nil
CPPSEC3012A	Store and protect information	Nil
CPPSEC3013A	Control persons using empty hand techniques	Nil
CPPSEC3014A	Control persons using baton	Nil
CPPSEC3015A	Restrain persons using handcuffs	Nil



CPPSEC3016A	Defend persons using spray	Nil
CPPSEC3017A	Plan and conduct evacuation of premises	Nil
CPPSEC3018A	Provide for the safety of persons at risk	Nil
CPPSEC3019A	Operate specialised security equipment	Nil
CPPSEC3020A	Monitor security from control room	Nil
CPPSEC3021A	Maintain and use security database	Nil
CPPSEC3022A	Maintain biometrics database	Nil
CPPSEC3023A	Coordinate biometric equipment and systems	Nil
CPPSEC3024A	Install biometric equipment and systems	Nil
CPPSEC3025A	Identify and diagnose biometric system fault	Nil
CPPSEC3026A	Work effectively in investigative services	Nil
CPPSEC3027A	Develop investigative plan	Nil
CPPSEC3028A	Compile investigative report	Nil
CPPSEC3029A	Provide quality investigative services to clients	Nil
CPPSEC3030A	Conduct surveillance	Nil
CPPSEC3031A	Organise and operate a surveillance vehicle	Nil
CPPSEC3032A	Gather information by factual investigation	Nil
CPPSEC3033A	Conduct interviews and take statements	Nil
CPPSEC3034A	Operate information gathering equipment	Nil
CPPSEC3035A	Identify technical security requirements	Nil
CPPSEC3036A	Program security equipment and system	Nil
CPPSEC3037A	Test installed security equipment and system	Nil
CPPSEC3038A	Commission and decommission security equipment and system	Nil
CPPSEC3039A	Identify and diagnose electronic security equipment and system fault	Nil

CPPSEC3040A	Plan and coordinate installation of security equipment and system	Nil
CPPSEC3041A	Maintain and service security equipment and system	Nil
CPPSEC3042A	Identify and diagnose CCTV equipment and system fault	Nil
CPPSEC3043A	Establish and set up electronic monitoring parameters	Nil
CPPSEC3044A	Maintain and repair mechanical lock and locking system	Nil
CPPSEC3045A	Determine security equipment and system modifications	Nil
CPPSEC3046A	Configure a security system	Nil
CPPSEC3047A	Provide estimate and quote on security system	Nil
CPPSEC3048A	Maintain effective relationships with security clients	Nil
CPPSEC3049A	Modify and repair security equipment and system	Nil
CPPSEC3050A	Load and unload cash in transit in an unsecured environment	Nil
CPPSEC3051A	Implement cash-in-transit security procedures	Nil
CPPSEC3052A	Inspect and test cash-in-transit security equipment	Nil
CPPSEC4001A	Manage a safe workplace in the security industry	Nil
CPPSEC4002A	Implement effective communication techniques	Nil
CPPSEC4003A	Advise on security needs	Nil
CPPSEC4004A	Monitor and review security operations	Nil
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	Nil
CPPSEC4006A	Assess risks	Nil
CPPSEC4007A	Assess threat	Nil
CPPSEC4008A	Prepare a detailed tender	Nil
CPPSEC4009A	Interpret information from advanced security equipment	Nil
CPPSEC4010A	Manage monitoring centres	Nil

CPPSEC4011A	Coordinate field staff activity from control room	Nil
CPPSEC4012A	Identify and assess security of assets	Nil
CPPSEC4013A	Undertake case management of investigations	Nil
CPPSEC4014A	Commission and decommission networked security system	Nil
CPPSEC4015A	Maintain networked security system	Nil
CPPSEC4016A	Install networked security system	Nil
CPPSEC4017A	Determine security system configurations	Nil
CPPSEC4018A	Configure security devices on IT networks	Nil
CPPSEC4019A	Identify and diagnose security system or network fault	Nil
CPPSEC4020A	Advise on the application of biometrics	Nil
CPPSEC4021A	Prepare standard operating procedures for the use of biometric technology	Nil
CPPSEC5001A	Establish and maintain an Occupational Health and Safety system	Nil
CPPSEC5002A	Coordinate security operations	Nil
CPPSEC5003A	Assess security risk management options	Nil
CPPSEC5004A	Prepare security risk management plan	Nil
CPPSEC5005A	Implement security risk management plan	Nil
CPPSEC5006A	Determine strategy for the implementation of biometric technology	Nil
CPPSEC5007A	Assess biometric system	Nil
CPPSIS2011A	Prepare for work in the spatial information services industry	Nil
CPPSIS2012A	Assist in the collection of basic spatial data	Nil
CPPSIS2013A	Assist in the storage and retrieval of spatial data	Nil
CPPSIS2014A	Assist in the selection, operation and maintenance of equipment and supplies	Nil

CPPSIS2015A	Assist in field activity	Nil
CPPSIS2016A	Assist with load transfer	Nil
CPPSIS2017A	Use information technology for spatial information services activity	Nil
CPPSIS3011A	Apply map presentation principles	Nil
CPPSIS3013A	Support spatial process improvement	Nil
CPPSIS3014A	Respond to client spatial enquiry	Nil
CPPSIS3015A	Collect spatial data	Nil
CPPSIS3016A	Provide field support services	Nil
CPPSIS3017A	Select, operate and maintain equipment and supplies	Nil
CPPSIS3018A	Transfer personnel and loads	Nil
CPPSIS3019A	Perform basic drafting	Nil
CPPSIS3020A	Perform basic surveying computations	Nil
CPPSIS4021A	Maintain spatial systems	Nil
CPPSIS4022A	Store and retrieve spatial data	Nil
CPPSIS4023A	Facilitate effective spatial client relationships	Nil
CPPSIS4024A	Collect and set out basic spatial data	Nil
CPPSIS4025A	Collect basic GNSS data	Nil
CPPSIS4026A	Read and interpret image data	Nil
CPPSIS4027A	Organise field services	Nil
CPPSIS4028A	Organise equipment and supplies	Nil
CPPSIS4029A	Collect and set out basic surveying data	Nil
CPPSIS4030A	Operate surveying equipment	Nil
CPPSIS4031A	Perform surveying computations	Nil
CPPSIS4032A	Plan and conduct survey expeditions	Nil

CPPSIS4033A	Participate in spatial process improvement	Nil
CPPSIS4034A	Maintain spatial data	Nil
CPPSIS4035A	Apply GIS software to problem-solving techniques	Nil
CPPSIS4036A	Operate spatial software applications	Nil
CPPSIS4037A	Produce computer-aided drawings	Nil
CPPSIS4038A	Prepare and present GIS data	Nil
CPPSIS5031A	Plan spatial data collection and validation	Nil
CPPSIS5032A	Capture new spatial data	Nil
CPPSIS5033A	Implement a spatial information services project plan	Nil
CPPSIS5034A	Determine spatial data requirements	Nil
CPPSIS5035A	Obtain and validate spatial data	Nil
CPPSIS5036A	Integrate spatial datasets	Nil
CPPSIS5037A	Maintain complex spatial data systems	Nil
CPPSIS5038A	Develop a complex spatial and aspatial database	Nil
CPPSIS5039A	Produce spatial project deliverables	Nil
CPPSIS5040A	Collate and interpret spatial data	Nil
CPPSIS5041A	Monitor and control the spatial components of projects	Nil
CPPSIS5042A	Maintain effective internal and external spatial communication networks	Nil
CPPSIS5043A	Design a spatial data storage system	Nil
CPPSIS5044A	Develop a subdivision survey design for local government approval	Nil
CPPSIS5045A	Undertake spatial process improvement to reduce costs and improve service	Nil
CPPSIS5046A	Design a stormwater system	Nil
CPPSIS5047A	Conduct an advanced GNSS data collection and set out survey	Nil

CPPSIS5048A	Conduct an engineering survey	Nil
CPPSIS5049A	Conduct an engineering surveying project	Nil
CPPSIS5050A	Create engineering drawings	Nil
CPPSIS5051A	Apply land and planning law to surveying	Nil
CPPSIS5052A	Integrate surveying datasets	Nil
CPPSIS5053A	Manage advanced surveying computations	Nil
CPPSIS5054A	Perform geodetic surveying computations	Nil
CPPSIS5055A	Plan and conduct major survey expeditions	Nil
CPPSIS5056A	Design road and railway	Nil
CPPSIS5057A	Carry out a precision survey	Nil
CPPSIS5058A	Conduct geodetic surveying	Nil
CPPSIS5059A	Determine suitable information sources to create new spatial datasets	Nil
CPPSIS5060A	Use complex spreadsheets for spatial information	Nil
CPPSIS5061A	Locate underground services in surveying practice	Nil
CPPSIS5062A	Conduct photogrammetric mapping	Nil
CPPSIS5063A	Produce GIS data	Nil
CPPSIS5064A	Manipulate and analyse GIS data	Nil
CPPSIS6021A	Conduct open mine pit surveying	Nil
CPPSIS6022A	Create mine drawings	Nil
CPPSIS6023A	Determine client spatial requirements	Nil
CPPSIS6024A	Design a spatial project plan	Nil
CPPSIS6025A	Apply quality control measures to spatial information services industry	Nil
CPPSIS6026A	Develop and maintain spatial information services contractual relationships	Nil

CPPSIS6027A	Design spatial information services project deliverables	Nil
CPPSIS6028A	Conduct design and set out survey	Nil
CPPSIS6029A	Educate the public on spatial information services	Nil
CPPSIS6030A	Undertake spatial information services research and development	Nil
CPPSIS6031A	Carry out basic mine design	Nil
CPPSIS6032A	Conduct an advanced GNSS control survey	Nil
CPPSIS6033A	Conduct underground mine surveying	Nil
CPPSIS6034A	Conduct mining geology operations	Nil
CPPSIS6035A	Conduct complex engineering set out surveys	Nil
CPPSIS6036A	Monitor complex engineering surveying structures	Nil
CPPSIS6037A	Conduct advanced remote sensing analysis	Nil
CPPSIS6038A	Design spatial networks and geocoding	Nil
CPPSIS6039A	Develop distributed mapping applications	Nil
CPPSIS6040A	Develop 2-D and 3-D terrain visualisations	Nil
CPPSIS6041A	Compile mine survey plans	Nil
CPPSIS6042A	Coordinate information gathering and GIS development	Nil
CPPSIS6043A	Develop, monitor and maintain geographic information systems	Nil
CPPSIS6044A	Manage GIS data	Nil

## CPPSPS - CPPWMT

Code	Title	Prerequisite unit
CPPSPS3001A	Handle, transport and store swimming pool and spa chemicals safely	Nil

CPPSPS3002A	Perform basic swimming pool and spa measurements and calculations	Nil
CPPSPS3003A	Routinely maintain swimming pools and spas	Nil
CPPSPS3004A	Routinely maintain swimming pool and spa water circulation and filtration systems	Nil
CPPSPS3005A	Routinely maintain swimming pool and spa dosing systems	Nil
CPPSPS3006A	Routinely maintain swimming pool and spa cleaning and vacuuming systems	Nil
CPPSPS3007A	Routinely maintain swimming pool and spa heating systems	Nil
CPPSPS3008A	Work in the swimming pool and spa servicing industry	Nil
CPPSPS3009A	Maintain swimming pool and spa stock	Nil
CPPSPS3010A	Sell swimming pool and spa products and services	Nil
CPPSPS3011A	Use and maintain business technology related to swimming pool and spa servicing	Nil
CPPSPS3012A	Read and apply information from swimming pool and spa technical manuals	Nil
CPPSPS4001A	Assess and treat water problems in swimming pools and spas	Nil
CPPSPS4002A	Install, service and repair swimming pool and spa circulation and filtration systems	Nil
CPPSPS4003A	Install, service and repair swimming pool and spa dosing systems	Nil
CPPSPS4004A	Install, service and repair swimming pool and spa cleaning and vacuuming systems	Nil
CPPSPS4005A	Install, service and repair swimming pool and spa heating systems	Nil
CPPSPS4006A	Install, service and repair low voltage swimming pool and spa lighting systems	Nil
CPPSPS4007A	Inspect, service and repair aquatic facility plant and equipment	Nil



CPPSPS4008A	Install, service and repair spas	Nil
CPPSPS4009A	Estimate cost of swimming pool and spa products and services	Nil
CPPSPS4010A	Manage own role as a swimming pool and spa technician	Nil
CPPSPS4011A	Comply with regulatory requirements for swimming pool and spa servicing	Nil
CPPSPS4012A	Design, install and service automated systems for swimming pools and spas	Nil
CPPSPS4013A	Establish maintenance plans for swimming pools and spas	Nil
CPPSPS4014A	Drain and acid wash swimming pools and spas	Nil
CPPSPS4015A	Maintain spa water quality	Nil
CPPSPS4016A	Advise on swimming pool and spa products and services	Nil
CPPSPS4017A	Detect leaks in swimming pools and spas	Nil
CPPWMT2001A	Prepare for work in the waste management industry	Nil
CPPWMT2034A	Maintain equipment and consumables storage area	Nil
CPPWMT2047A	Assist with resource recovery	Nil
CPPWMT2048A	Prepare work areas for waste sorting	Nil
CPPWMT2049A	Identify waste emergency	Nil
CPPWMT3005A	Identify and segregate waste	Nil
CPPWMT3011A	Respond to waste emergencies	Nil
CPPWMT3013A	Receive waste	Nil

CPPWMT3014 A	Manually sort waste	Nil
CPPWMT3015 A	Move waste using loadshifting equipment	Nil
CPPWMT3016 A	Operate waste processing plant	Nil
CPPWMT3017 A	Store waste	Nil
CPPWMT3018 A	Dispatch processed waste	Nil
CPPWMT3019 A	Prepare waste for re-use	Nil
CPPWMT3020 A	Place and compact waste	Nil
CPPWMT3021 A	Cover waste	Nil
CPPWMT3023 A	Maintain waste disposal sites	Nil
CPPWMT3025 A	Monitor contained waste	Nil
CPPWMT3038 A	Process waste	Nil
CPPWMT3041 A	Identify operational requirements of waste management industry	Nil
CPPWMT3042 A	Follow environmental policies and procedures when transporting waste	Nil
CPPWMT3044 A	Identify wastes and hazards	Nil
CPPWMT3046 A	Conduct resource recovery	Nil
CPPWMT3051 A	Dispose of waste water to sewer	Nil
CPPWMT3054	Maintain credit control	Nil

A		
CPPWMT3059 A	Plan and conduct waste assessments	Nil
CPPWMT3063 A	Apply safe operational practices when vehicles contact overhead wires	Nil
CPPWMT4001 A	Plan waste audits	Nil
CPPWMT4002 A	Carry out waste audits	Nil
CPPWMT4003 A	Review, evaluate and document waste assessment findings	Nil
CPPWMT4006 A	Organise waste recovery	Nil
CPPWMT4007 A	Implement waste management plans	Nil
CPPWMT4022 A	Monitor waste disposal sites	Nil
CPPWMT4027 A	Select and obtain waste management plant, equipment and materials	Nil
CPPWMT4030 A	Determine waste management services	Nil
CPPWMT4032 A	Inform and educate clients on waste management issues	Nil
CPPWMT4035 A	Undertake waste process audits	Nil
CPPWMT4037 A	Conduct minor maintenance and repairs on waste processing plant and equipment	Nil
CPPWMT4050 A	Deliver training in hazard identification and waste emergency responses	Nil
CPPWMT4052 A	Organise waste management operations	Nil
CPPWMT4053 A	Conduct and monitor waste management operations	Nil

CPPWMT4055 A	Develop waste management proposals	Nil
CPPWMT4056 A	Implement landfill rehabilitation plans	Nil
CPPWMT4060 A	Apply lean management techniques	Nil
CPPWMT4062 A	Apply waste avoidance techniques	Nil
CPPWMT5004 A	Develop waste management strategies	Nil
CPPWMT5031 A	Prepare detailed tenders	Nil
CPPWMT5033 A	Educate public on waste management issues	Nil
CPPWMT5036 A	Develop waste management plans	Nil
CPPWMT5043 A	Develop and implement an environmental management strategy	Nil
CPPWMT5045 A	Develop site safety plans	Nil
CPPWMT5057 A	Develop landfill rehabilitation plans	Nil
CPPWMT5058 A	Develop emergency response plans	Nil
CPPWMT5061 A	Plan resource recovery	Nil

## Imported units of competency in CPP07

The units listed below are imported units of competency referred to in CPP07 qualifications. CPP07 users should go to [www.training.gov.au](http://www.training.gov.au) to download any required units.

### Imported units of competency in CPP07v13

Code	Title	Origin
AHCLPW404A	Produce maps for land management purposes	AHC10
BSBADM504B	Plan or review administrative systems	BSB07
BSBATSIM505C	Control organisation finances	BSB07
BSBATSIW416C	Obtain and manage consultancy services	BSB07
BSBCCO604A	Develop and maintain a service level strategy	BSB07
BSBCMM201A	Communicate in the workplace	BSB07
BSBCMN311B	Maintain workplace safety	BSB07
BSBCUS301B	Deliver and monitor a service to customers	BSB07
BSBCUS501B	Manage quality customer service	BSB07
BSBDIV301A	Work effectively with diversity	BSB07
BSBFIA301A	Maintain financial records	BSB07
BSBFIA302A	Process payroll	BSB07
BSBFIA303A	Process accounts payable and receivable	BSB07
BSBFIA304A	Maintain a general ledger	BSB07
BSBFIA402A	Report on financial activity	BSB07
BSBFIM501A	Manage budgets and financial plans	BSB07
BSBFLM303C	Contribute to effective workplace relationships	BSB07
BSBFLM305C	Support operational plan	BSB07
BSBFLM306C	Provide workplace information and resourcing plans	BSB07
BSBFLM309C	Support continuous improvement systems and processes	BSB07
BSBFLM311C	Support a workplace learning environment	BSB07
BSBFLM312C	Contribute to team effectiveness	BSB07
BSBHRM401A	Review human resources functions	BSB07
BSBHRM402A	Recruit, select and induct staff	BSB07

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
BSBHRM503B	Manage performance management systems	BSB07
BSBHRM504A	Manage workforce planning	BSB07
BSBINM301A	Organise workplace information	BSB07
BSBINM401A	Implement workplace information system	BSB07
BSBINM501A	Manage an information or knowledge management system	BSB07
BSBINN201A	Contribute to workplace innovation	BSB07
BSBINN301A	Promote innovation in a team environment	BSB07
BSBINN502A	Build and sustain an innovative work environment	BSB07
BSBITB501A	Establish and maintain a workgroup computer network	BSB07
BSBITU201A	Produce simple word processed documents	BSB07
BSBITU202A	Create and use spreadsheets	BSB07
BSBITU203A	Communicate electronically	BSB07
BSBITU306A	Design and produce business documents	BSB07
BSBITU402A	Develop and use complex spreadsheets	BSB07
BSBLED401A	Develop teams and individuals	BSB07
BSBLED502A	Manage programs that promote personal effectiveness	BSB07
BSBMED301B	Interpret and apply medical terminology appropriately	BSB07
BSBMGT406A	Plan and monitor continuous improvement	BSB07
BSBMGT502B	Manage people performance	BSB07
BSBMGT605B	Provide leadership across the organisation	BSB07
BSBMGT615A	Contribute to organisation development	BSB07
BSBMGT616A	Develop and implement strategic plans	BSB07

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
BSBMGT617A	Develop and implement a business plan	BSB07
BSBMKG502B	Establish and adjust the marketing mix	BSB07
BSBMKG514A	Implement and monitor marketing activities	BSB07
BSBMKG608A	Develop organisational marketing objectives	BSB07
BSBMKG609A	Develop a marketing plan	BSB07
BSBOHS504B	Apply principles of OHS risk management	BSB07
BSBOHS509A	Ensure a safe workplace	BSB07
BSBPMG510A	Manage projects	BSB07
BSBPRO301A	Recommend products and services	BSB07
BSBRKG304B	Maintain business records	BSB07
BSBRSK401A	Identify risk and apply risk management processes	BSB07
BSBRSK501A	Manage risk	BSB07
BSBRSK501B	Manage risk	BSB07
BSBSLS407A	Identify and plan sales prospects	BSB07
BSBSLS408A	Present, secure and support sales solutions	BSB07
BSBSLS501A	Develop a sales plan	BSB07
BSBSLS502A	Lead and manage a sales team	BSB07
BSBSMB401A	Establish legal and risk management requirements of small business	BSB07
BSBSMB402A	Plan small business finances	BSB07
BSBSMB403A	Market the small business	BSB07
BSBSMB404A	Undertake small business planning	BSB07
BSBSMB405A	Monitor and manage small business operations	BSB07

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
BSBSMB406A	Manage small business finances	BSB07
BSBSMB407A	Manage a small team	BSB07
BSBSUS201A	Participate in environmentally sustainable work practices	BSB07
BSBWOR201A	Manage personal stress in the workplace	BSB07
BSBWOR202A	Organise and complete daily work activities	BSB07
BSBWOR203A	Work effectively with others	BSB07
BSBWOR301A	Organise personal work priorities and development	BSB07
BSBWOR402A	Promote team effectiveness	BSB07
BSBWOR501B	Manage personal work priorities and professional development	BSB07
BSBWOR502A	Ensure team effectiveness	BSB07
BSBWOR502B	Ensure team effectiveness	BSB07
BSBWRK410A	Implement industrial relations procedures	BSB07
BSBWRK509A	Manage industrial relations	BSB07
BSBWRT401A	Write complex documents	BSB07
CHCPOL402B	Contribute to policy development	CHC08
CHCPOL403B	Undertake research activities	CHC08
CHCPOL606B	Coordinate policy development	CHC08
CPCCBBC4014A	Prepare simple building sketches and drawings	CPC08
CPCCBBC4015A	Prepare specifications for all construction works	CPC08
CPCCBBC4025A	Manage personal work priorities and professional development	CPC08
CPCCBBC5005A	Select and manage building and construction contractors	CPC08



<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
CPCCCM2001A	Read and interpret plans and specifications	CPC08
CPCCOHS1001A	Work safely in the construction industry	CPC08
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	CPC08
CPCCSV5003A	Produce working drawings for residential buildings	CPC08
CPCCSV5004A	Apply legislation to urban development and building controls	CPC08
CPCCSV5007A	Undertake site surveys and set-out procedures for building projects	CPC08
CPCCSV5008A	Apply building control legislation to building surveying	CPC08
CPCCSV5010A	Interact with clients in a regulated environment	CPC08
CPCCSV5013A	Apply principles of energy efficient design to buildings	CPC08
CPCCSV6009A	Implement performance-based codes and risk management principles for buildings up to three storeys	CPC08
CPCCSV6011A	Apply legal procedures to building surveying	CPC08
CPCCSV6012A	Facilitate community development consultation	CPC08
CPCCSV6013A	Coordinate building refurbishment	CPC08
CPCMCM7001A	Plan and manage complex projects	CPC08
CPCMCM7002A	Manage the quality of projects and processes	CPC08
CPCPCM4003A	Produce 2-D architectural drawings using CAD software	CPC08
CPCPFS3020A	Conduct basic functional testing of water-based fire-suppression systems	CPC08
CPCPFS3021A	Inspect and test fire pumpsets	CPC08
CPCPFS3022A	Conduct annual functional testing of complex water-based fire-suppression systems	CPC08

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
CPCPFS3023A	Conduct functional water flow testing	CPC08
CUVACD301A	Produce drawings to communicate ideas	CUV11
FNSORG501A	Develop and manage a budget	FNS10
HLTFA301C	Apply first aid	HLT07
HLTFA302A	Provide first aid in remote situation	HLT07
HLTFA311A	Apply first aid	HLT07
HLTHIR403B	Work effectively with culturally diverse clients and co-workers	HLT07
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	HLT07
HLTIN301B	Comply with infection control policies and procedures	HLT07
HLTIN403B	Implement and monitor infection control policy and procedures	HLT07
ICADBS502A	Design a database	ICA11
ICAICT101A	Operate a personal computer	ICA11
ICAICT102A	Operate word-processing applications	ICA11
ICAICT105A	Operate spreadsheet applications	ICA11
ICAICT203A	Operate application software packages	ICA11
ICAICT210A	Operate database applications	ICA11
ICAICT302A	Install and optimise operating system software	ICA11
ICAICT307A	Customise packaged software applications for clients	ICA11
ICAICT308A	Use advanced features of computer applications	ICA11
ICAICT409A	Develop macros and templates for clients using standard products	ICA11
ICAWEB401A	Design a website to meet technical requirements	ICA11

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
ICAWEB411A	Produce basic client-side script for dynamic web pages	ICA11
ICAWEB429A	Create a markup language document to specification	ICA11
ICPKN315C	Apply knowledge and requirements of the multimedia sector	ICP10
ICTWOR4032A	Undertake a civil site survey	ICT10
LGACOM501B	Develop and organise public education programs	LGA04
LGACOM602B	Coordinate and facilitate a change process	LGA04
LGACORE603B	Represent council's role and value in the community	LGA04
LGAEHRR509A	Undertake environmental and nuisance controls	LGA04
LGAEHRW507A	Plan and coordinate a waste collection or recycling service	LGA04
LGAEHRW603B	Coordinate the implementation of council's waste management strategy	LGA04
LMFFT4010B	Identify and calculate production costs	LMF02
LMFID5014A	Use CAD applications to complete models and documentation for interior design projects	LMF02
MTMP2192A	Clean carcase hanging equipment	MTM07
MTMP2196B	Overview cleaning program	MTM07
MTMP2197B	Clean after operations boning room	MTM07
MTMP2198B	Clean after operations slaughter floor	MTM07
MTMPS201B	Clean work area during operations	MTM07
MTMPS205B	Clean chillers	MTM07
PSPGOV202B	Use routine workplace communication techniques	PSP04
PSPLAND302A	Investigate tenure and land use history	PSP04
PSPLAND308A	Compile and check survey plans	PSP04

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
PSPLAND501A	Review planning documents and environmental assessments	PSP04
PSPREG402C	Promote client compliance	PSP04
RIIMEX405A	Apply and monitor systems and methods of surface coal mining	RII09
RIIRIS201B	Conduct local risk control	RII09
RIIRIS301B	Apply risk management processes	RII09
RIIRIS401A	Apply site risk management system	RII09
RIISTD201A	Read and interpret maps	RII09
RTE3323A	Dispatch materials and composted product	RTE03
RTE3512A	Prepare raw materials and compost the feedstocks	RTE03
RTE3513A	Prepare value-added compost-based products	RTE03
RTE4519A	Develop a composting recipe	RTE03
SIRXSLS003A	Coordinate sales performance	SIR07
TAEASS401A	Plan assessment activities and processes	TAE10
TAEDEL301A	Provide work skill instruction	TAE10
TAEDEL401A	Plan, organise and deliver group-based learning	TAE10
TAEDEL402A	Plan, organise and facilitate learning in the workplace	TAE10
TAEDEL403A	Coordinate and facilitate distance-based learning	TAE10
TAEDEL404A	Mentor in the workplace	TAE10
TAEDES401A	Design and develop learning programs	TAE10
TAEDES402A	Use training packages and accredited courses to meet client needs	TAE10
TLIB2003A	Carry out vehicle servicing and maintenance	TLI10

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
TLIB2004A	Carry out vehicle inspection	TLI10
TLIB3006A	Carry out inspection of vehicles designed to carry special loads	TLI10
TLIC2002A	Drive light rigid vehicle	TLI10
TLIC2025A	Operate four wheel drive vehicle	TLI10
TLIC3003A	Drive medium rigid vehicle	TLI10
TLIC3004A	Drive heavy rigid vehicle	TLI10
TLIC3005A	Drive heavy combination vehicle	TLI10
TLIC4006A	Drive multi-combination vehicle	TLI10
TLID2003A	Handle dangerous goods/hazardous substances	TLI10
TLID2004A	Load and unload goods/cargo	TLI10
TLID2016A	Load and unload explosives and dangerous goods	TLI10
TLID2021A	Use specialised bulk transfer equipment (dry)	TLI10
TLID3024A	Use specialised liquid bulk transfer equipment (gravity/pressurised)	TLI10
TLIE2007A	Use communication systems	TLI10
TLIF2010A	Apply fatigue management strategies	TLI10
TLIF3013A	Coordinate breakdowns and emergencies	TLI10
TLIF3063A	Administer the implementation of fatigue management strategies	TLI10
TLIH3002A	Plan and navigate routes	TLI10
TLILIC2014A	Licence to drive light rigid vehicle	TLI10
TLILIC2015A	Licence to drive medium rigid vehicle	TLI10
TLILIC2016A	Licence to drive heavy rigid vehicle	TLI10

<b>Imported units of competency in CPP07v13</b>		
Code	Title	Origin
TLILIC3017A	Licence to drive heavy combination vehicle	TLI10
TLILIC3018A	Licence to drive multi-combination vehicle	TLI10

## Mapping of CPP07 V13 units of competency

Mapping CPP07 V13 to CPP07 V12 units of competency

The mapping table below details the swimming pool and spa material, added to CPP07 in this version.

<b>CPP07 Version 13</b>		<b>Relationship with Version 12</b>	<b>Comment on relationship with CPP07 Property Services Training Package Version 12</b>	<b>Equivalent/Not equiv't</b>
<b>Unit code</b>	<b>Unit title</b>			
CPPCMN3005A	Complete client documentation	New unit	No equivalent unit	
CPPSPS3001A	Handle, transport and store swimming pool and spa chemicals safely	New unit	No equivalent unit	
CPPSPS3002A	Perform basic swimming pool and spa measurements and calculations	New unit	No equivalent unit	
CPPSPS3003A	Routinely maintain swimming pools and spas	New unit	No equivalent unit	
CPPSPS3004A	Routinely maintain swimming pool and spa water circulation and	New unit	No equivalent unit	

	filtration systems			
CPPSPS3005A	Routinely maintain swimming pool and spa dosing systems	New unit	No equivalent unit	
CPPSPS3006A	Routinely maintain swimming pool and spa cleaning and vacuuming systems	New unit	No equivalent unit	
CPPSPS3007A	Routinely maintain swimming pool and spa heating systems	New unit	No equivalent unit	
CPPSPS3008A	Work in the swimming pool and spa servicing industry	New unit	No equivalent unit	
CPPSPS3009A	Maintain swimming pool and spa stock	New unit	No equivalent unit	
CPPSPS3010A	Sell swimming pool and spa products and services	New unit	No equivalent unit	
CPPSPS3011A	Use and maintain business technology related to swimming pool and spa servicing	New unit	No equivalent unit	
CPPSPS3012A	Read and apply information from swimming pool and spa technical manuals	New unit	No equivalent unit	
CPPSPS4001A	Assess and treat water problems in swimming pools and spas	New unit	No equivalent unit	
CPPSPS4002A	Install, service and repair swimming pool and spa circulation and filtration systems	New unit	No equivalent unit	

CPPSPS4003A	Install, service and repair swimming pool and spa dosing systems	New unit	No equivalent unit	
CPPSPS4004A	Install, service and repair swimming pool and spa cleaning and vacuuming systems	New unit	No equivalent unit	
CPPSPS4005A	Install, service and repair swimming pool and spa heating systems	New unit	No equivalent unit	
CPPSPS4006A	Install, service and repair low voltage swimming pool and spa lighting systems	New unit	No equivalent unit	
CPPSPS4007A	Inspect, service and repair aquatic facility plant and equipment	New unit	No equivalent unit	
CPPSPS4008A	Install, service and repair spas	New unit	No equivalent unit	
CPPSPS4009A	Estimate cost of swimming pool and spa products and services	New unit	No equivalent unit	
CPPSPS4010A	Manage own role as a swimming pool and spa technician	New unit	No equivalent unit	
CPPSPS4011A	Comply with regulatory requirements for swimming pool and spa servicing	New unit	No equivalent unit	
CPPSPS4012A	Design, install and service automated systems for swimming pools	New unit	No equivalent unit	



	and spas			
CPPSPS4013A	Establish maintenance plans for swimming pools and spas	New unit	No equivalent unit	
CPPSPS4014A	Drain and acid wash swimming pools and spas	New unit	No equivalent unit	
CPPSPS4015A	Maintain spa water quality	New unit	No equivalent unit	
CPPSPS4016A	Advise on swimming pool and spa products and services	New unit	No equivalent unit	
CPPSPS4017A	Detect leaks in swimming pools and spas	New unit	No equivalent unit	

No other changes were made to any native CPP07 units in the upgrade of CPP07 from Version 12 to Version 13.

## Mapping of CPP07 V12 units of competency

### Mapping CPP07 Version 12 units of competency to Version 11

The mapping table below details the home sustainability assessment material, and the surveying and spatial information services material, added to CPP07 in this version.

Unit code	Unit title	Relationship with Version 11	Comment on relationship with CPP07 Property Services Training Package Version 11	Equivalent/ Not equivalent
CPPSIS2011A	Prepare for work in the spatial information services industry	Revised unit	Unit revised and not equivalent to CPPSIS2001A Prepare for work in the spatial information services industry  Element structure, performance criteria and critical aspects reviewed to	N

			reflect workplace requirements Skills and knowledge requirements and the range statement updated	
CPPSIS2012A	Assist in the collection of spatial data	Revised unit	Unit revised and not equivalent to CPPSIS2002A Assist in the collection of basic spatial data New unit title Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS2013A	Assist in the storage and retrieval of spatial data	Revised unit	Unit revised and not equivalent to CPPSIS2003A Assist in the storage and retrieval of spatial data Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS2014A	Assist in the selection, operation and maintenance of equipment and supplies	Revised unit	Unit revised and not equivalent to CPPSIS2004A Assist in the selection, operation and maintenance of equipment and supplies Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range	N

			statement updated	
CPPSIS2015A	Assist in field activity	Revised unit	Unit revised and not equivalent to CPPSIS2005A Assist in field activity  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS2016A	Assist with load transfer	Revised unit	Unit revised and not equivalent to CPPSIS2006A Assist with personnel and load transfer  New unit title  Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS2017A	Use information technology for spatial information services activity	Revised unit	Unit revised and not equivalent to CPPSIS2007A Use information technology for spatial information services activity  Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS3011A	Apply map	Revised unit	Unit revised and not	N

	presentation principles		equivalent to CPPSIS3001A Apply map presentation principles  Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	
		Deleted unit	CPPSIS3002A Store and retrieve basic spatial data	

CPPSIS3013A	Support spatial process improvement	Revised unit	Unit revised and not equivalent to CPPSIS3003A Support spatial process improvement  Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated  References to sustainability strengthened	N
CPPSIS3014A	Respond to client spatial enquiry	Revised unit	Unit revised and not equivalent to CPPSIS3004A Respond to client spatial enquiry  Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS3015A	Collect spatial data	Revised unit	Unit revised and not equivalent to CPPSIS3005A Collect basic spatial data  New unit title  Element structure, performance criteria and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS3016A	Provide field support services	Revised unit	Unit revised and not equivalent to CPPSIS3006A Provide field support	N

			<p>services</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>References to sustainability strengthened</p> <p>Skills and knowledge requirements and the range statement updated</p>	
CPPSIS3017A	Select, operate and maintain equipment and supplies	Revised unit	<p>Unit revised and not equivalent to CPPSIS3007A</p> <p>Select, operate and maintain equipment and supplies</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS3018A	Transfer personnel and loads	Revised unit	<p>Unit revised and not equivalent to CPPSIS3008A</p> <p>Transfer personnel and loads</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS3019A	Perform basic drafting	Revised unit	<p>Unit revised and not equivalent to CPPSIS3009A</p> <p>Perform basic drafting</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace</p>	N

			requirements Skills and knowledge requirements and the range statement updated	
CPPSIS3020A	Perform basic surveying computations	Revised unit	Unit revised and not equivalent to CPPSIS3010A Perform basic spatial computations New unit title Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS4021A	Maintain spatial systems	Revised unit	Unit revised and not equivalent to CPPSIS4001A Maintain spatial systems Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS4022A	Store and retrieve spatial data	Revised unit	Unit revised and not equivalent to CPPSIS4002A Store and retrieve spatial data Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS4023A	Facilitate	Revised unit	Unit revised and not	N

	effective spatial client relationships		equivalent to CPPSIS4003A Facilitate effective spatial client relationships  Element structure, and performance criteria, reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	
CPPSIS4024A	Collect and set out spatial data	Revised unit	Unit revised and not equivalent to CPPSIS4004A Collect and set out basic spatial data  New unit title  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS4025A	Collect basic GNSS data	Revised unit	Unit revised and not equivalent to CPPSIS4005A Collect basic GPS data  New unit title  Terminology updated  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS4026A	Read and interpret image data	Revised unit	Unit revised and not equivalent to CPPSIS4006A Read and interpret basic image data  New unit title	N



			Terminology updated  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	
CPPSIS4027A	Organise field services	Revised unit	Unit revised and not equivalent to CPPSIS4007A Organise field services  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS4028A	Organise equipment and supplies	Revised unit	Unit revised and not equivalent to CPPSIS4008A Organise equipment and supplies  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS4029A	Collect and set out basic surveying data	Revised unit	Unit revised and not equivalent to CPPSIS4009A Collect and set out basic surveying data  Element structure, performance criteria, and critical aspects reviewed to reflect workplace	N

			requirements Skills and knowledge requirements and the range statement updated	
CPPSIS4030A	Operate surveying equipment	Revised unit	Unit revised and not equivalent to CPPSIS4010A Operate surveying equipment Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS4031A	Perform surveying computations	Revised unit	Unit revised and not equivalent to CPPSIS4011A Perform surveying computations Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS4032A	Plan and conduct survey expeditions	Revised unit	Unit revised and not equivalent to CPPSIS4012A Plan and conduct survey expeditions Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements References to sustainability strengthened Skills and knowledge requirements and the range	N

			statement updated	
CPPSIS4033A	Participate in spatial process improvement	Revised unit	Unit revised and not equivalent to CPPSIS4013A Participate in spatial process improvement  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS4034A	Maintain spatial data	Revised unit	Unit revised and not equivalent to CPPSIS4014A Maintain spatial data  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS4035A	Apply GIS software to problem-solving techniques	Revised unit	Unit revised and not equivalent to CPPSIS4015A Apply GIS software to problem-solving techniques  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS4036A	Operate spatial	New unit	No equivalent unit	

	software applications			
CPPSIS4037A	Produce computer-aided drawings	New unit	No equivalent unit	
CPPSIS4038A	Prepare and present GIS data	New unit	No equivalent unit	
CPPSIS5031A	Plan spatial data collection and validation	Revised unit	Unit revised and not equivalent to CPPSIS5001A Plan spatial data collection and validation  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5032A	Capture new spatial data	Revised unit	Unit revised and not equivalent to CPPSIS5002A Capture new spatial data  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5033A	Implement a spatial information services project plan	Revised unit	Unit revised and not equivalent to CPPSIS5003A Implement a spatial information services project plan  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge	N

			requirements and the range statement updated	
CPPSIS5034A	Determine spatial data requirements	Revised unit	Unit revised and not equivalent to CPPSIS5004A Determine spatial data requirements  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5035A	Obtain and validate spatial data	Revised unit	Unit revised and not equivalent to CPPSIS5005A Obtain and validate existing spatial data  New unit title  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5036A	Integrate spatial datasets	Revised unit	Unit revised and not equivalent to CPPSIS5006A Integrate spatial datasets  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5037A	Maintain complex spatial data systems	Revised unit	Unit revised and not equivalent to CPPSIS5007A Maintain complex spatial	N

			<p>data systems</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	
CPPSIS5038A	Develop a complex spatial and aspatial database	Revised unit	<p>Unit revised and not equivalent to CPPSIS5008A</p> <p>Develop a complex spatial and aspatial database</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS5039A	Produce spatial project deliverables	Revised unit	<p>Unit revised and not equivalent to CPPSIS5009A</p> <p>Produce spatial project deliverables</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS5040A	Collate and interpret spatial data	Revised unit	<p>Unit revised and not equivalent to CPPSIS5010A</p> <p>Collate and interpret spatial data</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p>	N

			Skills and knowledge requirements and the range statement updated	
CPPSIS5041A	Monitor and control the spatial components of projects	Revised unit	<p>Unit revised and not equivalent to CPPSIS5011A</p> <p>Monitor and control the spatial components of projects</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>References to sustainability strengthened</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS5042A	Maintain effective internal and external spatial communication networks	Revised unit	<p>Unit revised and not equivalent to CPPSIS5012A</p> <p>Maintain effective internal and external spatial communication networks</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS5043A	Design a spatial data storage system	Revised unit	<p>Unit revised and not equivalent to CPPSIS5013A</p> <p>Design a spatial data storage system</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range</p>	N

			statement updated	
CPPSIS5044A	Develop a subdivision survey design for local government approval	Revised unit	Unit revised and not equivalent to CPPSIS5014A Develop a subdivision survey design for local government approval  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS5045A	Undertake spatial process improvement to reduce costs and improve service	Revised unit	Unit revised and not equivalent to CPPSIS5015A Undertake spatial process improvement to reduce costs and improve service  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS5046A	Design a stormwater system	Revised unit	Unit revised and not equivalent to CPPSIS5016A Design a stormwater system  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range	N



			statement updated	
CPPSIS5047A	Conduct an advanced GNSS data collection and set out survey	Revised unit	Unit revised and not equivalent to CPPSIS5017A Conduct an advanced GPS data collection and set out survey  New unit title  Terminology updated  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5048A	Conduct an engineering survey	Revised unit	Unit revised and not equivalent to CPPSIS5018A Conduct an engineering survey  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5049A	Conduct an engineering surveying project	Revised unit	Unit revised and not equivalent to CPPSIS5019A Conduct an engineering surveying project  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5050A	Create	Revised unit	Unit revised and not	N

	engineering drawings		equivalent to CPPSIS5020A Create engineering drawings  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	
CPPSIS5051A	Apply land and planning law to surveying	Revised unit	Unit revised and not equivalent to CPPSIS5021A Apply land and planning law to surveying  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5052A	Integrate surveying datasets	Revised unit	Unit revised and not equivalent to CPPSIS5022A Integrate surveying datasets  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS5053A	Perform advanced surveying computations	Revised unit	Unit revised and not equivalent to CPPSIS5023A Manage advanced surveying computations  New unit title  Element structure, performance criteria, and critical aspects reviewed to reflect workplace	N

			requirements Skills and knowledge requirements and the range statement updated	
CPPSIS5054A	Perform geodetic surveying computations	Revised unit	Unit revised and not equivalent to CPPSIS5024A Perform geodetic surveying computations Element structure and performance criteria reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS5055A	Plan and conduct major survey expeditions	Revised unit	Unit revised and not equivalent to CPPSIS5025A Plan and conduct major survey expeditions Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS5056A	Design road and railway	Revised unit	Unit revised and not equivalent to CPPSIS5026A Design road and railway Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS5057A	Carry out a precision survey	Revised unit	Unit revised and not equivalent to CPPSIS5027A Carry out a precision survey	N

			<p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	
CPPSIS5058A	Conduct geodetic surveying	Revised unit	<p>Unit revised and not equivalent to CPPSIS5028A</p> <p>Conduct geodetic surveying</p> <p>Element structure and performance criteria reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS5059A	Determine suitable information sources to create new spatial datasets	Revised unit	<p>Unit revised and not equivalent to CPPSIS5029A</p> <p>Determine suitable information sources to create new spatial datasets</p> <p>Element structure and performance criteria reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS5060A	Use complex spreadsheets for spatial information	New unit	No equivalent unit	
CPPSIS5061A	Locate underground services in surveying practice	New unit	No equivalent unit	
CPPSIS5062A	Conduct photogrammetric	New unit	No equivalent unit	

	mapping			
CPPSIS5063A	Produce GIS data	New unit	No equivalent unit	
CPPSIS5064A	Manipulate and analyse GIS data	New unit	No equivalent unit	
CPPSIS6021A	Conduct open mine pit surveying	Revised unit	Unit revised and not equivalent to CPPSIS6001A Conduct open mine pit surveying  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS6022A	Create mine drawings	Revised unit	Unit revised and not equivalent to CPPSIS6002A Create mine drawings  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS6023A	Determine client spatial requirements	Revised unit	Unit revised and not equivalent to CPPSIS6003A Determine client spatial requirements  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N

CPPSIS6024A	Design a spatial project plan	Revised unit	Unit revised and not equivalent to CPPSIS6004A Design a spatial project plan  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS6025A	Apply quality control measures to spatial information services industry	Revised unit	Unit revised and not equivalent to CPPSIS6005A Apply quality control measures to spatial information services industry  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS6026A	Develop and maintain spatial information services contractual relationships	Revised unit	Unit revised and not equivalent to CPPSIS6006A Develop and maintain spatial information services contractual relationships  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  References to sustainability strengthened  Skills and knowledge requirements and the range statement updated	N
CPPSIS6027A	Design spatial information services project	Revised unit	Unit revised and not equivalent to CPPSIS6007A Design spatial information	N

	deliverables		<p>services project deliverables</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>References to sustainability strengthened</p> <p>Skills and knowledge requirements and the range statement updated</p>	
CPPSIS6028A	Conduct design and set out survey	Revised unit	<p>Unit revised and not equivalent to CPPSIS6008A</p> <p>Conduct design and set out survey</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS6029A	Educate the public on spatial information services	Revised unit	<p>Unit revised and not equivalent to CPPSIS6009A</p> <p>Educate the public on spatial information services</p> <p>Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p>	N
CPPSIS6030A	Undertake spatial information services research and development	Revised unit	<p>Unit revised and not equivalent to CPPSIS6010A</p> <p>Undertake spatial information services research and development</p> <p>Element structure, performance criteria, and</p>	N

			critical aspects reviewed to reflect workplace requirements References to sustainability strengthened Skills and knowledge requirements and the range statement updated	
CPPSIS6031A	Carry out basic mine design	Revised unit	Unit revised and not equivalent to CPPSIS6011A Carry out basic mine design Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements References to sustainability strengthened Skills and knowledge requirements and the range statement updated	N
CPPSIS6032A	Conduct an advanced GNSS control survey	Revised unit	Unit revised and not equivalent to CPPSIS6012A Conduct an advanced GPS control survey New unit title Terminology updated Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS6033A	Conduct underground mine surveying	Revised unit	Unit revised and not equivalent to CPPSIS6013A Conduct underground mine surveying Element structure, performance criteria, and	N



			critical aspects reviewed to reflect workplace requirements References to sustainability strengthened Skills and knowledge requirements and the range statement updated	
CPPSIS6034A	Conduct mining geology operations	Revised unit	Unit revised and not equivalent to CPPSIS6014A Conduct mining geology operations Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements References to sustainability strengthened Skills and knowledge requirements and the range statement updated	N
CPPSIS6035A	Conduct complex engineering set out surveys	Revised unit	Unit revised and not equivalent to CPPSIS6015A Conduct complex engineering set out surveys Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS6036A	Monitor complex engineering surveying structures	Revised unit	Unit revised and not equivalent to CPPSIS6016A Monitor complex engineering surveying structures Element structure, performance criteria, and critical aspects reviewed to	N

			reflect workplace requirements Skills and knowledge requirements and the range statement updated	
CPPSIS6037A	Conduct advanced remote sensing analysis	Revised unit	Unit revised and not equivalent to CPPSIS6017A Conduct advanced remote sensing analysis Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS6038A	Design spatial networks and geocoding	Revised unit	Unit revised and not equivalent to CPPSIS6018A Design spatial networks and geocoding Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N
CPPSIS6039A	Develop distributed mapping applications	Revised unit	Unit revised and not equivalent to CPPSIS6019A Develop distributed mapping applications Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements Skills and knowledge requirements and the range statement updated	N

CPPSIS6040A	Develop 2-D and 3-D terrain visualisations	Revised unit	Unit revised and not equivalent to CPPSIS6020A Develop 2-D and 3-D terrain visualisations  Element structure, performance criteria, and critical aspects reviewed to reflect workplace requirements  Skills and knowledge requirements and the range statement updated	N
CPPSIS6041A	Compile mine survey plans	New unit	No equivalent unit	
CPPSIS6042A	Coordinate information gathering and GIS development	New unit	No equivalent unit	
CPPSIS6043A	Develop, monitor and maintain geographic information systems	New unit	No equivalent unit	
CPPSIS6044A	Manage GIS data	New unit	No equivalent unit	

No other changes were made to any native CPP07 units in the upgrade of CPP07 from Version 11 to Version 12.

## Mapping of CPP07 V11 units of competency

### Mapping CPP07 V11 to CPP07 V10 units of competency

The mapping table below details the home sustainability assessment material added to CPP07 in this version.

CPP07 V11 to CPP07 V10 units of competency
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CPP07 Version 11		Relation-ship with Version 10	Comment on relationship with CPP07 Property Services Training Package Version 10	Equivalent/ Not equiv't
Unit code	Unit title			
CPPHSA4011A	Collect information to support NatHERS assessment	New unit	No equivalent unit	
CPPHSA4012A	Conduct NatHERS assessment of planned residential buildings	New unit	No equivalent unit	
CPPHSA4013A	Conduct NatHERS assessment of existing residential buildings	New unit	No equivalent unit	
CPPHSA4014A	Meet regulatory requirements when completing NatHERS assessments	New unit	No equivalent unit	
CPPHSA4015A	Assess impact of building elements on thermal performance of residential buildings	New unit	No equivalent unit	
CPPHSA4016A	Advise on options for enhancing thermal performance of residential buildings	New unit	No equivalent unit	
CPPHSA4017A	Cost measures to improve thermal performance of residential buildings	New unit	No equivalent unit	
CPPHSA4018A	Manage own work,	New unit	No equivalent unit	

CPP07 V11 to CPP07 V10 units of competency				
CPP07 Version 11		Relation-ship with Version 10	Comment on relationship with CPP07 Property Services Training Package Version 10	Equivalent/ Not equiv't
Unit code	Unit title			
	professional development and ethical behaviour			
CPPHSA4019A	Inform clients about thermal performance of residential buildings	New unit	No equivalent unit	
CPPHSA4020A	Operate computer systems to support NatHERS assessment	New unit	No equivalent unit	
CPPHSA5001A	Assess thermal performance of complex residential buildings	New unit	No equivalent unit	
CPPHSA5002A	Assess thermal performance and energy efficiency of residential buildings	New unit	No equivalent unit	
CPPHSA5003A	Manage quality assurance of NatHERS assessments	New unit	No equivalent unit	
CPPHSA5004A	Educate clients about thermal efficiency of residential buildings	New unit	No equivalent unit	
CPPHSA5005A	Peer review NatHERS assessments	New unit	No equivalent unit	

CPP07 V11 to CPP07 V10 units of competency				
CPP07 Version 11		Relation-ship with Version 10	Comment on relationship with CPP07 Property Services Training Package Version 10	Equivalent/ Not equiv't
Unit code	Unit title			
CPPHSA5006A	Promote low and zero carbon energy technologies in residential buildings	New unit	No equivalent unit	

No other changes were made to any native CPP07 units in the upgrade of CPP07 from Version 10 to Version 11.

## Mapping of CPP07 units of competency

### Mapping of CPP07 V10 to CPP07 V9 units of competency

CPP07 Version 10		Relation-ship with Version 9	Comment on relationship with CPP07 Property Services Training Package Version 9	Equivalent/ Not equiv't
Unit code	Unit title			
CPPACC8001A	Research and analyse access and use requirements for people with diverse disabilities	New unit	No equivalent unit	
CPPACC8002A	Research and analyse access solutions for the built environment	New unit	No equivalent unit	
CPPACC8003A	Provide advice on solutions to access and use issues	New unit	No equivalent unit	
CPPACC8004A	Develop policies and briefs relating to access to and use of the built environment	New unit	No equivalent unit	

**Mapping of CPP07 V10 to CPP07 V9 units of competency**

CPP07 Version 10		Relationship with Version 9	Comment on relationship with CPP07 Property Services Training Package Version 9	Equivalent/ Not equivalent
Unit code	Unit title			
CPPACC8005A	Develop and advise on policies and procedures to enable access for people with disabilities	New unit	No equivalent unit	
CPPACC8006A	Give evidence relating to access and use	New unit	No equivalent unit	
CPPACC8007A	Audit built environment and infrastructure for accessibility compliance and propose solutions	New unit	No equivalent unit	
CPPACC8008A	Contribute to design of accessible built environment and infrastructure	New unit	No equivalent unit	

No other changes were made to any native CPP07 units in the upgrade of CPP07 from Version 9 to Version 10.

**CPP07 V9 to CPP07 V8 units of competency**

CPP07 Version 9		Relationship with Version 8	Comment on relationship with CPP07 Property Services Training Package Version 8	Equivalent/ Not equivalent
Unit code	Unit title			
CPPBDN5001A	Research construction materials and methods for small-scale residential building	New unit	No equivalent unit	

	design projects			
CPPBDN5002A	Research construction materials and methods for small-scale non-residential building design projects	New unit	No equivalent unit	
CPPBDN5003A	Research compliance requirements for small-scale residential building design projects	New unit	No equivalent unit	
CPPBDN5004A	Research compliance requirements for small-scale non-residential building design projects	New unit	No equivalent unit	
CPPBDN5005A	Recommend sustainability solutions for small-scale building design projects	New unit	No equivalent unit	
CPPBDN5006A	Consult with clients to produce approved small-scale building project design briefs	New unit	No equivalent unit	
CPPBDN5007A	Inspect and analyse sites and produce measured drawings for small-scale building design projects	New unit	No equivalent unit	
CPPBDN5008A	Develop concepts for small-scale building design projects and finalise solutions with	New unit	No equivalent unit	



	clients			
CPPBDN5009A	Produce compliant client-approved designs for small-scale building design projects	New unit	No equivalent unit	
CPPBDN5010A	Negotiate and finalise planning approval for small-scale building design projects	New unit	No equivalent unit	
CPPBDN5011A	Produce compliant client-approved working drawings for small-scale residential buildings	New unit	No equivalent unit	
CPPBDN5012A	Produce and present 3-D models of small-scale building designs	New unit	No equivalent unit	
CPPBDN5013A	Develop and collaborate on building information models for small-scale building design projects	New unit	No equivalent unit	
CPPBDN5014A	Contribute to construction and building design project finalisation processes	New unit	No equivalent unit	
CPPBDN5015A	Produce compliant client-approved working drawings for non-residential buildings	New unit	No equivalent unit	
CPPBDN5016A	Produce and present rendered animations of 3-D models of small-scale building	New unit	No equivalent unit	

	designs			
CPPBDN8001A	Research and evaluate construction materials and methods for complex building design projects	New unit	No equivalent unit	
CPPBDN8002A	Research compliance requirements for complex building design projects	New unit	No equivalent unit	
CPPBDN8003A	Scope and initiate large and complex building design projects	New unit	No equivalent unit	
CPPBDN8004A	Lead the building design team	New unit	No equivalent unit	
CPPBDN8005A	Manage the tendering and construction process for a client	New unit	No equivalent unit	
CPPBDN8006A	Identify and manage new building design technologies	New unit	No equivalent unit	
CPPBDN8007A	Manage the design of Type A constructions	New unit	No equivalent unit	
CPPCMN8001A	Lead the strategic planning process for an enterprise	New unit	No equivalent unit	
CPPCMN8002A	Identify and develop business opportunities	New unit	No equivalent unit	
CPPSEC2027A	Load and unload cash in transit in a secured environment	New unit	No equivalent unit	

CPPSEC3050A	Load and unload cash in transit in an unsecured environment	New unit	No equivalent unit	
PPSEC3051A	Implement cash-in-transit security procedures	New unit	No equivalent unit	
CPPSEC3052A	Inspect and test cash-in-transit security equipment	New unit	No equivalent unit	

No other changes were made to any native CPP07 units in the upgrade of CPP07 from Version 8 to Version 9.

### Mapping CPP07 V8 to CPP07 V7 units of competency

Changes were made to three existing CPP07 units of competency in this review. The mapping table below details those changes.

CPP07 V8 to CPP07 V7 units of competency				
CPP07 Version 8		Relationship with Version 7	Comment on relationship with CPP07 Property Services Training Package Version 7	Equivalent/ Not equiv't
Unit code	Unit title			
CPPCMN2001B	Control and direct traffic	Revised unit	Unit updated and equivalent to CPPCMN2001A Control and direct traffic	E
CPPCMN4001B	Develop workplace policies and procedures for sustainability	Revised unit	Unit updated and equivalent to CPPCMN4001A Develop workplace policy and procedures for sustainability	E
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	Revised unit	Unit updated and equivalent to CPPCMN4002A Implement and monitor environmentally sustainable work practices	E

The remaining units of competency that have been added to Version 8 of CPP07, while new to CPP07, are the result of the review of PRM04 Asset Maintenance Training Package. The table below details the equivalence of these units of competency to the PRM04 units of competency in the carpet cleaning, cleaning operations, fire protection inspection and testing, pest management and waste management sectors. No other changes were made to any native CPP07 units in the upgrade of CPP07 from Version 8 to Version 7.

Unit code	Unit title	Relation-ship with PRM04	Comment on relationship with PRM04 Property Services Training Package	Equivalent/ Not equiv't
CPPCCL2001A	Use hot water extraction	Revised unit	Unit updated and equivalent to PRMCC01A Use hot water extraction	E
CPPCCL2002A	Use bonnet cleaning	Revised unit	Unit updated and equivalent to PRMCC02A Use bonnet cleaning	E
CPPCCL2003A	Use dry foam shampoo	Revised unit	Unit updated and equivalent to PRMCC03A Use dry foam shampoo	E
CPPCCL2004A	Use dry absorbent compound	Revised unit	Unit updated and equivalent to PRMCC04A Use dry absorbent compound	E
CPPCCL2005A	Use wet foam shampoo	Revised unit	Unit updated and equivalent to PRMCC05A Use wet foam shampoo	E
CPPCCL2006A	Identify carpet fibre and construction	Revised unit	Unit updated and equivalent to PRMCC06A Identify carpet fibre and construction	E
CPPCCL2007A	Perform basic stain removal	Revised unit	Unit updated and equivalent to	E

			PRMCC07A Perform basic stain removal	
CPPCCL3008 A	Mitigate water damage	Revised unit	Unit updated and equivalent to PRMCC08A Mitigate water damage	E
CPPCCL3009 A	Restore smoke damaged carpet	Revised unit	Unit updated and equivalent to PRMCC09A Restore smoke damaged carpet	E
CPPCCL3010 A	Apply odour control	Revised unit	Unit updated and equivalent to PRMCC10A Apply odour control	E
CPPCCL3011 A	Perform carpet repair and reinstallation	Revised unit	Unit updated and equivalent to PRMCC11A Perform carpet repair and reinstallation	E
CPPCCL3012 A	Perform carpet colour repair and restoration	Revised unit	Unit updated and equivalent to PRMCC12A Perform carpet colour repair and restoration	E
CPPCCL3013 A	Clean leather upholstery	Revised unit	Unit updated and equivalent to PRMCC13A Clean leather upholstery	E
CPPCCL3014 A	Clean fabric upholstery	Revised unit	Unit updated and equivalent to PRMCC14A Clean fabric upholstery	E
CPPCCL3015 A	Perform advanced stain removal	Revised unit	Unit updated and equivalent to PRMCC15A Perform advanced stain removal	E
CPPCCL3016 A	Apply topical treatments	Revised unit	Unit updated and equivalent to PRMCC16A Apply topical treatments	E

CPPCCL3017 A	Identify upholstery fibre and construction	Revised unit	Unit updated and equivalent to PRMCC17A Identify upholstery fibre and construction	E
CPPCCL3018 A	Inspect sites with water damage	New unit	No equivalent unit	
CPPCCL3019 A	Inspect sites prior to cleaning or treatment	New unit	No equivalent unit	
CPPCCL3020 A	Develop a plan to mitigate water damage and restore carpet	New unit	No equivalent unit	
CPPCLO1040 A	Prepare for work in the cleaning industry	Revised unit	Unit updated and equivalent to PRMCL40A Prepare for work in the cleaning industry	E
CPPCLO1041 A	Apply basic communication skills	Revised unit	Unit updated and equivalent to PRMCL41A Apply basic communication skills	E
CPPCLO2001 A	Maintain hard floor surfaces	Revised unit	Unit updated and equivalent to PRMCL01B Maintain a hard floor surface	E
CPPCLO2004 A	Maintain carpeted floors	Revised unit	Unit updated and equivalent to PRMCL04B Maintain a carpeted floor	E
CPPCLO2009 A	Clean glass surfaces	Revised unit	Unit updated and equivalent to PRMCL09B Clean glass surfaces	E
CPPCLO2010 A	Clean ceiling surfaces and fittings	Revised unit	Unit updated and equivalent to PRMCL10B Clean ceiling surfaces and	E

			fittings	
CPPCLO2015 A	Maintain furniture, fittings and room dressing	Revised unit	Unit updated and equivalent to PRMCL15B Maintain furniture and fittings and room dressing	E
CPPCLO2017 A	Clean wet areas	Revised unit	Unit updated and equivalent to PRMCL17B Clean a wet area	E
CPPCLO2019 A	Sort and remove waste and recyclable materials	Revised unit	Element structure and performance criteria expanded to reflect workplace requirements Skills and knowledge requirements and the range statement updated New unit title Unit based on PRMCL19B Remove waste	N
CPPCLO2033 A	Plan for safe and efficient cleaning activities	Revised unit	Unit updated and equivalent to PRMCL33B Plan for safe and efficient cleaning activities	E
CPPCLO2035 A	Maintain cleaning storage areas	Revised unit	Unit updated and equivalent to PRMCL35B Maintain a cleaning storage area	E
CPPCLO2037 A	Clean external surfaces	Revised unit	Unit updated and equivalent to PRMCL37A Clean external surfaces	E
CPPCLO2043 A	Clean using microfibre techniques	New unit	No equivalent unit	
CPPCLO2044 A	Prepare rooms for guests and residents	New unit	No equivalent unit	

CPPCLO3002 A	Restore hard floor surfaces	Revised unit	Unit updated and equivalent to PRMCLO2B Restore a hard floor surface	E
CPPCLO3003 A	Replace a hard floor finish	Revised unit	Unit updated and equivalent to PRMCLO3B Replace a hard floor finish	E
CPPCLO3013 A	Clean window coverings	Revised unit	Unit updated and equivalent to PRMCL13B Clean window coverings	E
CPPCLO3014 A	Maintain 'clean room' environments	Revised unit	Unit updated and equivalent to PRMCL14B Maintain a 'clean room' environment	E
CPPCLO3016 A	Wash furniture and fittings	Revised unit	Unit updated and equivalent to PRMCL16B Wash furniture and fittings	E
CPPCLO3020 A	Clean using pressure washing	Revised unit	Unit updated and equivalent to PRMCL20B Clean using pressure washing	E
CPPCLO3021 A	Clean industrial machinery	Revised unit	Unit updated and equivalent to PRMCL21B Clean industrial machinery	E
CPPCLO3036 A	Clean at high levels	Revised unit	Unit updated and equivalent to PRMCL36B Clean at high levels	E
CPPCLO3038 A	Clean food handling areas	Revised unit	Unit updated and equivalent to PRMCL38A Clean a food handling area	E
CPPCLO3039 A	Support leadership in the workplace	Revised unit	Unit updated and equivalent to PRMCL39A Support	E



			leadership in the workplace	
CPPCLO3044 A	Clean using steam sanitising techniques	New unit	No equivalent unit	
CPPCLO4022 A	Organise and monitor cleaning operations	Revised unit	Unit updated and equivalent to PRMCL22B Organise and monitor cleaning operations	E
CPPCLO4024 A	Control the supply of resources to the work site	Revised unit	Unit updated and equivalent to PRMCL24B Control the supply of resources to the work site	E
CPPCLO4025 A	Provide quotation for cleaning services	Revised unit	Unit updated and equivalent to PRMCL25B Provide quotation for cleaning services	E
CPPCMN2002 A	Participate in workplace safety arrangements	Revised unit	Unit updated and equivalent to PRMCMN201A Participate in workplace safety arrangements	E
CPPCMN2003 A	Provide effective client service	Revised unit	Unit updated and equivalent to PRMCMN202A Provide effective client service	E
CPPCMN3003 A	Contribute to workplace safety arrangements	Revised unit	Unit updated and equivalent to PRMCMN301A Contribute to workplace safety arrangements	E
CPPCMN3004 A	Respond to enquiries and complaints	Revised unit	Unit updated in Version 6 CPP07 from PRMCMN302A – see mapping entry in Version 6 mapping table	E
CPPCMN4004	Facilitate effective	Revised unit	Unit updated in Version	E

A	client relationships		6 CPP07from PRMCMN402A – see mapping entry in Version 6 mapping table	
CPPCMN4005 A	Facilitate effective teamwork	Revised unit	Unit updated and equivalent to PRMCMN403A Facilitate effective teamwork	E
CPPCMN4006 A	Facilitate effective workplace relationships	Revised unit	Unit updated and equivalent to PRMCMN404A Facilitate effective workplace relationships	E
CPPCMN4007 A	Manage workplace safety arrangements	Revised unit	Unit updated and equivalent to PRMCMN401A Manage workplace safety arrangements	E
CPPFES2003A	Safely move loads and dangerous goods	Revised unit	Unit redeveloped based on PRMPFES03C Safely move materials and loads in the workplace  Outcomes relating to moving and transporting dangerous goods added	N
CPPFES2004A	Identify types of installed fire safety equipment and systems	Revised unit	Element structure and performance criteria expanded to reflect workplace requirements  Skills and knowledge requirements and range statement updated  Unit based on PRMPFES04B Identify fire protection equipment	N
CPPFES2005A	Demonstrate first attack fire fighting equipment	Revised unit	Unit updated and equivalent to PRMPFES05B Use	E

			portable fire fighting equipment	
CPPFES2006A	Prepare for installation and servicing operations	Revised unit	<p>Element structure and performance criteria expanded to reflect workplace requirements</p> <p>Skills and knowledge requirements and the range statement updated</p> <p>Unit based on PRMPFES06C Prepare for installation and servicing operations</p>	N
CPPFES2007A	Maintain quality of work and promote continuous improvement	Revised unit	Unit updated and equivalent to PRMPFES07B Maintain quality of work and promote continuous improvement	E
CPPFES2010A	Inspect and test fire hose reels	Revised unit	<p>Element structure and performance criteria changed to reflect workplace requirements</p> <p>Installation functions removed</p> <p>Skills and knowledge requirements and the range statement updated</p> <p>Unit based on PRMPFES10B Inspect, test and replace fire hose reels in the field</p>	N
CPPFES2011A	Install portable fire extinguishers and fire blankets	Revised unit	<p>Element structure and performance criteria changed to reflect workplace requirements</p> <p>All references to smoke alarms removed</p> <p>Skills and knowledge requirements and the range statement updated</p>	N

			Unit based on PRMPFES11B Install portable fire extinguishers, fire blankets and smoke alarms	
CPPFES2016A	Inspect, test and maintain delivery lay flat fire hoses	Revised unit	<p>Element structure and performance criteria changed to incorporate the deleted unit PRMPFES15B Service delivery lay flat fire hoses in the workshop</p> <p>Skills and knowledge requirements and the range statement updated</p> <p>Unit based on PRMPFES16B Inspect and service delivery lay flat fire hoses and nozzles in the field</p>	N
CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets	Revised unit	<p>Element structure and performance criteria changed to incorporate the deleted unit PRMPFES09B Service portable fire extinguishers and fire blankets in the field</p> <p>Skills and knowledge requirements and the range statement updated</p> <p>Unit based on PRMPFES20B Service wheeled fire extinguishers in the field</p>	N
CPPFES2021A	Inspect, test and maintain fire extinguishers	Revised unit	<p>Element structure and performance criteria changed to incorporate the deleted unit PRMPFES14C Service portable fire extinguishers in the</p>	N

			workshop Skills and knowledge requirements and the range statement updated Unit based on PRMPFES21C Service wheeled fire extinguishers in the workshop	
CPPFES2025A	Inspect, test and maintain gaseous fire suppression systems	Revised unit	Unit updated and equivalent to PRMPFES25C Inspect, test and maintain gaseous fire suppression systems	E
CPPFES2026A	Inspect and test emergency and exit lighting systems	Revised unit	Element structure and performance criteria changed to reflect workplace requirements Skills and knowledge requirements and the range statement updated Unit based on PRMPFES26B Inspect, test and maintain emergency/exit lighting systems	N
CPPFES2027A	Inspect, test and maintain non-gaseous pre-engineered fire suppression systems	Revised unit	Element structure and performance criteria changed to incorporate outcomes of deleted units: PRMPFES29B Inspect, test and maintain pre-engineered powder fire suppression systems PRMPFES30B Inspect, test and maintain pre-engineered wet chemical fire suppression systems PRMPFES31B Inspect,	N

			test and maintain pre-engineered water mist fire suppression systems  Skills and knowledge requirements and the range statement are more comprehensive  Unit based on PRMPFES27B Inspect, test and maintain pre-engineered aqueous fire suppression systems	
CPPFES2029A	Conduct functional tests on fire detection, warning and intercommunication devices	New unit	No equivalent unit	
CPPFES2035A	Identify, inspect and test fire and smoke doors	Revised unit	Element structure and performance criteria changed to incorporate outcomes of deleted unit PRMPFES33A Identify fire and smoke doors  Skills and knowledge requirements and the range statement updated  Unit based on PRMPFES35A Inspect and test hinged fire and smoke doors	N
CPPFES2037A	Inspect and test fire hydrant systems	Revised unit	Unit updated and equivalent to PRMPFES37A Inspect and maintain fire hydrants	E
CPPFES2039A	Identify, inspect and test passive fire and smoke containment products and systems	Revised unit	Element structure and performance criteria changed to incorporate outcomes of deleted unit PRMPFES36A Identify passive fire and smoke	N

			containment products and systems  Unit based on PRMPFES39A Inspect and test passive fire and smoke containment products and systems	
CPPFES2043A	Prevent ozone depleting substance and synthetic greenhouse gas emissions	Revised unit	Unit updated and equivalent to PRMPFES43A Prevent ozone depleting substance and synthetic greenhouse gas emissions	E
CPPFES2047A	Inspect and test control and indicating equipment	Revised unit	Unit updated and equivalent to PRMPFES47A Inspect and test control and indicating equipment	E
CPPFES2048A	Receive and dispatch scheduled gaseous fire-extinguishing agents	Revised unit	Unit updated and equivalent to PRMPFES48A Receive and dispatch ozone depleting substance and synthetic greenhouse gas containers	E
CPPFES2049A	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents	Revised unit	Unit updated and equivalent to PRMPFES49A Recover, reclaim and fill operations for ozone depleting substances and synthetic greenhouse gases	E
CPPFES2050A	Monitor storage operations for scheduled gaseous fire-extinguishing agents	Revised unit	Unit updated and equivalent to PRMPFES50A Monitor storage operations for ozone depleting substances and synthetic greenhouse gases	E
CPPFES3024A	Inspect and maintain	Revised unit	Unit updated and	E

	portable foam-generating equipment		equivalent to PRMPFES24B Inspect and maintain portable foam generating equipment	
CPPFES3032A	Conduct enclosure integrity testing	New unit	No equivalent unit	
CPPFES3038A	Inspect, test and maintain portable fire monitors	Revised unit	Unit updated and equivalent to PRMPFES38A Inspect and maintain portable fire monitors	E
CPPFES3040A	Install passive fire and smoke containment systems	Revised unit	Unit updated and equivalent to PRMPFES40A Install passive fire and smoke containment systems	E
CPPFES3042A	Install and commission pre-engineered fire-suppression systems	Revised unit	Element structure and performance criteria changed to incorporate outcomes of deleted unit PRMFES41A Install pre-engineered fixed plant fire suppression systems  Unit based on PRMPFES42A Install, inspect, test and maintain pre-engineered fire system for transportable equipment	N
CPPFES3044A	Interpret installation requirements for gaseous fire suppression systems	Revised unit	Unit updated and equivalent to PRMPFES44A Interpret installation requirements for gaseous fire suppression systems	E
CPPFES3045A	Install gaseous agent containers and actuators	Revised unit	Unit updated and equivalent to PRMPFES45A Install gaseous agent containers and actuators	E



CPPFES3046A	Decommission gaseous agent containers and actuators	Revised unit	Unit updated and equivalent to PRMPFES46A Decommission gaseous agent containers and actuators	E
CPPPMT3002 A	Assess pest management options	Revised unit	Unit updated and equivalent to PRMPM02B Assess pest management options	E
CPPPMT3005 A	Modify environment to manage pests	Revised unit	Unit updated and equivalent to PRMPM05B Modify environment to manage pests	E
CPPPMT3006 A	Apply pesticides to manage pests	Revised unit	Unit updated and equivalent to PRMPM06B Apply pesticide to manage pests	E
CPPPMT3007 A	Implement pest management plans	Revised unit	Unit updated and equivalent to PRMPM07B Implement a pest management plan	E
CPPPMT3008 A	Inspect and report on timber pests	Revised unit	Unit updated and equivalent to PRMPM08B Inspect and report on timber pests	E
CPPPMT3009 A	Advise clients on pest management options	Revised unit	Unit updated and equivalent to PRMPM09B Advise client on pest management options	E
CPPPMT3010 A	Control timber pests	Revised unit	Unit updated and equivalent to PRMPM10B Control timber pests	E
CPPPMT3011	Conduct fumigation	Revised unit	Unit updated and	E

A			equivalent to PRMPM11B Conduct fumigation	
CPPPMT3017 A	Repair and maintain service equipment	Revised unit	Unit updated and equivalent to PRMPM17B Repair and maintain service equipment	E
CPPPMT3018 A	Maintain equipment and chemical storage areas	Revised unit	Element structure and performance criteria changed to incorporate elements from the deleted unit PRMPM28B Organise and operate a pest management vehicle Skills and knowledge requirements and the range statement updated Unit based on PRMPM18B Maintain an equipment and chemical storage area Maintain an equipment and chemical storage area	N
CPPPMT3019 A	Organise and monitor pest management operations	Revised unit	Unit updated and equivalent to PRMPM19B Organise and monitor pest management operations Organise and monitor pest management operations	E
CPPPMT3026 A	Select and obtain pest management vehicles, equipment and materials	Revised unit	Element structure and performance criteria changed to incorporate elements from the deleted unit PRMPM28B Organise and operate a pest management vehicle Skills and knowledge	N

			requirements and the range statement updated Unit based on PRMPM26B Select and obtain pest management equipment and materials	
CPPPMT3029 A	Plan and schedule pest management operations	Revised unit	Unit updated and equivalent to PRMPM29B Plan and schedule pest management operations	E
CPPPMT3042 A	Install physical termite barriers	Revised unit	Unit updated and equivalent to PRMPM42A Install physical termite barriers	E
CPPPMT3043 A	Prepare and present pest management proposals	Revised unit	Unit updated and equivalent to PRMPM43A Prepare and present a pest management submission including quotation	E
CPPWMT2001 A	Prepare for work in the waste management industry	Revised unit	Unit redeveloped, incorporating PRMWM101A Prepare for work in the waste management industry  Waste management application requirements minimised to reflect preparatory nature of the unit	N
CPPWMT2034 A	Maintain equipment and consumables storage area	Revised unit	Unit updated and equivalent to PRMWM34B Maintain an equipment and consumables storage area	E
CPPWMT2047 A	Assist with resource recovery	New unit	No equivalent unit	
CPPWMT2048	Prepare work areas	New unit	No equivalent unit	

A	for waste sorting			
CPPWMT2049 A	Identify waste emergency	New unit	No equivalent unit	
CPPWMT3005 A	Identify and segregate waste	Revised unit	Unit updated and equivalent to PRMWM05B Identify and segregate waste	E
CPPWMT3011 A	Respond to waste emergencies	Revised unit	Unit updated and equivalent to PRMWM11B Respond to waste emergency	E
CPPWMT3013 A	Receive waste	Revised unit	Unit updated and equivalent to PRMWM13B Receive waste	E
CPPWMT3014 A	Manually sort waste	Revised unit	Unit updated and equivalent to PRMWM14B Manually sort waste	E
CPPWMT3015 A	Move waste using loadshifting equipment	Revised unit	Unit updated and equivalent to PRMWM15B Move waste using load shifting equipment	E
CPPWMT3016 A	Operate waste processing plant	Revised unit	Unit updated and equivalent to PRMWM16B Operate waste processing plant	E
CPPWMT3017 A	Store waste	Revised unit	Unit updated and equivalent to PRMWM17B Store waste	E
CPPWMT3018 A	Dispatch processed waste	Revised unit	Unit updated and equivalent to PRMWM18B Dispatch processed waste	E
CPPWMT3019 A	Prepare waste for re-use	Revised unit	Unit updated and equivalent to PRMWM19B Prepare	E

			waste for re-use	
CPPWMT3020 A	Place and compact waste	Revised unit	Unit updated and equivalent to PRMWM20B Place and compact waste	E
CPPWMT3021 A	Cover waste	Revised unit	Unit updated and equivalent to PRMWM21B Cover waste	E
CPPWMT3023 A	Maintain waste disposal sites	Revised unit	Unit updated and equivalent to PRMWM23B Maintain disposal site  Slight change of title to clarify industry context	E
CPPWMT3025 A	Monitor contained waste	Revised unit	Unit updated and equivalent to PRMWM25B Monitor contained waste	E
CPPWMT3038 A	Process waste	Revised unit	Unit updated and equivalent to PRMWM38B Process waste	E
CPPWMT3041 A	Identify operational requirements of waste management industry	New unit	No equivalent unit	
CPPWMT3042 A	Follow environmental policies and procedures when transporting waste	Revised unit	Unit updated and equivalent to PRMWM42B Follow relevant environmental policies and procedures when transporting waste	E
CPPWMT3044 A	Identify wastes and hazards	Revised unit	Unit updated and equivalent to PRMWM44B Identify wastes and hazards	E
CPPWMT3046 A	Conduct resource recovery	New unit	No equivalent unit	

CPPWMT3051 A	Dispose of waste water to sewer	Revised unit	Unit updated and equivalent to PRMWM51B Dispose of waste water to sewer	E
CPPWMT3054 A	Maintain credit control	Revised unit	Unit updated and equivalent to PRMWM54A Maintain credit control	E
CPPWMT3059 A	Plan and conduct waste assessments	Revised unit	Unit updated and equivalent to PRMWM59A Carry out waste assessment	E
CPPWMT3063 A	Apply safe operational practices when vehicles contact overhead wires	Revised unit	Unit updated and equivalent to PRMWM63A Apply safe operational practices to vehicle contact with overhead wires	E
CPPWMT4001 A	Plan waste audits	Revised unit	Unit updated and equivalent to PRMWM01B Plan waste audit	E
CPPWMT4002 A	Carry out waste audits	Revised unit	Unit updated and equivalent to PRMWM02B Carry out waste audit	E
CPPWMT4003 A	Review, evaluate and document waste assessment findings	Revised unit	Unit updated and equivalent to PRMWM03B Review, evaluate and document waste assessment findings	E
CPPWMT4006 A	Organise waste recovery	Revised unit	Unit updated and equivalent to PRMWM06B Organise waste recovery	E
CPPWMT4007 A	Implement waste management plans	Revised unit	Unit updated and equivalent to PRMWM07B	E

			Implement waste management plan	
CPPWMT4022 A	Monitor waste disposal sites	Revised unit	Unit updated and equivalent to PRMWM22B Monitor disposal site  Slight change of title to clarify industry context	E
CPPWMT4027 A	Select and obtain waste management plant, equipment and materials	Revised unit	Unit updated and equivalent to PRMWM27B Select and obtain waste management plant, equipment and materials	E
CPPWMT4030 A	Determine waste management services	Revised unit	Unit updated and equivalent to PRMWM30B Determine waste management services	E
CPPWMT4032 A	Inform and educate clients on waste management issues	Revised unit	Unit updated and equivalent to PRMWM32B Inform and educate clients on waste management issues	E
CPPWMT4035 A	Undertake waste process audits	Revised unit	Unit updated and equivalent to PRMWM35B Undertake process audit  Slight change of title to clarify industry context	E
CPPWMT4037 A	Conduct minor maintenance and repairs on waste processing plant and equipment	Revised unit	Unit updated and equivalent to PRMWM37B Conduct minor maintenance and repairs on waste processing plant/ equipment  Slight change of title	E
CPPWMT4050	Deliver training in	New unit	No equivalent unit	

A	hazard identification and waste emergency responses			
CPPWMT4052 A	Organise waste management operations	Revised unit	Unit updated and equivalent to PRMW52A Organise waste management operation	E
CPPWMT4053 A	Conduct and monitor waste management operations	Revised unit	Unit updated and equivalent to PRMW53A Conduct and monitor waste management operation	E
CPPWMT4055 A	Develop waste management proposals	Revised unit	Revised unit not equivalent to PRMW55A Provide quotation  Unit title and outcomes changed to reflect the heightened professionalism of the waste management industry, which now provides a more comprehensive service than a quotation	N
CPPWMT4056 A	Implement landfill rehabilitation plans	Revised unit	Unit updated and equivalent to PRMW56A Implement landfill rehabilitation plan	E
CPPWMT4060 A	Apply lean management techniques	Revised unit	Unit redeveloped incorporating PRMW60A Apply cleaner production techniques  Unit title and outcomes changed to reflect the increased emphasis on lean production and management in waste management processes	N



CPPWMT4062 A	Apply waste avoidance techniques	Revised unit	Unit updated and equivalent to PRMWM62A Apply waste avoidance techniques	E
CPPWMT5004 A	Develop waste management strategies	Revised unit	Unit updated and equivalent to PRMWM04B Develop waste management strategies	E
CPPWMT5031 A	Prepare detailed tenders	Revised unit	Unit updated and equivalent to PRMWM31B Prepare detailed tender	E
CPPWMT5033 A	Educate public on waste management issues	Revised unit	Unit updated and equivalent to PRMWM33B Educate public on waste management issues	E
CPPWMT5036 A	Develop waste management plans	Revised unit	Unit updated and equivalent to PRMWM36B Develop a waste management plans  Slight change to outcome to clarify the difference between 'Developing a waste management plan' and 'Developing waste management strategies'	E
CPPWMT5043 A	Develop and implement an environmental management strategy	Revised unit	Unit updated and equivalent to PRMWM43A Develop an environmental management strategy	E
CPPWMT5045 A	Develop site safety plans	Revised unit	Unit updated and equivalent to PRMWM45B Develop site safety plan	E

CPPWMT5057 A	Develop landfill rehabilitation plans	New unit	No equivalent unit	
CPPWMT5058 A	Develop emergency response plans	Revised unit	Unit updated and equivalent to PRMWM58A Develop emergency response plan	E
CPPWMT5061 A	Plan resource recovery	Revised unit	Unit updated and equivalent to PRMWM61A Plan resource recovery	E

### Mapping CPP07 V7 to CPP07 V6 units of competency

CPP07 V7 to CPP07 V6 units of competency				
CPP07 Version 7		Relation-s hip with Version 6	Comment on relationship with CPP07 Property Services Training Package Version 6	Equivalent / Not equiv't
Unit code	Unit title			
CPPCMN4004B	Facilitate effective client relationships	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPCMN4004A	E
CPPCMN4009A	Develop team understanding of and commitment to sustainability	None	No equivalent unit.	
CPPCMN4010A	Cost and quote sustainable product and service provision	None	No equivalent unit.	
CPPCMN4011A	Communicate and market sustainable solutions	None	No equivalent unit.	
CPPCMN4012A	Contribute to sustainable	None	No equivalent unit.	

<b>CPP07 V7 to CPP07 V6 units of competency</b>				
<b>CPP07 Version 7</b>		<b>Relationship with Version 6</b>	<b>Comment on relationship with CPP07 Property Services Training Package Version 6</b>	<b>Equivalent / Not equiv't</b>
<b>Unit code</b>	<b>Unit title</b>			
	solutions throughout a building's life cycle			
CPPCMN4013A	Operate a sustainable business	None	No equivalent unit.	
CPPCMN5001A	Plan for a sustainable business	None	No equivalent unit.	
CPPDSM3006B	Collect and process property information	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPDSM3006A	E
CPPDSM3007B	Identify risks and opportunities in the property industry	Updated unit	Unit required knowledge section updated with sustainability content, deemed equivalent to CPPDSM3007A	E
CPPDSM3010B	Meet customer needs and expectations in the property industry	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPDSM3010A	E
CPPDSM3011B	Monitor building facilities	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPDSM3011A	E
CPPDSM3015B	Use and maintain property and client information databases	Updated unit	Unit required knowledge section and range statement updated with sustainability content,	E

<b>CPP07 V7 to CPP07 V6 units of competency</b>				
<b>CPP07 Version 7</b>		<b>Relationship with Version 6</b>	<b>Comment on relationship with CPP07 Property Services Training Package Version 6</b>	<b>Equivalent / Not equiv't</b>
<b>Unit code</b>	<b>Unit title</b>			
			deemed equivalent to CPPDSM3015A	
CPPDSM3018B	Identify risks to agency operations	Updated unit	Unit required knowledge section updated with sustainability content, deemed equivalent to CPPDSM3018A	E
CPPDSM3019B	Communicate with clients as part of agency operations	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPDSM3019A	E
CPPDSM4009B	Interpret legislation to complete agency work	Updated unit	Unit required knowledge section and range statement updated with sustainability content, deemed equivalent to CPPDSM4009A	E
CPPDSM4015B	Minimise agency and consumer risk	Updated unit	Unit required knowledge section updated with sustainability content, deemed equivalent to CPPDSM4015A	E
CPPDSM4048B	Implement customer service strategies in the property industry	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPDSM4048A	E
CPPSEC2003B	Work effectively in the security industry	Updated unit	Unit range statement updated with sustainability content, deemed equivalent to CPPSEC2003A	E
CPPSIS2001B	Prepare for work	Updated	Unit range statement	E

<b>CPP07 V7 to CPP07 V6 units of competency</b>				
<b>CPP07 Version 7</b>		<b>Relationship with Version 6</b>	<b>Comment on relationship with CPP07 Property Services Training Package Version 6</b>	<b>Equivalent / Not equivalent</b>
<b>Unit code</b>	<b>Unit title</b>			
	in the spatial information services industry	unit	updated with sustainability content, deemed equivalent to CPPSIS2001A	

No other changes were made to any native CPP units in the upgrade of CPP07 from Version 6 to Version 7.

### Mapping CPP07 V6 to CPP07 V5 units of competency

<b>CPP07 Version 6 Home sustainability assessment units of competency</b>		<b>Relationship with Version 5</b>	<b>Comment on relationship with CPP07 Property Services Training Package Version 5</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPCMN3001B	Participate in environmentally sustainable work practices	Updated unit	Unit updated and equivalent to CPPCMN3001A Participate in environmentally sustainable work practices.
CPPCMN3004A	Respond to enquiries and complaints	None	No equivalent unit in CPP07 at time of Version 6 endorsement.  Unit updated and equivalent to PRMCMN302A Respond to client inquiries and complaints from PRM04 Asset Maintenance Training Package
CPPCMN4004A	Facilitate effective client relationships	None	No equivalent unit in CPP07 at time of Version 6 endorsement.  Unit updated and equivalent to PRMCMN402A Facilitate effective client relationships from PRM04 Asset Maintenance Training Package
CPPCMN4008A	Read and extract information from plans, drawings and	None	No equivalent unit.

<b>CPP07 Version 6 Home sustainability assessment units of competency</b>		<b>Relationship with Version 5</b>	<b>Comment on relationship with CPP07 Property Services Training Package Version 5</b>
<b>Unit code</b>	<b>Unit title</b>		
	specifications for residential buildings		
CPPHSA4001A	Assess household energy use	None	No equivalent unit.
CPPHSA4002A	Assess household waste generation and management	None	No equivalent unit.
CPPHSA4003A	Assess household water use	None	No equivalent unit.
CPPHSA4004A	Assess thermal performance of existing residences using non-rating tools and techniques	None	No equivalent unit.
CPPHSA4005A	Minimise health, safety and security risks when assessing home sustainability	None	No equivalent unit.
CPPHSA4006A	Manage own work, professional development and ethical behaviour as a home sustainability assessor	None	No equivalent unit.
CPPHSA4007A	Promote the adoption of home sustainability practices by residents	None	No equivalent unit.
CPPHSA4008A	Apply sustainability principles, legislation and information on government programs	None	No equivalent unit.
CPPHSA4010A	Estimate the cost of home sustainability measures	None	No equivalent unit.

No other changes were made to any native CPP units in the upgrade of CPP07 from Version 5.1 to Version 6.

## Mapping CPP07 to PRD01 units of competency

Equivalence of access consulting units of competency in CPP07 Property Services Training Package and units of competency from PRD01 Property Development and Management Training Package.

Access consulting sector units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
CPPACC4001A	Apply disability awareness to assessing access situations	Updated unit	Unit updated and equivalent to PRDAC401A Apply disability awareness to assessing access situations.
CPPACC4002A	Apply building control legislation to assess small-scale buildings for access	Updated unit	Unit updated and equivalent to PRDAC402A Apply building control legislation to assess small-scale buildings for access.
CPPACC4003A	Assess construction plans	Updated unit	Unit updated and equivalent to PRDAC403A Assess construction plans.
CPPACC4004A	Communicate effectively as an access consultant	Updated unit	Unit updated and equivalent to PRDAC404A Communicate effectively as an access consultant.
CPPACC4005A	Conduct a building access audit	Updated unit	Unit updated and equivalent to PRDAC405A Conduct a building access audit.
CPPACC4006A	Conduct a playground access audit	Updated unit	Unit updated and equivalent to PRDAC406A Conduct a playground access audit.
CPPACC4007A	Conduct a streetscape access audit	Updated unit	Unit updated and equivalent to PRDAC407A Conduct a streetscape access audit.
CPPACC4008A	Conduct a transport conveyance and boarding device access audit	Updated unit	Unit updated and equivalent to PRDAC408A Conduct a transport conveyance and boarding device access audit.

Access consulting sector units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
CPPACC4009A	Conduct a transport premises access audit	Updated unit	Unit updated and equivalent to PRDAC409A Conduct a transport premises access audit.
CPPACC4010A	Conduct an aged care facility access audit	Updated unit	Unit updated and equivalent to PRDAC410A Conduct an aged care facility access audit.
CPPACC4011A	Conduct an educational facility access audit	Updated unit	Unit updated and equivalent to PRDAC411A Conduct an educational facility access audit.
CPPACC4012A	Conduct an outdoor recreation area access audit	Updated unit	Unit updated and equivalent to PRDAC412A Conduct an outdoor recreation area access audit.
CPPACC4013A	Contribute effectively to building development teams	Updated unit	Unit updated and equivalent to PRDAC413A Contribute effectively to building development teams.
CPPACC4014A	Facilitate the development of Disability Discrimination Act Action Plans	Updated unit	Unit updated and equivalent to PRDAC416A Facilitate the development of Disability Discrimination Act Action Plans.
CPPACC4015A	Follow site occupational health and safety requirements	Updated unit	Unit updated and equivalent to PRDAC417A Follow site occupational health and safety requirements.
CPPACC4016A	Manage risk	Updated unit	Unit updated and equivalent to PRDAC418A Manage risk.
CPPACC4017A	Prepare access reports	Updated unit	Unit updated and equivalent to PRDAC419A Prepare access reports.
CPPACC4018A	Prepare, deliver and evaluate public education sessions on access	Updated unit	Unit updated and equivalent to PRDAC420A Prepare, deliver and evaluate public education sessions.



Access consulting sector units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
CPPACC4019A	Provide access advice on building fitout	Updated unit	Unit updated and equivalent to PRDAC421A Provide access advice on building fitout.
CPPACC4020A	Provide access advice on building renovations	Updated unit	Unit updated and equivalent to PRDAC422A Provide access advice on building renovations.
CPPACC4021A	Provide access advice on the provision of services	Updated unit	Unit updated and equivalent to PRDAC423A Provide access advice on the provision of services.
CPPACC4022A	Work effectively as an access consultant	Updated unit	Unit updated and equivalent to PRDAC425A Work effectively as an access consultant.
CPPACC5001A	Assess documentation of building work for access compliance	Redeveloped unit	Unit redeveloped after the splitting of PRDAC501A Assess documentation of building work for access and conduct inspections during the building process. Industry considered the old unit covered two distinctly different functions. The new unit represents one of these functions.
CPPACC5002A	Inspect access compliance during the building process	Redeveloped unit	Unit redeveloped after the splitting of PRDAC501A Assess documentation of building work for access and conduct inspections during the building process. Industry considered the old unit covered two distinctly different functions. The new unit represents one of these functions.
CPPACC5003A	Apply anthropometric principles to accessible building design and fitout	Updated unit	Unit updated and equivalent to PRDAC502A Apply anthropometric principles to accessible building design and fitout.
CPPACC5004A	Apply building codes	Updated unit	Unit updated and equivalent to

Access consulting sector units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
	and standards to accessible large-scale buildings		PRDAC503A Apply building codes and standards to accessible large-scale buildings.
CPPACC5005A	Interpret and apply building control legislation when assessing large-scale buildings for access	Updated unit	Unit updated and equivalent to PRDAC504A Apply building control legislation to assessing large-scale buildings for access.
CPPACC5006A	Apply ergonomic principles to accessible building design and fitout	Updated unit	Unit updated and equivalent to PRDAC505A Apply ergonomic principles to accessible building design and fitout.
CPPACC5007A	Apply mechanics of human body functions to accessible building design and fitout	Updated unit	Unit updated and equivalent to PRDAC506A Apply mechanics of human body functions to accessible building design and fitout.
CPPACC5008A	Assess the construction of existing buildings and new building work required to be accessible	Updated unit	Unit updated and equivalent to PRDAC507A Assess the construction of existing buildings and new building work required to be accessible.
CPPACC5009A	Evaluate materials for the construction of buildings for access	Updated unit	Unit updated and equivalent to PRDAC510A Evaluate materials for the construction of buildings for access.
CPPACC5010A	Provide access advice on the design of the built environment	Updated unit	Unit updated and equivalent to PRDAC511A Provide access advice on the design of the built environment.
CPPACC5011A	Prepare a concept design for accessible building work	Updated unit	Unit updated and equivalent to PRDAC512A Prepare a concept design for accessible building work.
CPPACC5012A	Prepare a design brief for accessible building work	Updated unit	Unit updated and equivalent to PRDAC513A Prepare a design brief for accessible building work.

Access consulting sector units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
CPPACC5013A	Prepare and administer tender documentation for accessible building work	Updated unit	Unit updated and equivalent to PRDAC514A Prepare and administer tender documentation for accessible building work.
CPPACC5014A	Prepare contract documentation for accessible building work	Updated unit	Unit updated and equivalent to PRDAC515A Prepare contract documentation for accessible building work.
CPPACC5015A	Prepare specification documentation for accessible building work	Updated unit	Unit updated and equivalent to PRDAC516A Prepare specification documentation for accessible building work.
CPPACC5016A	Provide expert access advice on renovations to private dwellings	Updated unit	Unit updated and equivalent to PRDAC517A Provide expert access advice on renovations to private dwellings.
CPPACC5017A	Provide expert access advice on building renovations	Updated unit	Unit updated and equivalent to PRDAC518A Provide expert access advice on building renovations.
CPPACC5018A	Provide expert access advice to a complainant or respondent	Updated unit	Unit updated and equivalent to PRDAC519A Provide expert access advice to a complainant or respondent.
CPPACC5019A	Coordinate the development and implementation of Disability Discrimination Act Action Plans	None	No equivalent unit.
CPPACC5020A	Undertake research on access issues	Updated unit	Unit updated and equivalent to PRDAC520A Undertake research on access issues
CPPACC6001A	Participate as an access expert on an Access	Updated unit	Unit updated and equivalent to PRDAC601A Participate as an

Access consulting sector units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
	Panel		access expert on an Access Panel.
CPPACC6002A	Apply performance-based codes and risk management principles to assessing buildings for access	Updated unit	Unit updated and equivalent to PRDAC602A Apply performance-based codes and risk management principles to assessing buildings for access.
CPPACC6003A	Apply unjustifiable hardship principles to Alternative Building Solutions for access	Updated unit	Unit updated and equivalent to PRDAC603A Apply unjustifiable hardship principles to Alternative Building Solutions for access.

Equivalence of common units of competency in CPP07 Property Services Training Package and units of competency from PRD01 Property Development and Management Training Package, and PRS03 Asset Security Training Package.

Common units of competency		Relationship with PRD01 and PRS03	Comment on relationship with PRD01 Property Development and Management Training Package and PRS03 Asset Security Training Package
Unit code	Unit title		
CPPCMN2001A	Control and direct traffic	None	Unit updated and equivalent to PRSSO214A Control and direct traffic.
CPPCMN3001A	Participate in environmentally sustainable work practices	None	No equivalent unit.
CPPCMN3002A	Develop a traffic management plan	None	No equivalent unit.
CPPCMN4001A	Develop workplace policy and procedures for sustainability	None	No equivalent unit.
CPPCMN4002A	Implement and monitor environmentally	None	No equivalent unit.

Common units of competency		Relationship with PRD01 and PRS03	Comment on relationship with PRD01 Property Development and Management Training Package and PRS03 Asset Security Training Package
Unit code	Unit title		
	sustainable work practices		

Equivalence of units of competency in CPP07 Property Services Training Package for the property development, sales and management sector and PRD01 Property Development and Management Training Package for the real estate, stock and station agency, business broking and property operations and development sectors.

Property development, sales and management units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
CPPDSM3001A	Assist in listing properties for lease	None	No equivalent unit.
CPPDSM3002A	Assist in listing properties for sale	None	No equivalent unit.
CPPDSM3003A	Assist in marketing properties for lease	None	No equivalent unit.
CPPDSM3004A	Assist in marketing properties for sale	None	No equivalent unit.
CPPDSM3005A	Assist with the sale of properties	None	No equivalent unit.
CPPDSM3006A	Collect and process property information	Updated unit	Unit updated and equivalent to PRDPOD306A Collect and process property information.
CPPDSM3007A	Identify risks and opportunities in the property industry	Updated unit	Unit updated and equivalent to PRDPOD304A Identify risks and opportunities.
CPPDSM3008A	Maintain and protect condition of managed properties	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on

Property development, sales and management units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			PRDRE32A Maintain and protect condition of rented properties.
CPPDSM3009A	Maintain workplace safety in the property industry	Updated unit	Unit updated and equivalent to PRDPOD303A Maintain workplace safety.
CPPDSM3010A	Meet customer needs and expectations in the property industry	Updated unit	Unit updated and equivalent to PRDPOD302A Meet customer needs and expectations.
CPPDSM3011A	Monitor building facilities	Updated unit	Unit updated and equivalent to PRDPOD305A Monitor building facilities.
CPPDSM3013A	Perform and record property management activities and transactions	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDRE37A Perform and record property management activities and transactions.
CPPDSM3014A	Undertake property inspection	Updated unit	Unit updated and equivalent to PRDPOD307A Undertake property inspection.
CPPDSM3015A	Use and maintain property and client information databases	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDRE29A Use and maintain property information databases.
CPPDSM3016A	Work in the property industry	Updated unit	Unit updated and equivalent to PRDPOD301A Work effectively in the property industry.

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPDSM3017A	Work in the strata/community management sector	Updated unit	Unit updated and equivalent to PRDPOD308A Work effectively in the strata/community management area.
CPPDSM3018A	Identify risks to agency operations	None	No equivalent unit.
CPPDSM3019A	Communicate with clients as part of agency operations	None	No equivalent unit.
CPPDSM4001A	Act as a buyer's agent	None	No equivalent unit.
CPPDSM4002A	Apply knowledge of state or territory legislative and regulatory framework to complete agency work	None	No equivalent unit.
CPPDSM4003A	Appraise property	None	No equivalent unit.
CPPDSM4004A	Conduct auction	None	No equivalent unit.
CPPDSM4005A	Establish and build client – agency relationships	None	No equivalent unit.
CPPDSM4006A	Establish and manage agency trust accounts	None	No equivalent unit.
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	None	No equivalent unit.
CPPDSM4008A	Identify legal and ethical requirements	None	No equivalent unit.

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
	of property sales to complete agency work		
CPPDSM4009A	Interpret legislation to complete agency work	None	No equivalent unit.
CPPDSM4010A	Lease property	None	No equivalent unit.
CPPDSM4011A	List property for lease	None	No equivalent unit.
CPPDSM4012A	List property for sale	None	No equivalent unit.
CPPDSM4013A	Market property for lease	None	No equivalent unit.
CPPDSM4014A	Market property for sale	None	No equivalent unit.
CPPDSM4015A	Minimise agency and consumer risk	None	No equivalent unit.
CPPDSM4016A	Monitor and manage lease or tenancy agreement	None	No equivalent unit.
CPPDSM4017A	Negotiate effectively in property transactions	None	No equivalent unit.
CPPDSM4018A	Prepare and present property reports	None	No equivalent unit.
CPPDSM4019A	Prepare for auction and complete sale	None	No equivalent unit.
CPPDSM4020A	Present at tribunals	None	No equivalent unit.
CPPDSM4021A	Sell and finalise sale of rural property by private treaty	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more



<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
			comprehensive. Evidence guide strengthened. Unit based on PRDSSA22A Negotiate sale by private treaty.
CPPDSM4022A	Sell and finalise the sale of property by private treaty	None	No equivalent unit.
CPPDSM4023A	Act as a tenant's agent	None	No equivalent unit.
CPPDSM4024A	Advise clients on livestock sale and purchase options	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA29A Advise client on sale and purchase alternatives.
CPPDSM4025A	Advise on performance of asset	Updated unit	Unit updated and equivalent to PRDPOD418A Advise on performance of asset.
CPPDSM4026A	Analyse property and facility information	Updated unit	Unit updated and equivalent to PRDPOD407A Analyse property and facility information.
CPPDSM4027A	Analyse resource use in building operations	Updated unit	Unit updated and equivalent to PRDPOD403A Analyse resource use in building operations.
CPPDSM4028A	Identify and analyse risks and opportunities in the property industry	Updated unit	Unit updated and equivalent to PRDPOD404A Analyse risks and opportunities.
CPPDSM4029A	Appraise business	Updated unit	Unit updated and equivalent to PRDBB03A Appraise business.
CPPDSM4030A	Appraise rural property	None	No equivalent unit.

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPDSM4031A	Arrange lease of space	Updated unit	Unit updated and equivalent to PRDPOD415A Arrange the lease of space.
CPPDSM4032A	Arrange valuation of facilities and assets	Updated unit	Unit updated and equivalent to PRDPOD423A Arrange valuation of facilities and assets.
CPPDSM4033A	Assess and value goods, chattels, plant and equipment	None	No equivalent unit.
CPPDSM4034A	Assess and implement strata/community management agreement	Updated unit	Unit updated and equivalent to PRDPOD427A Assess and implement strata/community management agreement.
CPPDSM4036A	Broker sale of industrial, commercial and retail property	None	No equivalent unit.
CPPDSM4037A	Conduct auction of rural property	None	No equivalent unit.
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA24A Conduct chattel auction / clearing sale.
CPPDSM4039A	Conduct livestock sale by auction	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA32A Conduct livestock sale

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
			by auction.
CPPDSM4040A	Contribute to life cycle maintenance strategy	Updated unit	Unit updated and equivalent to PRDPOD413A Contribute to lifecycle maintenance strategy.
CPPDSM4041A	Contribute to development of a tenancy mix strategy	Updated unit	Unit updated and equivalent to PRDPOD411A Contribute to the development of a tenancy mix strategy.
CPPDSM4042A	Coordinate construction contract	Updated unit	Unit updated and equivalent to PRDPOD421A Coordinate construction contract.
CPPDSM4043A	Coordinate fit-out of property and facilities	Updated unit	Unit updated and equivalent to PRDPOD420A Coordinate fit-out of property and facilities.
CPPDSM4044A	Coordinate maintenance and repair of properties and facilities	Updated unit	Unit updated and equivalent to PRDPOD406A Coordinate maintenance and repair of properties and facilities.
CPPDSM4045A	Facilitate meetings in the property industry	Updated unit	Unit updated and equivalent to PRDPOD414A Facilitate meetings.
CPPDSM4046A	Manage tenancy disputes	None	No equivalent unit.
CPPDSM4047A	Implement and monitor procurement process	Updated unit	Unit updated and equivalent to PRDPOD410A Implement and monitor procurement processes.
CPPDSM4048A	Implement customer service strategies in the property industry	Updated unit	Unit updated and equivalent to PRDPOD405A Implement customer service strategies.
CPPDSM4049A	Implement maintenance plan for managed properties	None	No equivalent unit.
CPPDSM4050A	Lease industrial,	None	No equivalent unit.

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
	commercial and retail property		
CPPDSM4051A	Lease rural property	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA27A Lease rural property.
CPPDSM4052A	List and market rural property for sale or lease	None	No equivalent unit.
CPPDSM4053A	List business for sale	Updated unit	Unit updated and equivalent to PRDBB04A List business for sale.
CPPDSM4055A	Maintain asset management system	Updated unit	Unit updated and equivalent to PRDPOD422A Maintain asset management system.
CPPDSM4056A	Manage conflicts and disputes in the property industry	Updated unit	Unit updated and equivalent to PRDPOD426A Manage conflicts and disputes.
CPPDSM4057A	Monitor a safe workplace in the property industry	Updated unit	Unit updated and equivalent to PRDPOD401A Monitor a safe workplace.
CPPDSM4058A	Monitor service requirements in the property industry	Updated unit	Unit updated and equivalent to PRDPOD417A Monitor service requirements.
CPPDSM4059A	Monitor space use in the property industry	Updated unit	Unit updated and equivalent to PRDPOD416A Monitor space use.
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
			strengthened. Unit based on PRDBB06A Negotiate and execute sales.
CPPDSM4061A	Obtain prospects for listing	Updated unit	Unit updated and equivalent to PRDBB02A Obtain prospects for listing.
CPPDSM4062A	Occupy space	Updated unit	Unit updated and equivalent to PRDPOD419A Occupy space.
CPPDSM4063A	Participate in developing and establishing property or facilities contracts	Updated unit	Unit updated and equivalent to PRDPOD409A Participate in contract development and establishment.
CPPDSM4064A	Participate in research of property investment	Updated unit	Unit updated and equivalent to PRDPOD412A Participate in research of property investment.
CPPDSM4066A	Plan and coordinate property and facility inspection	Updated unit	Unit updated and equivalent to PRDPOD402A Plan and coordinate property and facility inspection.
CPPDSM4067A	Plan for and complete sale of rural property by auction	None	No equivalent unit.
CPPDSM4068A	Prepare livestock for sale at saleyards	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA31A Prepare stock for sale.
CPPDSM4069A	Promote and market listed business	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide

Property development, sales and management units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			strengthened. Unit based on PRDBB05A Promote and market listed business.
CPPDSM4071A	Promote process improvement in the property industry	Updated unit	Unit updated and equivalent to PRDPOD424A Promote process improvement.
CPPDSM4072A	Provide leadership in the property industry	Updated unit	Unit updated and equivalent to PRDPOD408A Provide leadership in the property industry.
CPPDSM4073A	Provide rural property management services	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA28A Manage property for clients.
CPPDSM4074A	Select and appoint contractors in the property industry	Updated unit	Unit updated and equivalent to PRDPOD425A Select and appoint contractors.
CPPDSM4075A	Select livestock for sale	Redeveloped unit	Unit redeveloped. Element structure and performance criteria narrowed to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSSA30A Select stock for sale.
CPPDSM4077A	Sell livestock by private sale	None	No equivalent unit.
CPPDSM4078A	Sell rural property by tender	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
			strengthened. Unit based on PRDSSA25A Conduct a sale by tender.
CPPDSM4079A	Work in the business broking sector	Updated unit	Unit updated and equivalent to PRDBB01A Work effectively in the business broking sector.
CPPDSM4080A	Work in the real estate industry	None	No equivalent unit.
CPPDSM4081A	Work in the stock and station agency sector	None	No equivalent unit.
CPPDSM5001A	Advise on use and design of facilities	Updated unit	Unit updated and equivalent to PRDPOD523A Advise on facilities use and design.
CPPDSM5002A	Advise on property investment strategy	Updated unit	Unit updated and equivalent to PRDPOD517A Advise on property investment strategy.
CPPDSM5004A	Assess viability of regeneration options in the property industry	Updated unit	Unit updated and equivalent to PRDPOD513A Assess viability of regeneration options.
CPPDSM5005A	Contribute to a detailed property feasibility study	Updated unit	Unit updated and equivalent to PRDPOD512A Contribute to a detailed property feasibility study.
CPPDSM5006A	Coordinate customer service activities in the property industry	Updated unit	Unit updated and equivalent to PRDPOD503A Coordinate customer service activities.
CPPDSM5007A	Coordinate construction or renovation of facilities	Updated unit	Unit updated and equivalent to PRDPOD527A Coordinate facilities construction/renovation.
CPPDSM5008A	Coordinate fit-out of premises for user occupation	Updated unit	Unit updated and equivalent to PRDPOD510A Coordinate fit-out of property and facilities.

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPDSM5009A	Coordinate risk management system in the property industry	Updated unit	Unit updated and equivalent to PRDPOD501A Coordinate risk management systems.
CPPDSM5010A	Determine needs of customer populations in the property industry	Updated unit	Unit updated and equivalent to PRDPOD504A Determine needs of customer populations.
CPPDSM5011A	Determine space utilisation	Updated unit	Unit updated and equivalent to PRDPOD511A Determine space utilisation.
CPPDSM5012A	Develop a strategic business plan in the real estate industry	Updated unit	Unit updated and equivalent to PRDRE01A Develop a strategic business plan.
CPPDSM5013A	Develop a tenancy mix strategy	Updated unit	Unit updated and equivalent to PRDPOD520A Develop a tenancy mix strategy.
CPPDSM5014A	Develop property marketing and sales strategy	Updated unit	Unit updated and equivalent to PRDPOD502A Develop marketing and sales strategy.
CPPDSM5016A	Develop strata/community management agreement	Updated unit	Unit updated and equivalent to PRDPOD521A Develop strata/community management agreement.
CPPDSM5017A	Dispose of property	Updated unit	Unit updated and equivalent to PRDPOD515A Dispose of property.
CPPDSM5018A	Ensure a safe workplace in the property industry	Updated unit	Unit updated and equivalent to PRDPOD507A Ensure a safe workplace.
CPPDSM5019A	Identify and secure a property opportunity	Updated unit	Unit updated and equivalent to PRDPOD509A Identify and secure a property opportunity.
CPPDSM5020A	Manage and monitor effective client	None	No equivalent.



<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
	service in the real estate industry		
CPPDSM5021A	Implement asset maintenance strategy	Updated unit	Unit updated and equivalent to PRDPOD516A Implement asset maintenance strategy.
CPPDSM5022A	Implement asset management plan	Updated unit	Unit updated and equivalent to PRDPOD518A Implement asset management plan.
CPPDSM5023A	Implement facilities management plan	Updated unit	Unit updated and equivalent to PRDPOD525A Implement facilities management plan.
CPPDSM5024A	Implement facilities procurement systems	Updated unit	Unit updated and equivalent to PRDPOD526A Implement facilities procurement systems.
CPPDSM5025A	Maintain public relations in the property industry	Updated unit	Unit updated and equivalent to PRDPOD519A Maintain public relations.
CPPDSM5026A	Manage a consultant property project team	Updated unit	Unit updated and equivalent to PRDPOD514A Manage a consultant project team.
CPPDSM5027A	Provide facilities and amenities for property users	Updated unit	Unit updated and equivalent to PRDPOD522A Provide facilities and amenities for property users.
CPPDSM5029A	Manage client relationships and networks in the property industry	Updated unit	Unit updated and equivalent to PRDPOD506A Manage client relationships and networks.
CPPDSM5030A	Manage projects in the property industry	Updated unit	Unit updated and equivalent to PRDPOD505A Manage projects.
CPPDSM5032A	Market the agency	Redeveloped unit	Unit redeveloped. Element structure remains unchanged but performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
			are more comprehensive. Evidence guide strengthened. Unit based on PRDRE05A Market agency.
CPPDSM5033A	Merge or acquire a business	Updated unit	Unit updated and equivalent to PRDBB08A Merge or acquire a business.
CPPDSM5034A	Monitor performance of property or facility portfolio	Updated unit	Unit updated and equivalent to PRDPOD524A Monitor performance of property/facility portfolio.
CPPDSM5036A	Prepare tender documentation in the property industry	Updated unit	Unit updated and equivalent to PRDPOD508A Prepare tender documentation.
CPPDSM5038A	Value a business	Updated unit	Unit updated and equivalent to PRDBB07A Value a business.
CPPDSM6001A	Determine viability of regeneration options in the property industry	Updated unit	Unit updated and equivalent to PRDPOD607A Assess viability of regeneration options.
CPPDSM6002A	Conduct a property investment feasibility study	Updated unit	Unit updated and equivalent to PRDPOD613A Conduct a property investment feasibility study.
CPPDSM6003A	Contract to invest in property	Updated unit	Unit updated and equivalent to PRDPOD609A Contract to invest in property.
CPPDSM6004A	Determine performance of assets and facilities	Updated unit	Unit updated and equivalent to PRDPOD605A Determine performance of assets and facilities.
CPPDSM6005A	Develop a property investment strategy	Updated unit	Unit updated and equivalent to PRDPOD608A Develop a property investment strategy.
CPPDSM6006A	Develop facilities procurement system	Updated unit	Unit updated and equivalent to PRDPOD606A Develop facilities procurement systems.

<b>Property development, sales and management units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPDSM6007A	Develop life cycle asset management plan	Updated unit	Unit updated and equivalent to PRDPOD604A Develop lifecycle asset management plan.
CPPDSM6008A	Develop strategic facilities management plan	Updated unit	Unit updated and equivalent to PRDPOD602A Develop strategic facilities management plan.
CPPDSM6009A	Manage facilities portfolio	Updated unit	Unit updated and equivalent to PRDPOD603A Manage facilities portfolio.
CPPDSM6010A	Manage performance of property investment	Updated unit	Unit updated and equivalent to PRDPOD611A Manage performance of property investment.
CPPDSM6011A	Negotiate partnership arrangements in the property industry	Updated unit	Unit updated and equivalent to PRDPOD612A Negotiate partnership arrangements.
CPPDSM6012A	Plan property portfolio management	Updated unit	Unit updated and equivalent to PRDPOD610A Plan property portfolio management.
CPPDSM6013A	Prepare project design brief and documentation in the property industry	Updated unit	Unit updated and equivalent to PRDPOD601A Prepare project design brief and documentation.

Equivalence of units of competency in CPP07 Property Services Training Package for the spatial information services sector and PRD01 Property Development and Management Training Package for the spatial information services sector.

<b>Spatial information services units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSIS2001A	Prepare for work in the spatial information services industry	None	No equivalent unit.

<b>Spatial information services units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSIS2002A	Assist in the collection of basic spatial data	None	No equivalent unit.
CPPSIS2003A	Assist in the storage and retrieval of spatial data	None	No equivalent unit.
CPPSIS2004A	Assist in the selection, operation and maintenance of equipment and supplies	None	No equivalent unit.
CPPSIS2005A	Assist in field activity	None	No equivalent unit.
CPPSIS2006A	Assist with personnel and load transfer	None	No equivalent unit.
CPPSIS2007A	Use information technology for spatial information services activity	None	No equivalent unit.
CPPSIS3001A	Apply map presentation principles	None	No equivalent unit.
CPPSIS3002A	Store and retrieve basic spatial data	None	No equivalent unit.
CPPSIS3003A	Support spatial process improvement	None	No equivalent unit.
CPPSIS3004A	Respond to client spatial enquiry	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on

Spatial information services units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			PRDSIS28A Respond to client enquiry.
CPPSIS3005A	Collect basic spatial data	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS29A Collect basic data.
CPPSIS3006A	Provide field support services	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS10A Provide field support services.
CPPSIS3007A	Select, operate and maintain equipment and supplies	Updated unit	Unit updated and equivalent to PRDSIS11A Select, operate and maintain equipment and supplies.
CPPSIS3008A	Transfer personnel and loads	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS12A Transfer personnel and loads.
CPPSIS3009A	Perform basic drafting	None	No equivalent unit.
CPPSIS3010A	Perform basic spatial computations	None	No equivalent unit.
CPPSIS4001A	Maintain spatial systems	None	No equivalent unit.

<b>Spatial information services units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSIS4002A	Store and retrieve spatial data	Updated unit	Unit updated and equivalent to PRDSIS16A Store and retrieve spatial data.
CPPSIS4003A	Facilitate effective spatial client relationships	None	No equivalent unit.
CPPSIS4004A	Collect and set out basic spatial data	None	No equivalent unit.
CPPSIS4005A	Collect basic GPS data	None	No equivalent unit.
CPPSIS4006A	Read and interpret basic image data	None	No equivalent unit.
CPPSIS4007A	Organise field services	None	No equivalent unit.
CPPSIS4008A	Organise equipment and supplies	None	No equivalent unit.
CPPSIS4009A	Collect and set out basic surveying data	None	No equivalent unit.
CPPSIS4010A	Operate surveying equipment	None	No equivalent unit.
CPPSIS4011A	Perform surveying computations	None	No equivalent unit.
CPPSIS4012A	Plan and conduct survey expeditions	None	No equivalent unit.
CPPSIS4013A	Participate in spatial process improvement	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS26A Participate in process

Spatial information services units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			improvement.
CPPSIS4014A	Maintain spatial data	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS15A Maintain spatial data.
CPPSIS4015A	Apply GIS software to problem-solving techniques	None	No equivalent unit.
CPPSIS5001A	Plan spatial data collection and validation	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS06A Plan data collection and validation.
CPPSIS5002A	Capture new spatial data	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS07A Capture new data.
CPPSIS5003A	Implement a spatial information services project plan	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS03A Implement a project plan.

<b>Spatial information services units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSIS5004A	Determine spatial data requirements	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS04A Determine spatial data requirements to meet the deliverables.
CPPSIS5005A	Obtain and validate existing spatial data	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS08A Obtain and validate existing data.
CPPSIS5006A	Integrate spatial datasets	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS14A Integrate spatial data sets.
CPPSIS5007A	Maintain complex spatial data systems	None	No equivalent unit.
CPPSIS5008A	Develop a complex spatial and aspatial database	None	No equivalent unit.
CPPSIS5009A	Produce spatial project deliverables	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on



Spatial information services units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			PRDSIS18A Produce project deliverables.
CPPSIS5010A	Collate and interpret spatial data	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS19A Collate and interpret data.
CPPSIS5011A	Monitor and control the spatial components of projects	Updated unit	Unit updated and equivalent to PRDSIS22A Control and monitor the spatial components of the project.
CPPSIS5012A	Maintain effective internal and external spatial communication networks	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS27A Maintain client relations.
CPPSIS5013A	Design a spatial data storage system	Updated unit	Unit updated and equivalent to PRDSIS13A Design a spatial data storage system.
CPPSIS5014A	Develop a subdivision survey design for local government approval	None	No equivalent unit.
CPPSIS5015A	Undertake spatial process improvement to reduce costs and improve service	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRSIR31A Undertake process improvement to

Spatial information services units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			reduce costs and improve quality service. This unit was imported from PRS98 Asset Security into PRD01 Property Development and Management. The unit was not included in PRS03 Asset Security.
CPPSIS5016A	Design a stormwater system	None	No equivalent unit.
CPPSIS5017A	Conduct an advanced GPS data collection and set out survey	None	No equivalent unit.
CPPSIS5018A	Conduct an engineering survey	None	No equivalent unit.
CPPSIS5019A	Conduct an engineering surveying project	None	No equivalent unit.
CPPSIS5020A	Create engineering drawings	None	No equivalent unit.
CPPSIS5021A	Apply land and planning law to surveying	None	No equivalent unit.
CPPSIS5022A	Integrate surveying datasets	None	No equivalent unit.
CPPSIS5023A	Manage advanced surveying computations	None	No equivalent unit.
CPPSIS5024A	Perform geodetic surveying computations	None	No equivalent unit.
CPPSIS5025A	Plan and conduct major survey expeditions	None	No equivalent unit.

<b>Spatial information services units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSIS5026A	Design road and railway	None	No equivalent unit.
CPPSIS5027A	Carry out a precision survey	None	No equivalent unit.
CPPSIS5028A	Conduct geodetic surveying	None	No equivalent unit.
CPPSIS5029A	Determine suitable information sources to create new spatial datasets	Updated unit	Unit updated and equivalent to PRDSIS05A Determine suitable sources of information for the creation of new spatial data sets.
CPPSIS6001A	Conduct open mine pit surveying	None	No equivalent unit.
CPPSIS6002A	Create mine drawings	None	No equivalent unit.
CPPSIS6003A	Determine client spatial requirements	Updated unit	Unit updated and equivalent to PRDSIS01A Determine client requirements.
CPPSIS6004A	Design a spatial project plan	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS02A Design a project plan.
CPPSIS6005A	Apply quality control measures to spatial information services industry	None	No equivalent unit.
CPPSIS6006A	Develop and maintain spatial information services contractual relationships	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide

Spatial information services units of competency		Relationship with PRD01	Comment on relationship with PRD01 Property Development and Management Training Package
Unit code	Unit title		
			strengthened. Unit based on PRDSIS09A Develop and maintain contractual relationships.
CPPSIS6007A	Design spatial information services project deliverables	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS20A Design project deliverables.
CPPSIS6008A	Conduct design and set out survey	None	No equivalent unit.
CPPSIS6009A	Educate the public on spatial information services	None	No equivalent unit.
CPPSIS6010A	Undertake spatial information services research and development	Redeveloped unit	Unit redeveloped. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit based on PRDSIS23A Undertake research and development.
CPPSIS6011A	Carry out basic mine design	None	No equivalent unit.
CPPSIS6012A	Conduct an advanced GPS control survey	None	No equivalent unit.
CPPSIS6013A	Conduct underground mine surveying	None	No equivalent unit.
CPPSIS6014A	Conduct mining geology operations	None	No equivalent unit.

<b>Spatial information services units of competency</b>		<b>Relationship with PRD01</b>	<b>Comment on relationship with PRD01 Property Development and Management Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSIS6015A	Conduct complex engineering set out surveys	None	No equivalent unit.
CPPSIS6016A	Monitor complex engineering surveying structures	None	No equivalent unit.
CPPSIS6017A	Conduct advanced remote sensing analysis	None	No equivalent unit.
CPPSIS6018A	Design spatial networks and geocoding	None	No equivalent unit.
CPPSIS6019A	Develop distributed mapping applications	None	No equivalent unit.
CPPSIS6020A	Develop 2-D and 3-D terrain visualisations	None	No equivalent unit.

## Mapping CPP07 to PRS03 units of competency

Equivalence of units of competency in CPP07 Property Services Training Package for the security sector and PRS03 Asset Security Training Package for the security operations, technical security, investigative services, security and risk management, and biometrics sectors.

<b>Security units of competency</b>		<b>Relationship with PRS03</b>	<b>Comment on relationship with PRS03 Asset Security Training Package</b>
<b>Unit code</b>	<b>Unit title</b>		
CPPSEC1001A	Identify and report security risk situations	None	No equivalent unit.
CPPSEC1002A	Apply retail security procedures	None	No equivalent unit.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC1003A	Apply security procedures for the responsible service of alcohol	None	No equivalent unit.
CPPSEC1004A	Apply health care security procedures	None	No equivalent unit.
CPPSEC1005A	Apply critical infrastructure protection procedures	None	No equivalent unit.
CPPSEC1006A	Apply x-ray image interpretation procedures	None	No equivalent unit.
CPPSEC1007A	Apply walk through metal detection procedures	None	No equivalent unit.
CPPSEC1008A	Apply hand-held metal detection procedures	None	No equivalent unit.
CPPSEC1009A	Apply Explosive Trace Detection (ETD) procedures	None	No equivalent unit.
CPPSEC2001A	Communicate effectively in the security industry	Redeveloped unit	Unit redeveloped with a stronger focus on required Language, Literacy and Numeracy skills. Element structure and performance criteria expanded to reflect workplace requirements. Skills and knowledge requirements and the range statement are more comprehensive. Evidence guide strengthened. Unit incorporates PRSSO102A Apply basic communication skills and is equivalent to PRSSO201A Communicate effectively in the security industry.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC2002A	Follow workplace safety procedures in the security industry	Updated unit	Unit updated and incorporates PRSSO101A Follow workplace safety procedures. Unit is equivalent to PRSSO202A Maintain workplace safety.
CPPSEC2003A	Work effectively in the security industry	Updated unit	Unit updated and incorporates PRSSO103A Prepare for work in the security industry. Unit is equivalent to PRSSO203A Work effectively in the security industry.
CPPSEC2004A	Respond to security risk situation	Updated unit	Unit updated and equivalent to PRSSO207A Respond to security risk situation.
CPPSEC2005A	Work as part of a security team	Updated unit	Unit updated and equivalent to PRSSO204A Work as part of a team.
CPPSEC2006A	Provide security services to clients	Updated unit	Unit updated and equivalent to PRSSO205A Provide security services to customers.
CPPSEC2007A	Screen people	Redeveloped unit	Unit redeveloped based on splitting of functions for screening people and items. Unit is equivalent to PRSSO212A Screen baggage and people.
CPPSEC2008A	Screen items	Redeveloped unit	Unit redeveloped based on splitting of functions for screening people and items. Unit is equivalent to PRSSO212A Screen baggage and people.
CPPSEC2009A	Give evidence in court	Updated unit	Unit updated and equivalent to PRSSO208A Give evidence in court.
CPPSEC2010A	Protect safety of persons	Updated unit	Unit updated and equivalent to PRSSO209A Protect persons.
CPPSEC2011A	Control access to and exit from premises	Updated unit	Unit updated and equivalent to PRSSO210A Control access to and exit from premises.
CPPSEC2012A	Monitor and control individual and crowd	Updated unit	Unit updated and equivalent to PRSSO211A Monitor and control

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
	behaviour		individual and crowd behaviour.
CPPSEC2013A	Protect valuables in transit	Updated unit	Unit updated and equivalent to PRSSO213A Protect valuables in transit.
CPPSEC2014A	Operate basic security equipment	Updated unit	Unit updated and equivalent to PRSSO215A Operate basic security equipment.
CPPSEC2015A	Patrol premises	Updated unit	Unit updated and equivalent to PRSSO216A Patrol premises.
CPPSEC2016A	Contribute to investigative activities	Updated unit	Unit updated and equivalent to PRSSO221A Contribute to investigative activities.
CPPSEC2017A	Protect self and others using basic defensive techniques	Updated unit	Unit updated and equivalent to PRSSO222A Protect self and others using basic defensive tactics.
CPPSEC2018A	Monitor electronic reporting facility	Updated unit	Unit updated and equivalent to PRSSO223A Monitor electronic reporting facility.
CPPSEC2019A	Monitor biometrics equipment and systems	Updated unit	Unit updated and equivalent to PRSBIO201A Monitor biometrics equipment/systems.
CPPSEC2020A	Provide technical security services to clients	Updated unit	Unit updated and equivalent to PRSTS201A Provide a service to customers.
CPPSEC2021A	Install security equipment and systems	Updated unit	Unit updated and equivalent to PRSTS202A Install security equipment/systems.
CPPSEC2022A	Install mechanical lock and locking system	Updated unit	Unit updated and equivalent to PRSTS203A Install mechanical lock/locking system.
CPPSEC2023A	Install CCTV equipment and system	Updated unit	Unit updated and equivalent to PRSTS204A Install CCTV equipment/system.



Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC2024A	Implement electronic monitoring procedures	Updated unit	Unit updated and equivalent to PRSTS205A Implement electronic monitoring procedures.
CPPSEC2025A	Sell security products and services	Updated unit	Unit updated and equivalent to PRSTS206A Sell products and services.
CPPSEC2026A	Perform routine maintenance on security equipment and system	Updated unit	Unit updated and equivalent to PRSTS207A Perform routine maintenance.
CPPSEC3001A	Maintain workplace safety in the security industry	Updated unit	Unit updated and equivalent to PRSSO302A Maintain a safe workplace and environment.
CPPSEC3002A	Manage conflict through negotiation	Updated unit	Unit updated and equivalent to PRSSO305A Manage conflict through negotiation.
CPPSEC3003A	Determine response to security risk situation	Updated unit	Unit updated and equivalent to PRSSO303A Determine response to security risk situation.
CPPSEC3004A	Lead small teams in the security industry	Updated unit	Unit updated and equivalent to PRSSO323A Lead small teams.
CPPSEC3005A	Prepare and present security documentation and reports	Updated unit	Unit updated and equivalent to PRSSO301A Prepare and present security documentation and reports.
CPPSEC3006A	Coordinate a quality security service to customers	Updated unit	Unit updated and equivalent to PRSSO308A Coordinate a quality security service to customers.
CPPSEC3007A	Maintain security	Updated unit	Unit updated and equivalent to PRSSO309A Maintain security of

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
	of environment		environment.
CPPSEC3008A	Control security risk situations using firearms	Updated unit	Unit updated and equivalent to PRSSO310A Control security risk situations using firearms.
CPPSEC3009A	Prepare and present evidence in court	Updated unit	Unit updated with revised element structure. Unit equivalent to PRSSO311A Prepare and present evidence in court.
CPPSEC3010A	Manage dogs for security functions	Updated unit	Unit updated and equivalent to PRSSO313A Manage dogs for security functions.
CPPSEC3011A	Handle dogs for security patrol	Updated unit	Unit updated and equivalent to PRSSO314A Handle dogs for security patrol.
CPPSEC3012A	Store and protect information	Updated unit	Unit updated and equivalent to PRSSO315A Store and protect information.
CPPSEC3013A	Control persons using empty hand techniques	Updated unit	Unit updated and equivalent to PRSSO316A Control persons using empty hand techniques.
CPPSEC3014A	Control persons using baton	Updated unit	Unit updated and equivalent to PRSSO317A Control persons using baton.
CPPSEC3015A	Restrain persons using handcuffs	Updated unit	Unit updated and equivalent to PRSSO318A Restrain persons using handcuffs.
CPPSEC3016A	Defend persons using spray	Updated unit	Unit updated and equivalent to PRSSO319A Defend persons using spray.
CPPSEC3017A	Plan and conduct evacuation of premises	Updated unit	Unit updated and equivalent to PRSSO320A Plan and conduct evacuation of premises.
CPPSEC3018A	Provide for the safety of persons at risk	Updated unit	Unit updated and equivalent to PRSSO321A Provide for the safety of persons at risk.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC3019A	Operate specialised security equipment	Updated unit	Unit updated and equivalent to PRSSO322A Operate specialised security equipment.
CPPSEC3020A	Monitor security from control room	Updated unit	Unit updated and equivalent to PRSSO325A Monitor security from control room.
CPPSEC3021A	Maintain and use security database	Updated unit	Unit updated and equivalent to PRSSO326A Maintain and use security database.
CPPSEC3022A	Maintain biometrics database	Updated unit	Unit updated and equivalent to PRSBIO301A Maintain biometrics database.
CPPSEC3023A	Coordinate biometric equipment and systems	Updated unit	Unit updated and equivalent to PRSBIO303A Coordinate biometrics equipment/systems.
CPPSEC3024A	Install biometric equipment and systems	Updated unit	Unit updated and equivalent to PRSBIO302A Install biometrics equipment/systems.
CPPSEC3025A	Identify and diagnose biometric system fault	Updated unit	Unit updated and equivalent to PRSBIO304A Identify and diagnose biometric system fault.
CPPSEC3026A	Work effectively in investigative services	Updated unit	Unit updated and equivalent to PRSIS311A Work effectively in the investigative services industry.
CPPSEC3027A	Develop investigative plan	Redeveloped unit	Unit redeveloped and equivalent to PRSIS301A Determine method of investigation. Element structure, performance criteria, required skills and knowledge, and evidence guide expanded to reflect workplace requirements and changed focus of unit.
CPPSEC3028A	Compile investigative	Updated unit	Unit updated and equivalent to

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
	report		PRIS302A Compile investigative report.
CPPSEC3029A	Provide quality investigative services to clients	Updated unit	Unit updated and equivalent to PRSIS303A Provide quality investigative services to clients.
CPPSEC3030A	Conduct surveillance	Updated unit	Unit updated and equivalent to PRSIS304A Conduct surveillance.
CPPSEC3031A	Organise and operate a surveillance vehicle	Updated unit	Unit updated and equivalent to PRSIS305A Organise and operate a surveillance vehicle.
CPPSEC3032A	Gather information by factual investigation	Updated unit	Unit updated and equivalent to PRSIS306A Gather information by factual investigation.
CPPSEC3033A	Conduct interviews and take statements	Updated unit	Unit updated and equivalent to PRSIS307A Conduct interviews and take statements.
CPPSEC3034A	Operate information gathering equipment	Updated unit	Unit updated to incorporate PRSIS310A Use and maintain operational equipment. Unit is equivalent to PRSIS308A Operate information gathering equipment.
CPPSEC3035A	Identify technical security requirements	Updated unit	Unit updated and equivalent to PRSTS301A Identify technical security requirements.
CPPSEC3036A	Program security equipment and system	Updated unit	Unit updated and equivalent to PRSTS302A Program security equipment/system.
CPPSEC3037A	Test installed security equipment and system	Updated unit	Unit updated and equivalent to PRSTS303A Test installed security equipment/system.
CPPSEC3038A	Commission and decommission security equipment and	Updated unit	Unit updated and equivalent to PRSTS304A Commission/decommission security equipment/system.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
	system		
CPPSEC3039A	Identify and diagnose electronic security equipment and system fault	Updated unit	Unit updated and equivalent to PRSTS305A Identify and diagnose electronic security equipment/system fault.
CPPSEC3040A	Plan and coordinate installation of security equipment and system	Updated unit	Unit updated and equivalent to PRSTS306A Plan and coordinate installation.
CPPSEC3041A	Maintain and service security equipment and system	Updated unit	Unit updated and equivalent to PRSTS307A Maintain and service security equipment/system.
CPPSEC3042A	Identify and diagnose CCTV equipment and system fault	Updated unit	Unit updated and equivalent to PRSTS308A Identify and diagnose CCTV equipment/system fault.
CPPSEC3043A	Establish and set up electronic monitoring parameters	Updated unit	Unit updated and equivalent to PRSTS309A Establish and set up electronic monitoring parameters.
CPPSEC3044A	Maintain and repair mechanical lock and locking system	Updated unit	Unit updated and equivalent to PRSTS311A Maintain and repair mechanical lock/locking system.
CPPSEC3045A	Determine security equipment and system modifications	Updated unit	Unit updated and equivalent to PRSTS315A Determine security equipment/system modifications.
CPPSEC3046A	Configure a security system	Updated unit	Unit updated and equivalent to PRSTS316A Configure a security system.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC3047A	Provide estimate and quote on security system	Updated unit	Unit updated and equivalent to PRSTS317A Provide estimate and quote.
CPPSEC3048A	Maintain effective relationships with security clients	Updated unit	Unit updated and equivalent to PRSTS318A Maintain effective relationships with customers.
CPPSEC3049A	Modify and repair security equipment and system	Updated unit	Unit updated and equivalent to PRSTS319A Modify and repair security equipment/system.
CPPSEC4001A	Manage a safe workplace in the security industry	Updated unit	Unit updated and equivalent to PRSSM401A Manage a safe workplace.
CPPSEC4002A	Implement effective communication techniques	Redeveloped unit	Unit redeveloped and equivalent to PRSSM402A Implement effective communication techniques. Element structure, performance criteria, required skills and knowledge, and evidence guide expanded to reflect specialist communications focus of unit.
CPPSEC4003A	Advise on security needs	Updated unit	Unit updated and equivalent to PRSSM404A Advise on security needs.
CPPSEC4004A	Monitor and review security operations	Updated unit	Unit updated and equivalent to PRSSM406A Monitor and review security operations.
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	Updated unit	Unit updated and equivalent to PRSSM407A Facilitate workplace briefing and debriefing processes.
CPPSEC4006A	Assess risks	Updated unit	Unit updated and equivalent to PRSSM409A Assess risks.
CPPSEC4007A	Assess threat	Updated unit	Unit updated and equivalent to PRSSM413A Assess threat.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC4008A	Prepare a detailed tender	Updated unit	Unit updated and equivalent to PRSSM416A Prepare a detailed tender.
CPPSEC4009A	Interpret information from advanced security equipment	Updated unit	Unit updated and equivalent to PRSSM410A Interpret information from advanced security equipment.
CPPSEC4010A	Manage monitoring centres	Updated unit	Unit updated and equivalent to PRSSM411A Manage monitor centres.
CPPSEC4011A	Coordinate field staff activity from control room	Updated unit	Unit updated and equivalent to PRSSM412A Coordinate field staff activity from control room.
CPPSEC4012A	Identify and assess security of assets	Updated unit	Unit updated and equivalent to PRSSM414A Identify and assess assets.
CPPSEC4013A	Undertake case management of investigations	Updated unit	Unit updated and equivalent to PRSSM415A Undertake case management of investigations.
CPPSEC4014A	Commission and decommission networked security system	Updated unit	Unit updated and equivalent to PRSSM417A Commission/decommission networked security system.
CPPSEC4015A	Maintain networked security system	Updated unit	Unit updated and equivalent to PRSSM418A Maintain networked security system.
CPPSEC4016A	Install networked security system	Updated unit	Unit updated and equivalent to PRSSM419A Install networked security system.
CPPSEC4017A	Determine security system configurations	Updated unit	Unit updated and equivalent to PRSSM420A Determine security system configurations.
CPPSEC4018A	Configure security devices on IT networks	Updated unit	Unit updated and equivalent to PRSSM421A Configure security devices on IT networks.

Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
CPPSEC4019A	Identify and diagnose security system or network fault	Updated unit	Unit updated and equivalent to PRSSM422A Identify and diagnose security systems or network faults.
CPPSEC4020A	Advise on the application of biometrics	Updated unit	Unit updated and equivalent to PRSBIO401A Advise on the application of biometrics.
CPPSEC4021A	Prepare standard operating procedures for the use of biometrics technology	Updated unit	Unit updated and equivalent to PRSBIO402A Prepare standard operating procedures for the use of biometrics technology.
CPPSEC5001A	Establish and maintain an occupational health and safety system	Updated unit	Unit updated and equivalent to PRSSM501A Establish and maintain an occupational health and safety system.
CPPSEC5002A	Coordinate security operations	Updated unit	Unit updated and equivalent to PRSSM502A Coordinate security operations.
CPPSEC5003A	Assess security risk management options	Updated unit	Unit updated and equivalent to PRSSM503A Assess security risk management options.
CPPSEC5004A	Prepare security risk management plan	Updated unit	Unit updated and equivalent to PRSSM504A Prepare security risk management plan.
CPPSEC5005A	Implement security risk management plan	Updated unit	Unit updated and equivalent to PRSSM505A Implement security risk management plan.
CPPSEC5006A	Determine strategy for the implementation of biometrics technology	Updated unit	Unit updated and equivalent to PRSBIO501A Determine strategy for the implementation of biometrics technology.
CPPSEC5007A	Assess biometrics	Updated unit	Unit updated and equivalent to



Security units of competency		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Unit code	Unit title		
	system		PRSBIO502A Assess biometrics system.

## Mapping of CPP07 qualifications

### Mapping CPP07 Version 13 qualifications to Version 12

Mapping CPP07 Version 13 qualifications to Version 12			
Qualification code and title V13	Qualification code and title V12	Comment on relationship between Version 13 and Version 12	Equivalent/ Not equivalent
CPP20212 Certificate II in Security Operations	CPP20211 Certificate II in Security Operations	Imported core first aid unit updated to the current non-equivalent version.	N
CPP30411 Certificate III in Security Operations	CPP30411 Certificate III in Security Operations	Imported elective first aid unit updated to the current non-equivalent version.	E
CPP31212 Certificate III in Swimming Pool and Spa Service		New qualification	
CPP41312 Certificate IV in Swimming Pool and Spa Service		New qualification	

No other qualifications were changed or added to Version 13.

### Mapping CPP07 Version 12 qualifications to Version 11

<b>Mapping CPP07 Version 12 qualifications to Version 11</b>			
<b>Qualification code and title V12</b>	<b>Qualification code and title V11</b>	<b>Comment on relationship between Version 12 and Version 11</b>	<b>Equivalent/ Not equivalent</b>
CPP20112 Certificate II in Surveying and Spatial Information Services	CPP20111 Certificate II in Surveying and Spatial Information Services	Changed outcome for some native CPP07 core units. Native and imported elective units updated.	N
CPP30112 Certificate III in Surveying and Spatial Information Services	CPP30111 Certificate III in Surveying and Spatial Information Services	Overall number of units required for qualification remains unchanged, but core units reduced from 7 to 5 by moving the following two core units to the elective pool: CPPSIS3011A Apply map presentation principles and CPPSIS3002A Store and retrieve spatial data (which has however been replaced by CPPSIS4022A Store and retrieve spatial data).  Changed outcome for some native CPP07 core units. Imported core unit updated. Native and imported elective units updated.	N
CPP40112 Certificate IV in Surveying	CPP40109 Certificate IV in Surveying	Overall number of units required for qualification remains unchanged, but core units reduced from 8 to 7 by removing the following core unit: ICAU2006B Operate computing packages; number of required electives increased from 7 to 8.  Changed outcome for some native CPP07 core units. Imported unit replaced with new native unit. Native and imported elective units updated.	N
CPP40212 Certificate IV in Spatial Information Services	CPP40211 Certificate IV in Spatial Information Services	Overall number of units required for qualification remains unchanged, but core units reduced from 9 to 7, by deleting ICAU2006B Operate computing packages from qualification and moving the	N

<b>Mapping CPP07 Version 12 qualifications to Version 11</b>			
<b>Qualification code and title V12</b>	<b>Qualification code and title V11</b>	<b>Comment on relationship between Version 12 and Version 11</b>	<b>Equivalent/ Not equivalent</b>
		following core unit to the elective pool: RIISTD201A Read and interpret maps.  Changed outcome for some native CPP07 core units. Native and imported elective units updated.	
CPP50112 Diploma of Surveying	CPP50107 Diploma of Surveying	Changed outcome for all native CPP07 core units. Native and imported elective units updated.	N
CPP50212 Diploma of Spatial Information Services	CPP50211 Diploma of Spatial Information Services	Changed outcome for all native CPP07 core units. Native and imported elective units updated.	N
CPP60112 Advanced Diploma of Spatial Information Services	CPP60109 Advanced Diploma of Spatial Information Services	Changed outcome for some native CPP07 core units. Imported core unit updated. Native and imported elective units updated.  Surveying units removed from elective pool of qualification and re-packaged into new CPP60312 Advanced Diploma of Surveying.  Entrance requirements removed.	N
CPP60312 Advanced Diploma of Surveying		New qualification	
No other qualifications were changed or added to Version 12.			

## Mapping CPP07 Version 11 qualifications to Version 10

Qualification code and title V11	Qualification code and title V10	Comment on relationship between Version 11 and Version 10	Equivalent/ Not equivalent
CPP41212 Certificate IV in NatHERS Assessment		New qualification	
CPP51012 Diploma of Residential Building Energy Assessment		New qualification	
No other qualifications were changed or added to Version 11.			

### Mapping CPP07 Version 10 qualifications to Version 9

The only qualification added to CPP07 Version 10 was a new access consulting qualification. See mapping table below for information.

Qualification code and title V10	Qualification code and title V9	Comment on the relationship between V10 qualification and Version 9	Equivalent/ Not equivalent
CPP80312 Vocational Graduate Diploma of Access Consulting		New qualification	

No other qualifications were changed or added to Version 10.

### Mapping CPP07 Version 9 qualifications to Version 8

The only qualifications added to CPP07 Version 9 were three new building design qualifications. Two security operations qualifications were updated in this version upgrade. See mapping table below for information.

Qualification code and title V9	Qualification code and title V8	Comment on the relationship between V9 qualification and Version 8	Equivalent/ Not equivalent
CPP20211 Certificate II in Security Operations	CPP20211 Certificate II in Security Operations	<p>Following changes to imported elective units:</p> <ul style="list-style-type: none"> <li>superseded TLIO2003A Undertake loading and unloading in a designated secured environment, replaced with its equivalent new CPP07 unit: CPPSEC2027A Load and unload cash in transit in a secured environment</li> <li>TLIO307C Undertake loading in a designated secured environment deleted from elective pool</li> <li>TLIB407C and TLIE707B replaced with their equivalent updated TLI10 versions: TLIB2004A Carry out vehicle inspection and TLIE2007A Use communication systems.</li> </ul> <p>Minor additions to, and subsequent version upgrade of, the following three CPP07 units deemed equivalent to previous versions: CPPSEC2004B and CPPSEC2006B (core) and CPPSEC2011B (elective).</p>	E
CPP30411 Certificate III in Security Operations	CPP30411 Certificate III in Security Operations	<p>Three superseded imported TLI cash-in-transit elective units replaced with their equivalent CPP07 new units:</p> <ul style="list-style-type: none"> <li>CPPSEC3050A Load and unload cash in transit in an unsecured environment (replacing TLID4107C Undertake cash-in-transit loading and unloading in an unsecured environment)</li> <li>CPPSEC3051A Implement cash-in-transit security</li> </ul>	E

Qualification code and title V9	Qualification code and title V8	Comment on the relationship between V9 qualification and Version 8	Equivalent/ Not equivalent
		<p>procedures (replacing TLIO807C Implement cash-in-transit security procedures)</p> <ul style="list-style-type: none"> <li>• CPPSEC3052A Inspect and test cash-in-transit security equipment (replacing TLIO907C Test and inspect cash-in-transit security equipment).</li> </ul> <p>Minor additions to, and subsequent version upgrade of, the following elective unit deemed equivalent to previous version: CPPSEC2011B.</p>	
CPP50911 Diploma of Building Design		New qualification	
CPP80111 Vocational Graduate Certificate in Building Design		New qualification	
CPP80211 Vocational Graduate Diploma of Building Design		New qualification	
No other qualifications were changed or added to Version 9.			

## Mapping CPP07 Version 8 qualifications to Version 7

The only qualifications added to CPP07 Version 8, apart from the new qualification CPP50811 Diploma of Waste Management, were 12 revised PRM04 qualifications. See mapping table below for information relating to how the PRM04 qualifications map to CPP07.

### Mapping CPP07 Version 8 qualifications to PRM04

<b>Qualification code and title V8</b>	<b>Qualification code and title V7</b>	<b>Replaces</b>	<b>Comment on the relationship between V8 qualification and superseded PRM04</b>	<b>Equivalent/ Not equivalent</b>
CPP10211 Certificate I in Cleaning Operations	New qualification to CPP07	PRM10104 Certificate I in Asset Maintenance (Cleaning Operations)	Changed packaging rules and updated unit content	E
CPP20411 Certificate II in Waste Management	New qualification to CPP07	PRM20509 Certificate II in Asset Maintenance (Waste Management)	Changed packaging rules and updated unit content	E
CPP20511 Certificate II in Fire Protection Inspection and Testing	New qualification to CPP07	PRM20406 Certificate II in Asset Maintenance (Fire Protection Equipment)	Changed packaging rules and updated unit content	E
CPP20611 Certificate II in Cleaning Operations	New qualification to CPP07	PRM20104 Certificate II in Asset Maintenance (Cleaning Operations)	Changed packaging rules and updated unit content Qualification 'un-nested'	E
CPP20711 Certificate II in Carpet Cleaning Operations	New qualification to CPP07	PRM20604 Certificate II in Asset Maintenance (Carpet Cleaning)	Changed packaging rules and updated unit content Qualification 'un-nested'	E
CPP30711 Certificate III in Waste Management	New qualification to CPP07	PRM30509 Certificate III in Asset Maintenance (Waste Management)	Updated unit content and changed packaging rules to increase packaging flexibility	E
CPP30811 Certificate III in Fire Protection Inspection and Testing	New qualification to CPP07	PRM30406 Certificate III in Asset Maintenance (Fire Protection Equipment)	Changed packaging rules and updated unit content	E

<b>Mapping CPP07 Version 8 qualifications to PRM04</b>				
<b>Qualification code and title V8</b>	<b>Qualification code and title V7</b>	<b>Replaces</b>	<b>Comment on the relationship between V8 qualification and superseded PRM04</b>	<b>Equivalent/ Not equivalent</b>
CPP30911 Certificate III in Pest Management	New qualification to CPP07	PRM30204 Certificate III in Asset Maintenance (Pest Management - Technical)	Changed packaging rules and updated unit content	E
CPP31011 Certificate III in Cleaning Operations	New qualification to CPP07	PRM30104 Certificate III in Asset Maintenance (Cleaning Operations)	Changed packaging rules and updated unit content Qualification 'un-nested'	E
CPP31111 Certificate III in Carpet Cleaning Operations	New qualification to CPP07	PRM30604 Certificate III in Asset Maintenance (Carpet Cleaning)	Changed packaging rules and updated unit content Qualification 'un-nested'	E
CPP40911 Certificate IV in Waste Management	New qualification to CPP07	PRM40509 Certificate IV in Asset Maintenance (Waste Management)	Changed packaging rules and updated unit content New qualification enables career pathway mapping to team/middle management or technical specialisation level	N
CPP41011 Certificate IV in Cleaning Management	New qualification to CPP07	PRM40109 Certificate IV in Asset Maintenance (Cleaning Management)	Changed packaging rules and updated unit content Qualification 'un-nested'	E
CPP50811 Diploma of Waste Management	New qualification	No equivalent qualification in PRM04 or CPP07	Provides waste management specialisation (this outcome was partially	N



**Mapping CPP07 Version 8 qualifications to PRM04**

<b>Qualification code and title V8</b>	<b>Qualification code and title V7</b>	<b>Replaces</b>	<b>Comment on the relationship between V8 qualification and superseded PRM04</b>	<b>Equivalent/ Not equivalent</b>
		V7	covered by PRM40509 Certificate IV in Asset Maintenance (Waste Management)	
No other qualifications were changed or added to Version 8.				

**Mapping CPP07 Version 7 qualifications to Version 6****Mapping CPP07 Version 7 qualifications to Version 6**

<b>Qualification code and title V7</b>	<b>Qualification code and title V6</b>	<b>Comment on relationship between Version 7 and Version 6</b>	<b>Equivalent/ Not equivalent</b>
CPP10107 Certificate I in Security Operations	CPP10107 Certificate I in Security Operations	Sustainability content added to range statement of core unit, deemed equivalent to CPP10107	E
CPP20111 Certificate II in Surveying and Spatial Information Services	CPP20107 Certificate II in Spatial Information Services	<p>Revised qualification to comply with the NQC flexibility policy update regarding core/elective balance, not deemed equivalent to CPP20107</p> <p>Overall number of units required for qualification remains unchanged, but core units reduced from 6 to 4 by moving CPPSIS2007A and PSPGOV202B to elective pool</p> <p>Sustainability content added to range statement of core unit</p> <p>Changed qualification title to</p>	N

<b>Mapping CPP07 Version 7 qualifications to Version 6</b>			
<b>Qualification code and title V7</b>	<b>Qualification code and title V6</b>	<b>Comment on relationship between Version 7 and Version 6</b>	<b>Equivalent/ Not equivalent</b>
		more accurately reflect industry pathways	
CPP20211 Certificate II in Security Operations	CPP20207 Certificate II in Security Operations	Qualification increased from 11 to 12 units by increasing the number of electives required to meet security licensing harmonisation  Sustainability content added to range statement of core unit  Revised qualification not deemed equivalent to CPP20207  N.B. This should not be confused with licensing requirements	N
CPP20307 Certificate II in Technical Security	CPP20307 Certificate II in Technical Security	Imported core unit updated to a later version, deemed equivalent to CPP20307  Sustainability content added to range statement of core unit	E
CPP30111 Certificate III in Surveying and Spatial Information Services	CPP30109 Certificate III in Spatial Information Services	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses, deemed equivalent to CPP30109  Sustainability content added to range statement of elective unit  Changed qualification title to more accurately reflect industry pathways	E
CPP30211 Certificate III in Property Services (Agency)	CPP30207 Certificate III in Property Services (Agency)	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses,	E

<b>Mapping CPP07 Version 7 qualifications to Version 6</b>			
<b>Qualification code and title V7</b>	<b>Qualification code and title V6</b>	<b>Comment on relationship between Version 7 and Version 6</b>	<b>Equivalent/ Not equivalent</b>
		deemed equivalent to CPP30207  Sustainability content added two core and one elective unit	
CPP30311 Certificate III in Property Services (Operations)	CPP30309 Certificate III in Property Services (Operations)	Revised qualification to comply with the NQC flexibility policy update regarding core/elective balance, not deemed equivalent to CPP30309  Overall number of units required for qualification remains unchanged, but core units reduced from 8 to 7 by moving CPPDSM3019B to elective pool  Sustainability content added to range statements of four core units and one elective	N
CPP30411 Certificate III in Security Operations	CPP30407 Certificate III in Security Operations	Qualification increased from 12 to 14 units by increasing the number of electives required to meet security licensing harmonisation  Revised qualification not deemed equivalent to CPP30407  N.B. This should not be confused with licensing requirements	N
CPP30507 Certificate III in Technical Security	CPP30507 Certificate III in Technical Security	Imported core unit updated to a later version, deemed equivalent to CPP30507	E
CPP40211 Certificate IV in Spatial Information	CPP40209 Certificate IV in Spatial	Revised qualification to comply with the NQC flexibility policy update	E

<b>Mapping CPP07 Version 7 qualifications to Version 6</b>			
<b>Qualification code and title V7</b>	<b>Qualification code and title V6</b>	<b>Comment on relationship between Version 7 and Version 6</b>	<b>Equivalent/ Not equivalent</b>
Services	Information Services	regarding accredited courses, deemed equivalent to CPP40209	
CPP40307 Certificate IV in Property Services (Real Estate)	CPP40307 Certificate IV in Property Services (Real Estate)	Sustainability content added to required knowledge section and range statement of core units, deemed equivalent to CPP40307	E
CPP40407 Certificate IV in Property Services (Stock and Station Agency)	CPP40407 Certificate IV in Property Services (Stock and Station Agency)	Sustainability content added to required knowledge section and range statement of core units, deemed equivalent to CPP40407	E
CPP40507 Certificate IV in Property Services (Business Broking)	CPP40507 Certificate IV in Property Services (Business Broking)	Sustainability content added to required knowledge section of one core unit, deemed equivalent to CPP40507	E
CPP40611 Certificate IV in Property Services (Operations)	CPP40609 Certificate IV in Property Services (Operations)	New CPP sustainability common units added to elective pool, deemed equivalent to CPP40609  Sustainability content added to range statement of one core unit	E
CPP40811 Certificate IV in Access Consulting	CPP40808 Certificate IV in Access Consulting	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses  Imported elective unit updated to a later version  Qualification deemed equivalent to CPP40808	E
CPP41110 Certificate IV in Home	CPP41110 Certificate IV in Home Sustainability	Sustainability content added to range statement of one core unit, deemed equivalent to	E

<b>Mapping CPP07 Version 7 qualifications to Version 6</b>			
<b>Qualification code and title V7</b>	<b>Qualification code and title V6</b>	<b>Comment on relationship between Version 7 and Version 6</b>	<b>Equivalent/ Not equivalent</b>
Sustainability Assessment	Assessment	CPP41110	
CPP50107 Diploma of Surveying	CPP50107 Diploma of Surveying	Imported elective units updated to later versions, deemed equivalent to CPP50107	E
CPP50211 Diploma of Spatial Information Services	CPP50207 Diploma of Spatial Information Services	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses, deemed equivalent to CPP50207	E
CPP50307 Diploma of Property Services (Agency Management)	CPP50307 Diploma of Property Services (Agency Management)	Sustainability content added to required knowledge section and range statement of core units, deemed equivalent to CPP50307	E
CPP50409 Diploma of Property Services (Business Broking)	CPP50409 Diploma of Property Services (Business Broking)	Sustainability content added to required knowledge section of core units, deemed equivalent to CPP50409	E
CPP50511 Diploma of Property Services (Asset and Facility Management)	CPP50509 Diploma of Property Services (Asset and Facility Management)	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses  New CPP sustainability common unit added to elective pool  Qualification deemed equivalent to CPP50509	E
CPP50611 Diploma of Security and Risk Management	CPP50607 Diploma of Security and Risk Management	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses, deemed equivalent to	E

<b>Mapping CPP07 Version 7 qualifications to Version 6</b>			
<b>Qualification code and title V7</b>	<b>Qualification code and title V6</b>	<b>Comment on relationship between Version 7 and Version 6</b>	<b>Equivalent/ Not equivalent</b>
		CPP50607	
CPP50711 Diploma of Access Consulting	CPP50708 Diploma of Access Consulting	Revised qualification to comply with the NQC flexibility policy update regarding core/elective balance, not deemed equivalent to CPP50708  Number of required core units reduced from 19 to 15 by moving BSBMED301B, BSBWOR402A, HLTHIR403B, and PSPREG402C to elective pool  Imported units updated to current equivalent versions	N
CPP60109 Advanced Diploma of Spatial Information Services	CPP60109 Advanced Diploma of Spatial Information Services	Imported elective units updated to later versions, deemed equivalent to CPP60109	E
CPP60211 Advanced Diploma of Property Services (Asset and Facility Management)	CPP60208 Advanced Diploma of Property Services (Asset and Facility Management)	Revised qualification to comply with the NQC flexibility policy update regarding accredited courses, deemed equivalent to CPP60208	E
No other qualifications were changed or added to Version 7.			

## Mapping CPP07 Version 6 qualifications to Version 5

<b>Version 6 CPP07</b>		<b>Version 5 CPP07</b>		<b>Comment on relationship between Version 6 and Version 5</b>
<b>Code</b>	<b>Title</b>	<b>Code</b>	<b>Title</b>	

Version 6 CPP07		Version 5 CPP07		Comment on relationship between Version 6 and Version 5
Code	Title	Code	Title	
CPP41110	Certificate IV in Home Sustainability Assessment			New qualification
No other qualifications were changed or added to Version 6.				

### Mapping CPP07 Version 5 qualifications to Version 4

Version 5 CPP07		Version 4 CPP07		Comment on relationship between Version 5 and Version 4
Code	Title	Code	Title	
CPP30109	Certificate III in Spatial Information Services	CPP30107	Certificate III in Spatial Information Services	Imported units upgraded to current version in the core and electives pools and a new unit substituted for a core unit with outcomes deemed as equivalent
CPP30309	Certificate III in Property Services (Operations)	CPP30307	Certificate III in Property Services (Operations)	Imported units upgraded to current version in the core and electives pools with outcomes deemed as equivalent
CPP40109	Certificate IV in Surveying	CPP40107	Certificate IV in Surveying	Imported units upgraded to current version in the core and electives pools with outcomes deemed as equivalent
CPP40209	Certificate IV in Spatial Information Services	CPP40207	Certificate IV in Spatial Information Services	Imported units upgraded to current version in the core and electives pools and a new unit substituted for a core unit with outcomes deemed as equivalent
CPP40609	Certificate IV in Property Services (Operations)	CPP40607	Certificate IV in Property Services (Operations)	Imported units upgraded to current version in the core and electives pools with outcomes deemed as

Version 5 CPP07		Version 4 CPP07		Comment on relationship between Version 5 and Version 4
Code	Title	Code	Title	
				equivalent
CPP50409	Diploma of Property Services (Business Broking)	CPP50407	Diploma of Property Services (Business Broking)	Imported units upgraded to current version in the core and electives pools with outcomes deemed as equivalent
CPP50509	Diploma of Property Services (Asset and Facility Management)	CPP50507	Diploma of Property Services (Asset and Facility Management)	Imported units upgraded to current version in the core and electives pools with outcomes deemed as equivalent
CPP60109	Advanced Diploma of Spatial Information Services	CPP60107	Advanced Diploma of Spatial Information Services	Imported units upgraded to current version in the core and electives pools with outcomes deemed as equivalent

### Mapping CPP07 Version 4 qualifications to Version 3

Version 4 CPP07		Version 3 CPP07		Comment on relationship between Version 4 and Version 3
Code	Title	Code	Title	
CPP40307	Certificate IV in Property Services (Real Estate)	CPP40307	Certificate IV in Property Services (Real Estate)	Minor clarification of the packaging rules, with outcomes deemed as equivalent  Given the nature of change, no change in qualification year code was required
CPP60208	Advanced Diploma of Property Services (Asset and Facility Management)	CPP60207	Advanced Diploma of Property Services (Asset and Facility Management)	Changed packaging rules resulting from upgrading imported units with outcomes deemed as equivalent



## Mapping CPP07 qualifications to PRD01 qualifications

The CPP07 qualification codes detailed in the table below may have changed as a result of the Training Package continuous improvement process and the release of subsequent versions of CPP07. Current CPP07 qualification codes may be found in the Version Modification History table at volume outset.

<b>CPP07 qualification code in this Training Package</b>	<b>CPP07 qualification title</b>	<b>Relationship to PRD01 qualifications in previous Training Package</b>	<b>Comments in relation to previous versions of this Training Package</b>
CPP20107	Certificate II in Spatial Information Services	New qualification	
CPP30107	Certificate III in Spatial Information Services	Replaces PRD30301	Change in unit content and packaging rules for this qualification
CPP30207	Certificate III in Property Services (Agency)	New qualification	Replaces PRD30101 and PRD30201
CPP30307	Certificate III in Property Services (Operations)	Replaces PRD30504	Change in unit content and packaging rules for this qualification
CPP40107	Certificate IV in Surveying	New qualification	
CPP40207	Certificate IV in Spatial Information Services	New qualification	
CPP40307	Certificate IV in Property Services (Real Estate)	Replaces PRD40101	Change in unit content and packaging rules for this qualification
CPP40407	Certificate IV in	Replaces PRD40201	Change in unit content

<b>CPP07 qualification code in this Training Package</b>	<b>CPP07 qualification title</b>	<b>Relationship to PRD01 qualifications in previous Training Package</b>	<b>Comments in relation to previous versions of this Training Package</b>
	Property Services (Stock and Station Agency)		and packaging rules for this qualification
CPP40507	Certificate IV in Property Services (Business Broking)	Replaces PRD40403	Change in unit content and packaging rules for this qualification
CPP40607	Certificate IV in Property Services (Operations)	Replaces PRD40504	Change in unit content and packaging rules for this qualification
CPP40808	Certificate IV in Access Consulting	Replaces PRD40605	Changed packaging rules and unit content with outcomes deemed as equivalent
CPP50107	Diploma of Surveying	New qualification	Provides greater industry specialisation in Surveying than available through PRD503001
CPP50207	Diploma of Spatial Information Services	New qualification	Provides greater industry specialisation in Spatial Information Services than available than available through PRD503001
CPP50307	Diploma of Property Services (Agency Management)	New qualification	Replaces PRD50101 and PRD50201
CPP50407	Diploma of Property Services (Business	Replaces PRD50403	Change in unit content and packaging rules for this qualification

<b>CPP07 qualification code in this Training Package</b>	<b>CPP07 qualification title</b>	<b>Relationship to PRD01 qualifications in previous Training Package</b>	<b>Comments in relation to previous versions of this Training Package</b>
	Broking)		
CPP50507	Diploma of Property Services (Asset and Facility Management)	Replaces PRD50504	Change in unit content and packaging rules for this qualification
CPP50708	Diploma of Access Consulting	Replaces PRD50605	Changed packaging rules and unit content with outcomes deemed as equivalent
CPP60107	Advanced Diploma of Spatial Information Services	Replaces PRD60301	Change in unit content and packaging rules for this qualification
CPP60207	Advanced Diploma of Property Services (Asset and Facility Management)	Replaces PRD60504	Change in unit content and packaging rules for this qualification

## Mapping CPP07 qualifications to PRS03 qualifications

The CPP07 qualification codes detailed in the table below may have changed as a result of the Training Package continuous improvement process and the release of subsequent versions of CPP07. Current CPP07 qualification codes may be found in the Version Modification History table at volume outset.

<b>Security sector qualifications</b>		<b>Relationship with PRS03</b>	<b>Comment on relationship with PRS03 Asset Security Training Package</b>
<b>Qualification code</b>	<b>Qualification title</b>		
CPP10107	Certificate I in Security Operations	Replaces PRS10103	Qualification redeveloped with changed packaging rules and unit content

Security sector qualifications		Relationship with PRS03	Comment on relationship with PRS03 Asset Security Training Package
Qualification code	Qualification title		
CPP20207	Certificate II in Security Operations	Replaces PRS20103	Changed packaging rules with outcomes deemed as equivalent
CPP20307	Certificate II in Technical Security	Replaces PRS20203	Changed packaging rules with outcomes deemed as equivalent
CPP30407	Certificate III in Security Operations	Replaces PRS30103	Changed packaging rules and core structure with outcomes deemed as equivalent
CPP30507	Certificate III in Technical Security	Replaces PRS30203	Changed packaging rules with outcomes deemed as equivalent
CPP30607	Certificate III in Investigative Services	Replaces PRS30303	Changed packaging rules and unit content with outcomes deemed as equivalent
CPP40707	Certificate IV in Security and Risk Management	Replaces PRS40103	Changed packaging rules and unit content with outcomes deemed as equivalent
CPP50607	Diploma of Security and Risk Management	Replaces PRS50103	Changed packaging rules with outcomes deemed as equivalent

## Overview

### What is a Training Package?

A Training Package is an integrated set of nationally endorsed Competency Standards, Assessment Guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, and recognising and assessing people's skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training that suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

**How do Training Packages fit within the National Training Framework?**

The National Training Framework is made up of the nationally agreed quality arrangements for the vocational education and training sector, the Australian Quality Training Framework (AQTF), and Training Packages endorsed by the National Skills Standards Council (NSSC).

**How are Training Packages developed?**

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

**How do Training Packages encourage flexibility?**

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency and even gain a qualification without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off the job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

**Who can deliver and assess using Training Packages?**

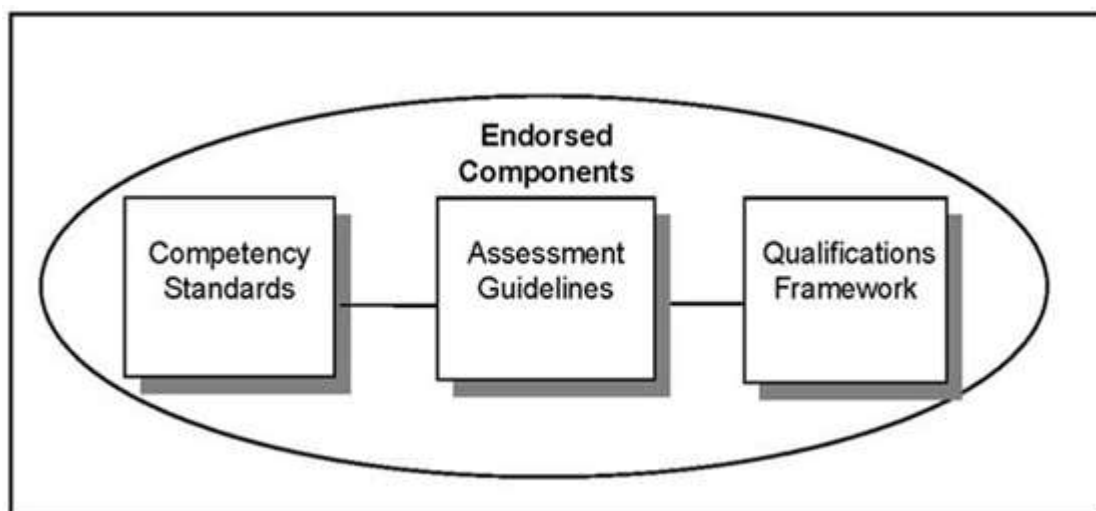
Training and assessment using Training Packages must be conducted by a registered training organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO as specified in the AQTF Standards for Registered Training Organisations.

**Training Package components**

Training Packages are made up of mandatory components endorsed by the NSSC and optional support materials.

**Training Package endorsed components**

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.



### ***Competency standards***

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

### ***Assessment guidelines***

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the Standards for Registered Training Organisations. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

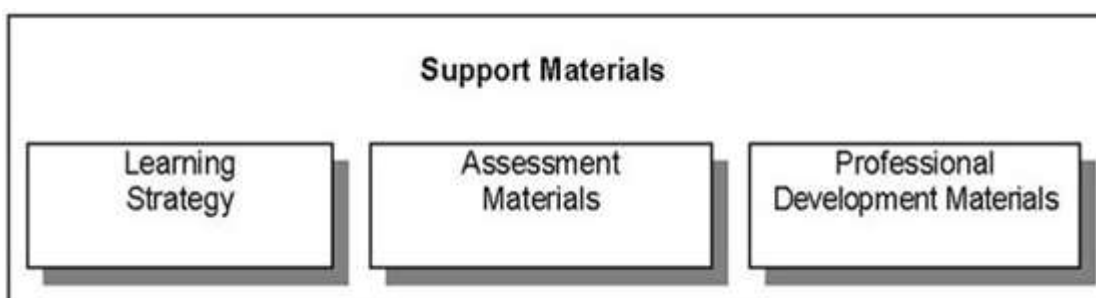
### ***Qualifications framework***

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of the nationally recognised qualifications issued.

### **Training Package support materials**

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.



Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and government agencies.



Where such materials have been quality assured through a process of 'noting' by the then NQC, they display the following official logo. Noted support materials are listed on the Training.gov.au (TGA) website, together with a detailed description and information on the type of product and its availability ([www.training.gov.au](http://www.training.gov.au)).

It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

## **Training Package, qualification and unit of competency codes**

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, and with the title always following the code.

### **Training Package codes**

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example CPP07. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

### **Qualification codes**

Within each Training Package, each qualification has a unique eight-character code, for example CPP20111. The first three letters identify the Training Package; the first number identifies the qualification level (noting that Arabic numbers are not used in qualification titles themselves); the next two numbers identify the position in the sequence of the qualification at that level; and the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

### **Unit of competency codes**

Within each Training Package, each unit of competency has a unique code. The unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package.

A typical code is made up of 12 characters, normally a mixture of upper-case letters and numbers, as in CPPDSM4045A. The first three characters signify the Training Package (CPP in the above example) and up to eight characters, relating to an industry sector, function or skill area, follow. The last character is always a letter and identifies the unit of competency version. The 'A' in the example above indicates that this is the original unit of competency. An incremented version identifier usually means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent. Where changes are made that alter the outcome, a new code is assigned and the title is changed.

## **Training Package, qualification and unit of competency titles**

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

### **Training Package titles**



The title of each endorsed Training Package is unique and relates the Training Package's broad industry coverage.

**Qualification titles**

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- firstly, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma or Advanced Diploma
- this is followed by the words 'in' for Certificates I to IV and 'of' for Diploma and Advanced Diploma
- then the industry descriptor follows, for example Telecommunications
- if applicable, the occupational or functional stream follows in brackets, for example (Computer Systems).

For example:

- CPP30311 Certificate III in Property Services (Operations)
- CPP40109 Certificate IV in Surveying.
- 

**Unit of competency titles**

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example:

- CPPDSM3009A Maintain workplace safety in the property industry
- CPPSIS5023A Manage advanced surveying computations.

## CPP07 Property Services Training Package overview

The Property Services Training Package includes the qualifications framework and units of competency for the following sectors:

- property development, sales and management (including business broking, property operations and development, real estate and stock and station agency sectors from the former PRD01 Training Package)
- spatial information services (including spatial information services from the former PRD01 Training Package)
- security (including cash in transit, security operations, technical security, investigative services, biometrics, and security and risk management sectors from the former PRS03 Training Package)
- access consulting (from the former PRD01 Training Package)
- home sustainability assessment (including qualifications for Nationwide House Energy Rating Scheme (NatHERS) assessors and those engaged in energy and sustainability assessments of residential buildings)
- cleaning operations, carpet cleaning, fire protection inspection and testing, pest management and waste management sectors (from the former PRM04 Asset Maintenance Training Package)
- building design.

The information below provides a brief history of each of the industry sectors, any predecessor Training Packages, and the integration of sectors and updating of qualifications within CPP07 Training Package.

### **CPP07 Version 1 – Integration of sectors from PRD01 Property Development and Management Training Package**

The initial release of PRD01 Property Development and Management Training Package was on 1 June 2001 and comprised a set of units of competency, qualifications and assessment arrangements for the real estate and stock and station agency sectors. Through the endorsement period of this Training Package there were four further extensions. These were:

- Version 2 adding spatial information services, released 11 February 2002
- Version 3 adding business broking, released 23 September 2003
- Version 4 adding property operations and development, released 8 June 2004
- Version 5 adding access consulting, released 20 June 2005.

In 2003, a Phase 1 Review of PRD01 Property Development and Management Training Package was conducted and a report prepared and submitted to the now defunct Australian National Training Authority (ANTA). The report mainly focused on the real estate, spatial information services and stock and station agency sectors as they were the oldest sectors covered by PRD01 Property Development and Management Training Package. As the business broking sector was very new at the time of the Phase 1 Review, only a limited review was undertaken of this sector of the Training Package. The property operations and development and the access consulting sectors were not included in the Phase 1 Review as they were endorsed after the review was completed.

Although the Phase1 Review of PRD01 Property Development and Management Training Package was completed within the endorsement period, the redevelopment activity did not commence immediately due to changes in the government's industry advisory arrangements and the transition of two national industry training advisory bodies (ITABs) into the Construction and Property Services Industry Skills Council (CPSISC). The redevelopment of PRD01 Property Development and Management Training Package was included in CPSISC's Business Plan and contract with ANTA/Department of Education, Science and Training. In late 2005, CPSISC commissioned several projects to redevelop the sectors within PRD01 Property Development and Management Training Package. Learning Australia was contracted to redevelop the business broking, property operations and development, real estate and stock and station agency sectors of PRD01 Property Development and Management Training Package. Business Skills Victoria was contracted to redevelop the spatial information services sector, while CPSISC managed the review of the access consulting sector internally. The redevelopment of the business broking, property operations and development, real estate and stock and station agency sectors of the Property Development and Management Training Package was overseen by a project Steering Committee chaired by Ms Kareena Ballard, Principal, Quinn Ballard Real Estate.

The other members of the project Steering Committee were:

- Jill Bailey, Business Training Advisory Board, ACT
- Anna Edwards, National Community Title Institute
- Robert Farrell, Australian Commercial Property Agents Association
- Bernie Galletti, TAFE NSW
- David Hardy, Department of Education, Science and Training
- Mike Iverson, Australian Property College
- Kym Kirk, Centre Plan Pty Ltd
- Alan Lambert, National Real Estate Franchise Association
- Chris Le Gras, Property Industry Council
- Sarah Gray, Real Estate Institute of Queensland
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Andy Madigan, Australian Livestock and Property Agents Association
- John Minns, Independent Property Group
- Maree Morgan, Facilities Management Association of Australia
- Paula Moore, ACT Training Authority
- Christine Nigro, Office of Fair Trading, Department of Justice, Victoria
- Kel O'Neill, Department of Education, Science and Training (replacing David Hardy)
- Des Rogers, Real Estate Salesman Association of Victoria and Real Estate Association of NSW
- Alan Ross, Construction and Property Services Industry Skills Council
- Bob Rossi, Real Estate and Business Agents Supervisory Board, Western Australia
- Angelo Russo, National Real Estate Franchise Association (representing Alan Lambert)
- Rob Stowell (Consultant), Learning Australia
- Alison Verhoeven, Real Estate Institute Australia
- Dominic Wong, Office of Fair Trading, Department of Commerce, NSW.

The redevelopment of the spatial information services sector of the Property Development and Management Training Package was overseen by a project Steering Committee chaired by Mr Noel Hamey representing the Spatial Sciences Education and Skill Formation Advisory Committee of the Spatial Sciences Institute.

The other members of the project Steering Committee were:

- Rick Bartholomew, Practitioner
- Bruce Brammy, Onkaparinga TAFE SA
- Jim Connolly, Spatial Sciences Institute
- Peter Douglas, Central TAFE WA
- Anna Henderson (Consultant), Business Skills Victoria
- Grant Kilpatrick, NSW TAFE
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Anne Rickett, DET, NSW
- Alan Ross, Construction and Property Services Industry Skills Council
- Malcolm Ryan, Hawkesbury City Council.

The Steering Committee was assisted by a broad industry reference group in the redevelopment of the spatial information services sector. The industry reference group included all members of the Steering Committee as well as the participants below.

- Peter Biorac, Bendigo Regional Institute of TAFE
- Paul Brady, TAFE Curriculum Centre NSW
- Richard Browne, Western Australian Institute of Surveyors Inc
- Graham Chapman, Spatial Training Pty Ltd
- Cathy Chipchase, Department of Sustainability and Environment, Victoria
- David Dobson, Department of Planning and Land Management
- Mark Gordon, Surveying and Mapping Industry of NSW
- Colleen Hallmond, Tropical North Queensland TAFE
- John Hatch, Central Metropolitan TAFE
- David Hocking, Australian Spatial Information Business Association
- Bob Kabinga, Illawarra Institute of TAFE NSW
- Bill Kearsley, School of Surveying and Spatial Information Systems
- Paul Kelly, ANZLIC – the Spatial Information Council
- Rob Koch, Onkaparinga TAFE SA
- Martin Kros, Central TAFE WA
- Stephen Larsen, RMIT VIC
- Meegan Maguire, Far North Queensland TAFE
- Norm Mann, Michel Bell and Partners Pty Ltd
- Graham Marion, Reciprocal Surveyor Boards of Australia and New Zealand
- John Meehan, TAFE Tasmania
- James Moody, Natural Resource Intelligence
- Kate Moore, Spatial Information Services Industry Sector Committee NSW, TAFE NSW
- Bess Moylan, Illawarra Institute of TAFE NSW
- Anthony O’Flaherty, Onkaparinga TAFE SA
- Jon Osbourne, School of Geography and Environmental Studies, University of Tasmania
- Ian Romeril, Australasian Urban and Regional Information Systems Association, Victorian Department of Science and Environment
- Roma Sharp, Finance, Property and Business Services ITC, WA

- Peter Shaw, Mapping Sciences Institute of Australia
- Robert Twin, Spatial Sciences Institute
- Graeme Wright, Curtin University Department of Spatial Sciences
- James Wright, GIS and AED Training Centre.

### **Version 2 – Integration of PRS03 Asset Security Training Package**

The initial release of PRS03 Asset Security Training Package was on 24 November 1998 and comprised a set of units of competency, qualifications and assessment guidelines for sectors covering guarding, control room operations, sales support, technical access, access management, investigative services and risk management. There was one extension to PRS98, through the endorsement period. It was to add the firearms and defensive tactics sector, and this extension was endorsed on 13 December 2002.

In 2001, a Phase 1 Review of PRS98 Asset Security Training Package was conducted and a report prepared and submitted to the now defunct Australian National Training Authority (ANTA). The major recommendations from the report were to incorporate units of competency relating to firearms and defensive tactics, and to rationalise the qualifications structure to eight major qualifications.

Based on recommendations from the Phase 1 report, a Phase 2 Review was conducted in 2002. This resulted in the release, on 17 May 2003, of PRS03 Asset Security Training Package. Through the endorsement period of PRS03 there was one extension – to add the biometrics units of competency, which were endorsed on 12 January 2007.

In 2006 BMA Consulting was contracted to redevelop PRS03 Asset Security Training Package for incorporation into CPP07 Property Services Training Package. Consultation and validation processes confirmed that while the existing qualifications structure continued to meet the needs of industry, additional flexibility was required. The major outcomes from the review were:

- updated units of competency and qualifications
- enhanced pathways through the redevelopment of the Certificate I qualification
- increased flexibility through changed packaging arrangements and use of skill sets in key areas (e.g. monitoring room operations and investigative services).

The redevelopment of PRS03 was overseen by a Project Steering Committee chaired by Mr Tom Roche, Managing Director, SNP Security.

The other members of the project Steering Committee were:

- Rod Anderson, ISS Security Pty Ltd
- Mark Boyd, Liquor, Hospitality and Miscellaneous Workers' Union
- Simon Bradstock, Worksafe Solutions
- Richard Campbell, Department of Education, Training and the Arts, Queensland
- Mike Crowley, Queensland Police
- Graham Drury, Wilson Security
- Ted Dunstone, Biometrics Institute
- Antony Elliot, E & C Security Systems Pty Ltd
- Dianne Franks, National Security Training Academy
- Bernie Galletti, TAFE NSW
- Gary Grant, Chubb
- Alan Harries, Institute of Mercantile Agents
- Anna Henderson, Business Skills Victoria

- Phill Houlton, NSW Police
- Joseph Kennedy, Liquor, Hospitality and Miscellaneous Workers' Union
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Mike McKinnon, Qantas
- Rachael Mitchell, Commonwealth Department of Transport and Regional Services
- Brendan Mulhall, BMA Consulting
- Belinda Murphy, Victoria Police
- John Nibbs, Commonwealth Department of Defence
- Tim Sell, International Security Training Academy
- David Stroud, Commonwealth Department of Education, Science and Training
- Amanda Thomas, TDT Australia
- Bill Whalley, VAST Academy.

### **Version 3 – Integration of Access Consulting from PRD01 Property Development and Management Training Package**

The redevelopment of the access consulting sector of PRD01 Property Development and Management Training Package was overseen by a Project Steering Committee chaired by Dr Max Murray representing the Association of Consultants in Access, Australia.

The other members of the project Steering Committee were:

- Dianne Baxter, Box Hill Institute of TAFE
- Trevor Beardsmore, Property Council of Australia
- Kara Chun, Australian Institute of Building Surveyors
- John Deshon, Royal Institute of Architects – National Access Working Group
- Anna Henderson, Business Skills Victoria
- Robert Knott, Australian Property Institute
- Stephanie Le Fevre, Australian Building Codes Board
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Christine Marcar, Occupational Therapist, OT Australia
- Eric Martin, Association of Consultants in Access, Australia
- Murray Mountain, Association of Consultants in Access, Australia
- Kel O'Neill, Department of Education, Science and Training
- Alan Ross (CEO), Construction and Property Services Industry Skills Council
- John Scott, Office of Training and Tertiary Education, Victoria
- David Stroud, Department of Education, Science and Training, replacing Kel O'Neill.

### **Version 4 and 5**

These changes to CPP07 Training Package were maintenance issues with the changed qualifications and units of competency already in the Training Package. The changes are best described in the Version Modification History table at the beginning of this Training Package.

### **Version 6 –Addition of Home Sustainability Assessment sector**

The occupational area of home sustainability assessment (HSA) was added in response to demand for a nationally recognised qualification for individuals undertaking home sustainability assessments. The newly added material focuses on identifying and providing advice on improving the efficiency of heating and cooling, energy use, water use, and waste generation and management in homes.

The development of the HSA material was overseen by a Project Steering Committee chaired by Craig Bathie, the Chief Executive Officer of Fieldforce.

The other members of the Project Steering Committee were:

- Luke Behncke, Skills Victoria
- Lyn Beinat, ecoMaster
- Jackie Bishop, Department of Transport, Energy and Infrastructure
- Greg Bosch, Brotherhood of St Laurence
- Trent Bourne, Australian Building Control Board
- Russell Brandon, Building Designers Association Australia
- Peter Brilliant, Building Commission
- Alison Carmichael, Association of Building Sustainability Assessors (ABSA)
- Andrew Fairs, Office of Energy, WA
- Neil Gow, represented by Phil Alviano, Master Builders Association (MBA)
- Michael Gray (observer), Department of Education, Employment and Workplace Relations (DEEWR)
- Anna Henderson, Business Skills Victoria (BSV)
- Andrew Ivory, Department of Environment, Water, Heritage and the Arts (DEWHA)
- Val MacGregor, Sustainability Victoria
- David Magee, CPSISC (Project Manager)
- Chris Mobbs, Department of Environment, Water, Heritage and the Arts (DEWHA)
- Jodie Pipkorn, Department of Environment, Water, Heritage and the Arts (DEWHA)
- Michael Plunkett, Association of Building Sustainability Assessors (ABSA)
- Ian Porter, Alternative Technology Association (ATA)
- Linda Smart, TAFE Directors Australia
- Elaine Stratford, University of Tasmania.

### **Version 7 – Integration of sustainability, NQC flexibility requirements and security harmonisation**

The work involved in the development of Version 7 of CPP07 involved two groups. The work undertaken on sustainability and the NQC flexibility requirements was overseen by the Property Industry Advisory Committee (PIAC), chaired by Noel Hamey, CPSISC deputy chair and representing the Surveying and Spatial Sciences Institute.

The other members of the PIAC were:

- Sally Allen, Australian Property Institute
- Kareena Ballard, Real Estate Institute of Australia
- Peter Barr, Swimming Pool Retail Association of Australia
- Ian Bassett, Building Designers Association of Australia
- Troy Burton, Liquor, Hospitality and Miscellaneous Workers' Union
- Michael Butler, Association of Professional Engineers, Scientists & Managers Australia
- Alison Carmichael, Association of Building Sustainability Assessors
- Steve Endor, Australian Environmental Pest Managers Association
- Bernie Galletti, National Community Titles Institute

- Rob Garrard, Facility Management Association of Australia
- Rick MacKenzie, Building Services Contractors Association of Australia
- Max Murray, Association of Consultants in Access, Australia Inc
- Tom Roche, Australian Security Industry Association Limited
- Des Rogers, Real Estate Salesperson Association of VIC and NSW
- Scott Williams, Fire Protection Association of Australia
- Stephen Wray, Australian Institute of Business Brokers Inc
- Leo Ziade, Waste Management Association of Australia.

The work undertaken for changing the packaging rules in the security qualifications to meet security licensing harmonisation was overseen by a Property Steering Committee (PSC), chaired by Tom Roche, CPSISC board member and SNP Security.

The other members of the PSC were:

- Damien Buckwell, Intercept Group Pty Ltd
- Barbara Colony, Building Services Contractors Association of Australia
- Mike Crowley, Queensland Police (Firearms)
- Bryan de Caires, Australian Security Industry Association Limited (ASIAL)
- Alan Harries, Institute of Mercantile Agents
- Peter Johnson, Australian Security Industry Association Limited (ASIAL)
- Allan Jones, Financial, Administrative and Professional Services Training Council (FAPSTC), WA
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Belinda Murphy, Victoria Police
- Jacqui Spencer, Skills Victoria
- Nigel Thorpe, TAFE Western Australia
- Mark Weir, Western Australia Police.

### **Version 8 – Integration of PRM04 Asset Maintenance Training Package**

The diverse asset maintenance sectors have been supported by a Training Package since the initial endorsement of PRM98 Asset Maintenance Training Package in 1998, at the time covering cleaning operations and pest management. The portable fire equipment servicing sector was building upon an enterprise Training Package, ZCA97 Service Technician Portable Fire Equipment (Chubb Fire). The waste management sector was endorsed in 2000 as an extension to the Training Package.

In 2004, PRM04 Asset Maintenance Training Package was endorsed after extensive redevelopment of the existing sectors, particularly the older cleaning operations and pest management sectors and the addition of the carpet cleaning sector.

The recent review and enhancement of the carpet cleaning, cleaning operations, fire protection inspection and testing, pest management and waste management sectors that resulted in this Version 8 of CPP07, addressed new and changing work practices and skill requirements. It also sought to bring the PRM04 units of competency into a common and current format and to meld the units with those of the existing sectors within CPP07, including the use of a number of common units.

The inclusion of the following sectors in CPP07 also completes the rationalisation of property services sectors' multiple training packages.

- carpet cleaning



- cleaning operations
- fire protection inspection and testing
- pest management
- waste management.

The project was overseen by a project steering committee and the Construction and Property Services Industry Skills Council would like to record its thanks to the committee members who gave freely of their time and knowledge and provided strong support for the project team.

The project steering committee comprised:

- Paul Howlett (Chair), Waste Management Association Australia
- William Ash, Liquor and Miscellaneous Workers Union (replacing Joseph Kennedy)
- Rick Duynhoven, TAFE Directors Australia
- Steve Endor, Australian Environmental Pest Managers Association
- Douglas Greening, Construction Industry Training Advisory Board NSW
- David Jones, National Upholstery and Carpet Cleaning Association
- Joseph Kennedy, Liquor and Miscellaneous Workers Union
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Elizabeth Owers, Department of Further Education, Employment, Science and Technology, South Australia
- Peter Robinson, Australian Council for Private Education and Training
- Justin Scripps, Building Services Contractors Association Australia
- Janine Stewart, Fire Protection Association Australia
- Margaret Thornton, Department of Further Education, Employment, Science and Technology, South Australia (replacing Elizabeth Owers).

### **Version 9 – Addition of building design sector and cash-in-transit units**

The building design material was developed by CPSISC following representations made by key industry personnel, the leading industry association within the building design sector, and some registered training organisations seeking the development, for the first time, of national qualifications to support an important, albeit niche, sector of the workforce.

The work undertaken in developing this material was overseen by a Project Steering Committee (PSC), chaired by Ian Bassett of the Building Designer's Association of Australia/Building Design Association (BDAA/BDANSW) of NSW.

The other members of the PSC were:

- Debra Baxter, Project Manager, Construction and Property Services Industry Skills Council
- Luke Behncke, Skills Victoria (representing the State Training Authorities)
- Russell Brandon, Building Designers Association of Queensland (BDAQ)
- Peter Brilliant, Building Commission Victoria
- Paula Dewhurst, Central WA TAFE (replacing Dr Peter Ebell)
- Dr Peter Ebell, Central TAFE
- Michael Gray, Department of Education, Employment and Workplace Relations (DEEWR) (Observer)
- Chris Hardy, Australian Institute of Architects (Observer)
- Anna Henderson, Business Services Victoria

- Lisa Kennedy, Construction Industry Training Board (SA)
- Phil Ker, Building Designers Association of WA (BDAWA)
- Flavia Marcello, Australian Institute of Architects (Observer) (replacing Chris Hardy)
- David Magee, Construction and Property Services Industry Skills Council
- Brian Morison, Building Designers Association of Victoria (BDAV) (withdrew prior to the final meeting)
- Michael Noble, Building Designers Association of SA (BDASA)
- Glen Place, Building Designers Association of Queensland (BDAQ) (Observer)

The cash-in-transit units of competency were redeveloped by CPSISC in response to the Transport and Logistics Industry Skills Council's (TLISC) decision to discontinue them. Of the five discontinued TLISC units, four were redeveloped given their use both as electives in CPP07 security operations qualifications and by regulators for some licence categories. The project steering committee comprised:

- Bob Bruce (Chair), Armaguard and Australian Security Industry Association (ASIAL) board member
- Debra Baxter, Project Manager, Construction and Property Services Industry Skills Council
- Lorraine Judd, Central Coast Business and Training Strategies, also representing the NSW Arts, Communications, Finance Industries and Property Services Industry Advisory Board
- Brian Lee, Chubb Security Services
- David Magee, Construction and Property Services Industry Skills Council
- Wynn McGufficke, Secta Security
- Tony Pearce, Brinks
- David Rossborough, Code One
- Mark Weir, Western Australia Police
- Peter Whitford, Complex Training Academy.

### **Version 10 – Addition of Vocational Graduate Diploma access consulting qualification and units of competency**

The Vocational Graduate Diploma of Access Consulting qualification and associated units of competency were developed by CPSISC following representations from the leading industry association in the access consulting sector relating to the need to develop a high-level national qualification to support their niche but important workforce.

The existing CPP07 Certificate IV and Diploma qualifications are the only qualifications designed for access consultants in the VET and higher education sectors. The access consulting industry expressed the view that a higher level qualification was needed to more properly reflect the complex work of the profession, while providing improved and more realistic pathways for entrants to the sector from related professions, such as architecture, building design, occupational therapy and local government.

The project steering committee comprised:

- Max Murray (Chair), Access Consultant
- Debra Baxter (Project Manager), Construction and Property Services Industry Skills Council
- Kara Chun, Access Consultant
- Jenny Christie, Government Skills Australia (replacing Nick Crosling)
- John Deshon, Access Consultant

- Ivan Donaldson, Australian Building Codes Board
- Lindsay Fraser, Construction, Forestry, Mining and Energy Union
- Don Freeman, Legislation and Best Practice, Planning, South Australia
- Peter Gow, Department of Commerce, Building Commission, Western Australia
- Michael Gray (Observer), Department of Education, Employment and Workplace Relations
- Anna Henderson, Business Skills Victoria
- Lisa Kennedy, Construction Skills Queensland
- Robert Knott, Australian Property Institute
- Paul Lawrence, Master Builders Association, NSW
- David Magee (Deputy Chief Executive Officer), Construction and Property Services Industry Skills Council
- Eric Martin, Association of Consultants in Access Australia
- Geoff Mitchell, Australian Institute of Building Surveyors
- Murray Mountain, Access Consultant
- Darryl O'Brien, Central Queensland University
- Joshua Pienaar (Observer), Central Queensland University
- Mark Relf, Physical Disability Australia
- Peter Rourke, Building Codes Queensland
- Guy Valentine, Department of Education and Training, Queensland.

### **Version 11 – Addition of Nationwide House Energy Rating Scheme qualifications and units of competency**

The occupational area of Nationwide House Energy Rating Scheme (NatHERS) assessors was added in response to a request by the Department of Climate Change and Energy Efficiency (DCCEE) on behalf of the Building Implementation Committee (BIC) of the National Framework on Energy Efficiency (NLEE).

NatHERS, which was developed cooperatively and endorsed by all Australian Governments, is a national framework designed to encourage improvements in the energy performance of buildings through the use of thermal performance assessments.

NatHERS is supported by the Council of Australian Governments (COAG) NLEE agenda. The Energy Efficiency legislation for residential buildings, as described in the National Construction Code, is supported by NatHERS. The scheme encompasses many elements, including qualifications and training for assessors, software development and accreditation, and assessor accrediting organisations.

A scoping study to identify the job functions, competencies and possible qualification framework was completed in September 2010 for NatHERS assessors. This study confirmed the need to redevelop and expand the range of competencies in the existing state-based accredited course for NatHERS assessors and to develop a tiered qualifications framework that recognises the competencies required by NatHERS assessors.

The development of the two NatHERS qualifications was overseen by a project steering committee, comprising:

- Michael Plunkett (Chair), SmartRate
- Phil Alviano, Master Builders Australia
- Debra Baxter (Project Manager), Construction and Property Services Industry Skills Council
- Russell Brandon, Building Designers Association Australia

- Dr Zhengdong Chen, Commonwealth Scientific and Industrial Research Organisation
- Ray Fogolyan, Association of Building Sustainability Assessors
- Michael Gray (observer), Department of Education, Employment and Workplace Relations
- Sarah Gray, Real Estate Institute of Victoria
- Anna Henderson, Business Skills Victoria
- Robert Hunt, Australian Sustainable Built Environment Council
- Jock Kreitals, Real Estate Institute of Australia
- David Magee (Deputy Chief Executive Officer), Construction and Property Services Industry Skills Council
- Tanya Matthews, Department of Climate Change and Energy Efficiency
- Val McGregor, Sustainability Victoria
- Vanessa Morris, ACT Planning and Land Authority
- John McNally, Building Industry Consultative Council Industry Advisory Body (Vic)
- Paul Nagle, Department of Climate Change and Energy Efficiency
- Christine Nigro, Department of Justice, Victoria
- Rebecca Peacock, Office of Environment and Heritage within the Department of Premier and Cabinet NSW
- Helen Rechter, Building Commission, Victoria
- Emily Rosse, Anne Newton and Jacqui Spencer, representing Skills Victoria at different times
- Jan Talacko, Building Design Association of Victoria
- Des Vernon, Australian Institute of Building Surveyors

### **Version 12 – Continuous improvement project for surveying and spatial information services sector**

The representation to further develop qualifications and units of competency in surveying and spatial information services (SSIS), as well as review existing SSIS material, was made in the context of continuous improvement. While the SSIS qualification structure was redeveloped in 2007, subsequent feedback received was that these qualifications needed enhancing to sufficiently address industry's current requirements.

The project steering committee comprised the following industry, provider and regulator representatives:

- Noel Hamey (Chair), Surveying and Spatial Sciences Institute
- Beryl Caldis, Department of Training and Workforce Development (WA)
- Damien Cole, TAFE NSW
- Peter Douglas, Central Institute of Technology, WA
- George Havakis, Workforce Solutions Pty Ltd
- Bill Hirst, ACT Planning and Land Authority
- Allan Jones, Financial, Administrative and Professional Services Training Council Inc, WA
- Rob Koch, TAFE SA
- Jack de Lange, Spatial Industries Business Association
- Dr Ken Lyons, Spatial Information Services Pty Ltd
- David Magee (Project Manager), Construction and Property Services Industry Skills Council
- Craig Moss, Department of Transport and Main Roads, QLD

- Tony Snow, Curtin University WA
- Lynnette Terrett, RapidMap Global Pty Ltd
- Bert Veenendaal, Curtin University WA

### **CPP07 Version 13 – Continuous improvement project for the swimming pool and spa sector**

The occupational area of swimming pool and spa service was added in response to requests from industry representatives.

In early 2011, CPSISC commissioned a scoping study to investigate the need for a national competency-based qualification for the service sector of the swimming pool and spa industry within the broader property services industry.

The scoping study, conducted in consultation with government and industry stakeholders in each jurisdiction, confirmed that there is such a demand for swimming pool and spa technicians. The study supported the position that there are substantial skills shortages in the industry. It also noted that technician training is currently provided through a mixture of non-recognised training programs offered by enterprises, franchise groups, vendors and private companies, as well as state or territory accredited courses owned or licensed to industry-based training providers.

In summary, the scoping study confirmed the need for nationally recognised qualifications for swimming pool and spa technicians and proposed a two-tiered qualifications framework that recognises the competencies required by entry and advanced level swimming pool and spa technicians.

As a result, in 2011 CPSISC commenced a project to develop the two nationally recognised qualifications for technicians engaged in servicing swimming pools and spas, namely CPP31212 Certificate III in Swimming Pool and Spa Service and CPP41312 Certificate IV in Swimming Pool and Spa Service.

The project steering committee comprised the following industry, provider and regulator representatives:

- Mr Lindsay McGrath – Chemtura Australia and New Zealand, SPRAA (Chair)
- Ms Debra Baxter – Project Manager, CPSISC
- Mr Wayne Bell – Poolwerx (served on the committee but was replaced during the course of the project by Mr Ian Jenkins, Poolwerx)
- Mr Alan Daniel – Skills Victoria
- Mr Darrell Doust – SPASA (WA)
- Mr Michael Gray – Department of Innovation (then DEEWR) (Observer)
- Mr Matt Griffith – Royal Surf Lifesaving Association
- Ms Sherry Haywood – Business Skills Victoria
- Mr Simon Isherwood – Neptune Pool Care
- Mr Ian Jenkins – Poolwerx
- Mr David Magee – Deputy CEO and Senior Project Manager, CPSISC
- Ms Therese Nolan – SPRAA

- Mr Paul Stafford – Roejen Services and Australian Leisure Facilities Association
- Mr Brendan Watkins – SPASA Australia
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## Introduction

### Property development, sales and management sector

The property development, sales and management sector incorporates four related areas of industry that were represented within the PRD01 Property Development and Management Training Package. These sectors are:

- business broking
- property operations and development
- real estate
- stock and station agency.

#### Business broking

National competency standards for business broking were first endorsed in 2003. Business broking is not identified as a separate occupation in the Australian Standard Classification of Occupations (ASCO), but it is an emerging specialised area in the property services industry which focuses on the valuation, acquisition, marketing, merging and selling of different types of businesses, such as news agencies, resorts, caravan parks, franchises and hotels.

Business brokers require a mix of selling, marketing, administration, legal, financial and small business competencies. The diversity of skills required by business brokers, coupled with the fact that most agencies are small to medium-sized enterprises, has led to demand for flexible qualifications that address both the operational and managerial skill needs of the sector.

This has been addressed in CPP07 Property Services Training Package through the provision of a Certificate IV qualification that covers the technical work functions required of operational business broking employees and a Diploma qualification that provides for managerial and supervisory occupational roles within business broking agencies.

Business broking functions are subject to varying regulatory arrangements across the States and Territories. Contact details for further information on the licensing and registration arrangements that apply to the business broking sector may be found in this Training Package.

#### Property operations and development

National competency standards were first endorsed for the property operations and development area of the property services industry in mid-2004. Property operations and development encompasses a range of occupations focused on the creation and utilisation of property assets within the broader economy.

The key occupational areas in the sector are:

- (commercial) property managers – concerned with the day-to-day management of a single property, or multiple properties either for, or on behalf of, private investors or public sector owners
- (property) development managers – concerned with the management of a real estate development or redevelopment opportunity either for, or on behalf of, private investors or public sector owners, for either profit or non-profit situations

- (real estate) asset managers – concerned with the structuring of single or multiple investment opportunity for the acquisition of existing or new properties, and the management of the investment opportunity over the ownership period of the investment
- community and strata managers – concerned with the day-to-day operations and management of real property on behalf of an owner's corporation or body corporate under relevant community and/or strata schemes legislation
- facility managers – concerned with the practice of integrating the management of people and the business process of the organisation with the physical infrastructure to enhance corporate performance.

Generally these occupations are not subject to state and territory licensing and registration arrangements. However some of these occupations are regulated in some jurisdictions. Contact details for further information on the licensing and registration arrangements that apply to occupations in the property operations and development sector may be found in this Training Package.

### Real estate

National competency standards for real estate were first endorsed in 1993. Within real estate there are two broad areas of activity:

- property sales
- property management.

Staff working in real estate agencies often specialise in either property sales or property management and may also focus on particular types of real estate, for example residential property or commercial, retail and industrial property. While there is a trend towards specialisation in real estate, many agencies are small to medium-sized businesses and as such there is a need for qualifications that provide for specialisation but also offer opportunities for learners to gain a mix of property sales, property management, administrative and general management competencies.

The major occupations in real estate agencies are:

- agency manager
- auctioneer
- licensed real estate agent
- property manager
- real estate representative
- support staff
- buyer's agent
- tenant's agent.

The latter two occupations are relatively new and CPP07 Property Services Training Package includes units of competency that focus on these specialist roles.

There are significant variations in the occupational structure of the real estate workforce. The 2001 Australian Bureau of Statistics (ABS) census data revealed that there were 122,966 people employed in the real estate industry (which includes stock and station agency operations). Of these, 48% were women, 12% were from a non-English speaking background, approximately 0.7% were Indigenous Australians and less than 30 used sign language.

A further report released by the ABS in 2003, showed that females accounted for 56.5% of all permanent full-time, 79.6% of all permanent part-time and 74.4% of all casual employees. In spite of this, males accounted for 69.8% of proprietors/partners and directors. The report also showed that females tended to be concentrated in the property management sector (73.7%), while males tended to occupy agency management (74.2%) and sales positions (66.7%). In all States and Territories there are licensing or registration arrangements that regulate some or all real estate occupations. While there have been recent attempts to harmonise these arrangements through the Standing Committee of Officials on Consumer Affairs (SCOCA), there are still significant differences in the licensing and registration regimes across the different jurisdictions. Further information is provided in this Training Package on the licensing and registration arrangements that apply to real estate occupations.

### Stock and station agency

The ASCO defines stock and station agents as those who provide advice to and act on behalf of clients on the sale and purchase of rural land, livestock and crops. The major occupations in stock and station agencies are:

- stock and station agent/rural agent
- livestock manager/livestock sales manager
- auctioneer
- agency/branch manager.

There is no definition of stock and station agency businesses provided by the ABS in the revised Australian New Zealand Standard Industrial Classification (ANZSIC) codes. However, for the purposes of this Training Package, stock and station agencies are taken to be agencies with a significant proportion of their activities dealing with rural properties and livestock.

The key functions of stock and station agents include property sales, property management, livestock services, agency management and specialised agency services. The 2001 ABS census data revealed that there were 122,966 people employed in the real estate industry, which includes stock and station agency operations (for further details refer real estate section above).

In some States and Territories there are specialist licensing or registration arrangements for stock and station agents, whereas in other jurisdictions stock and station agency functions are covered in part or full by real estate licensing or registration arrangements. Contact details for further information on the licensing and registration arrangements that apply to occupations in the stock and station agency sector may be found in this Training Package.

In the redevelopment of the units of competency and qualifications for the real estate and stock and station agency sector, it was confirmed that the functions performed by people working in this sector are consistent with the requirements of AQF Certificates III and IV and Diploma qualifications.

## Surveying and spatial information services sector

The surveying and spatial information services (SSIS) sector relates to vocational training in the fields:

- mapping science
- remote sensing
- surveying



- cartography
- town planning
- geographic information services.

The following table is an example of how the spatial information services qualifications can relate to vocations in the industry.

### **Spatial information services qualifications and related occupational profiles**

CERTIFICATE II	CERTIFICATE III	CERTIFICATE IV	DIPLOMA	ADVANCED DIPLOMA
<b>Occupational profiles</b>				
Field hand	Field work coordinator	Town planner's assistant	Cartographer	Manager or supervisor in: <ul style="list-style-type: none"> <li>• remote sensing</li> <li>• surveying</li> <li>• cartography</li> <li>• town planning mapping</li> <li>• geographic information services.</li> </ul>
Data collection assistant	Data collection officer	Surveyor's assistant	Town planning officer/assistant	
Property administration assistant	Property surveyor	Geographic information services assistant	Technician/surveyor	
Sales assistant	Administration officer and sales assistant	Mapping assistant	Geographic information services officer	
			Mapping officer	

The SSIS sector strongly supports the use of competency standards as a way to define training needs and drive delivery of vocational education and training for the industry. The reviewed SSIS units of competency and qualifications framework are now more relevant to the SSIS industry sectors.

While awareness among employers and registered training organisations (RTOs) about the SSIS sector generally and the qualifications framework is increasing, there are still low levels of awareness in some parts of the industry. The challenge ahead is to build on the experience of using the SSIS qualifications framework to stimulate greater industry and RTO interest. There are nineteen skills sets for the surveying and spatial information services sector in CPP07 Property Services Training Package:

- Induction to Surveying and Spatial Information Services
- Provide Technical Assistance with Spatial Data Collection
- Provide Support in Spatial Field Services
- Perform Basic Spatial Drafting
- Perform Spatial Data Collection and Surveying
- Conduct Remote Location Surveys
- Provide Technical Assistance with Surveying
- Perform Applied Engineering Surveying
- Collect and Integrate Spatial Data
- Design and Develop Spatial Information Projects
- Implement Best Practice in Spatial Information Projects
- Provide Technical Assistance in Spatial Information Systems Development
- Design Spatial Information Systems
- Prepare Engineering Survey Drawings
- Prepare Mine Survey Drawings
- Apply Planning Law to Surveying
- Manage Spatial Information Business
- Use Spatial Web Applications for Mapping
- Undertake Spatial Remote Sensing.

## Security sector

The security sector comprises people and companies mainly engaged in providing security, protection and private enquiry services - other than units of police forces and government security agencies. The sector covers a wide range of occupations, products and services. These can be categorised into three broad areas:

- Electronic – Closed Circuit Television (CCTV) and surveillance, access control, video and audio intercom systems, integrated security and fire systems, home automation, building management systems; biometrics, alarms and alarm monitoring
- Manpower – crowd control, airport security, guard services, mobile patrols, concierge duties, traffic management, emergency response, cash-in-transit services and risk assessments
- Physical and barrier security – locksmiths, perimeter fencing, security grilles, bollards and boom gates; safes and records protection.

The sector is regulated by registration and/or licensing in all states and territories. Contact details for further information on the licensing and registration arrangements that apply to occupations in the security sector may be found in this Training Package.

The security sector has invested heavily in the development of competency-based training in recent years with nationally endorsed competency standards and a Training Package first implemented in 1998. Key indicators from industry relating to future training and assessment needs include:

- more regulation is expected due to global security issues
- limited opportunities for school to work pathways exist for this sector due to licensing requirements
- growth in information technology will significantly affect this sector over the next few years
- industry has worked collaboratively to respond to global security issues including fast-tracking of technology enhancements for security
- new and increased roles are emerging linked to increased security presence in response to the threat of terrorism
- a continuing need to train supervisors to better manage and train trainees on the job.

The security sector incorporates five related areas of industry that were represented within the PRS03 Asset Security Training Package. These are:

- biometrics
- security operations
- investigative services
- security and risk management
- technical security.

## Biometrics

Biometrics is a new area within vocational education and training. Nine biometrics units of competency were a recent addition to existing qualifications within the former PRS03 Asset Security Training Package (having been endorsed in January 2007). They represent for the first time, the outcomes and critical functions and activities required to assess, implement and monitor biometric systems within a security context in Australia.

Biometrics is the study of the physical characteristics of a person to ultimately distinguish one person exclusively from all others. Techniques include:

- fingerprint (analysing the pattern on a fingertip)
- hand geometry (analysing the shape of the hand)
- ear shape recognition (analysing the shape of the ear)
- retina (analysing the layer of blood vessels situated at the back of the eye)
- iris recognition (analysing the patterns in the coloured ring of tissue that surrounds the pupil)
- facial recognition (where the distances between facial features is measured and the thermal pattern caused by blood-flow in the face analysed)
- body odour recognition (where body odours are analysed by recognising the mixture of volatile chemicals given off by an individual)
- speaker verification (where individuals are recognised by patterns evident in the way that they speak)

- DNA analysis (where genetic information is used to determine the physical characteristics of a person)
- signature verification (where the shape of a signature and the pressure and style used in making it are analysed)
- acoustic emission analysis (listens to the sounds emitted as a person makes a signature and uses that acoustic signature to identify an individual).

The updated biometrics units of competency within CPP07 Property Services Training Package are contained within qualifications for security operations, technical security, and security and risk management across AQF levels Certificate II to Diploma. This includes a Biometrics Consulting and Advice skill set which meets industry requirements for specialist biometrics security consultants and advisors working within security operations.

### Security operations

Security operations includes qualifications from Certificate I to III covering functions such as crowd control, guarding and personal protection, airport security and screening, dog handling, mobile patrols, monitoring centre and control room operations, concierge duties, and cash-in-transit services.

Security operations also includes key units of competency for firearms and defensive tactics covering the carriage and use of firearms and associated weapons of restraint, namely batons, handcuffs and capsicum spray, by private security agents and guards.

The qualifications structure for security operations centres around three key units of competency covering the most critical functions for security operatives:

- identify and report security risk situation (Certificate I)
- respond to security risk situation (Certificate II)
- determine response to security risk situation (Certificate III).

The entry level qualification at Certificate I has in the past been under-utilised and seen as not relevant to industry needs. This is mainly due to licensing and regulatory requirements which determine that Certificate II is the minimum level for a security worker to be operational or "on the job".

This has been addressed in CPP07 Property Services Training Package through the restructuring of the qualification to include nine new elective units of competency covering key underpinning knowledge areas which can also be packaged at the Certificate II level:

- identify and report security risk situations
- apply retail security procedures
- apply security procedures for the responsible service of alcohol
- apply health care security procedures
- apply critical infrastructure protection procedures
- apply x-ray image interpretation procedures
- apply walk through metal detection procedures
- apply hand-held metal detection procedures
- apply Explosive Trace Detection (ETD) procedures.

The Certificate I qualification offers for the first time, a pre-vocational qualification which provides critical underpinning knowledge which can be applied on-the-job using higher AQF qualifications for security operations. This includes units focusing specifically on the application of security procedures using specialist screening equipment within an aviation environment.

## Investigative services

Investigative services consists of a Certificate III qualification that includes competencies in both factual investigation and surveillance areas. The review of PRS03 Asset Security Training Package confirmed the Certificate III qualification as appropriate to the needs of the industry with the inclusion of additional elective options and flexibility which has been addressed in CPP07 Property Services Training Package.

Four new skills sets for investigative services have also been included in this Training Package:

- Conduct Investigations - for people in the security sector who elect to move into investigative functions and require a pathway into the specialist investigative services qualification at Certificate III.
- Conduct Factual Investigation - for investigators who wish to specialise in factual investigation functions and who do not conduct surveillance operations.
- Conduct Surveillance - for investigators who wish to specialise in surveillance functions and who do not conduct factual investigations.
- Coordinate Investigative Activities - for experienced investigators who provide leadership, coordinate and manage investigations cases.

## Security and risk management

Security and risk management functions are covered by two qualifications at the Certificate IV and Diploma levels. The review of PRS03 Asset Security Training Package confirmed that these qualifications continue to meet the needs of the security sector relating to security risk management and higher level specialist functions.

Security and risk management units of competency have been revised to account for the requirements of *AS/NZS 4360:2004 Risk management* and the *Standards Australia Security Risk Management Handbook (HB 167:2006 Security Risk Management)*. These provide both the Australian Standard for security risk management processes, and guidance for ensuring those processes are firmly grounded on the principles determined by the Standard.

## Technical security

Technical security includes two qualifications at the Certificate II and III levels that focus on the sale and installation of security equipment. The review of PRS03 Asset Security Training Package confirmed that these qualifications continue to meet the needs of the security sector.

## Access consulting sector

The access consulting sector provides advice on the provision of access to people with disabilities and their families as well as to governments, the building industry, designers, and owners and managers of buildings and facilities.

The first national qualifications and units of competency for access consulting were endorsed in 2005 in recognition of the emergence of this significant industry sector and were included in PRD01 Property Development and Management Training Package.

The access consulting sector offers a wide range of services. People working as access consultants, and organisations providing access consulting services, may provide the full range of these services or may choose to offer only some of these services.

The access consulting services are broadly described as:

- Assist in the development of policy planning

- Conduct building access audits
- Work with building development teams
- Provide advice on renovations to domestic, commercial, and public buildings and infrastructure
- Provide advice on accessible transport buildings and conveyances, and conduct access audits
- Provide advice on accessible educational facilities and conduct access audits
- Provide advice on accessible aged care facilities and conduct access audits
- Provide advice on accessible playgrounds and conduct access audits
- Provide advice on accessible urban streetscape design and conduct access audits
- Provide advice on accessible rural and national parks and conduct access audits
- Teach, lecture and present seminars
- Serve as an expert witness to courts, panels and tribunals
- Provide expert judgement, information and advice
- Serve on a National Construction Code Access Panel
- Facilitate the development of Disability Discrimination Act Action Plans.

In the original redevelopment process a number of changes were identified for the access consulting sector that were designed to encourage greater uptake of the access consulting training and assessment pathways. The packaging rules for the qualifications were revised to ensure that they meet industry requirements and reflect the broad range of working environments of access consultants.

Three qualifications are now available in the access consulting sector, a Certificate IV, a Diploma and a Vocational Graduate Diploma.

Access consultants holding the Certificate IV in Access Consulting may work alone or as part of a team and would typically conduct access audits and provide advice on a range of access issues, depending on their area of expertise. Access consultants working in the building industry would provide access advice in relation to the Deemed-to-Satisfy provisions of building legislation.

Access consultants holding a Diploma of Access Consulting may also work alone or as part of a team and would also conduct access audits and provide advice on access issues. In addition to providing access advice in relation to the Deemed-to-Satisfy provisions of building legislation, access consultants holding a Diploma of Access Consulting would typically be required to assess performance-based solutions for the provision of access and provide this advice to a broad range of clients, including building certifiers.

Those holding the Vocational Graduate Diploma would be senior access consultants providing professional, well-informed advice and opinion concerning access to and use of the built environment, transport, communication systems, goods and services that do not discriminate against people with disabilities.

In addition, there are three skills sets in the access consulting sector, which provide greater recognition of specific vocational outcomes in audit functions. The skill sets are:

- Conduct Building Access Audits
- Conduct Outdoor Access Audits
- Conduct Transport Access Audits.

## Home sustainability assessment sector

The home sustainability assessment (HSA) sector is focused on the energy efficiency of residential buildings.

The sector incorporates two broad categories of qualifications: qualifications required by assessors for regulatory purposes related to the Nationwide House Energy Rating Scheme (NatHERS) and those for assessors who are involved in conducting home sustainability assessments directed at improving the energy efficiency and sustainability of residential buildings.

#### NatHERS assessors

NatHERS, which is endorsed by all Australian Governments, is designed to encourage improvements in the energy performance of buildings through the use of thermal performance assessments.

Through this scheme, trained assessors use one of a range of NatHERS-accredited software tools to calculate the theoretical heating and cooling energy load on planned new residential buildings and major extensions to existing residential buildings. This is done by modelling the effects of heat flow through the building fabric and air movement on internal comfort conditions. It is estimated that in NSW and Victoria combined, over 40,000 residential building thermal performance assessments are conducted annually.

The core work of NatHERS assessors involves using house energy rating software tools, which comply with the NatHERS software accreditation protocol, to assess the predicted thermal performance of planned residential buildings and major extensions on a scale of zero to ten stars. This involves NatHERS assessors gathering detailed information on the building shell from building drawings and other specifications at the design stage and using this information to determine the star rating of the building. The star rating is used to inform decisions about whether planned residential buildings comply with the energy efficiency requirements of the National Construction Code. NatHERS assessors also provide advice to builders, building designers, architects, householders and others on ways of enhancing the thermal performance of planned residential buildings.

#### Home sustainability assessors

Home sustainability assessors conduct assessments and provide advice on how to improve the efficiency of heating and cooling, energy use, water use, and waste generation and management in homes.

Home sustainability assessors provide the following services to householders, tenants, property managers and others with an interest in residential property:

- assessment of and advice on how to improve:
  - household energy use
  - household water use
  - household waste generation and management
  - the thermal performance of existing residences
- estimations of the cost of home sustainability measures
- promotion of home sustainability practices by residents.

Home sustainability assessors and organisations providing HSA services may provide the full range of the above services or may choose to offer only some of them.

Home sustainability assessors may work alone or as part of a team and would typically conduct home sustainability assessments and provide advice on a range of household energy and water use and management issues, depending on their area of expertise.

## Asset maintenance sectors

## Carpet cleaning

The carpet cleaning sector is largely composed of micro and small enterprises with a high representation of owner-operators. Currently, there is a low level of publicly funded training in the sector and as a result it is difficult to track the level of engagement with recognised training by the carpet cleaning industry. It is, however, recognised that skill development is vital in order to professionalise the industry and attract new entrants to the workforce. The key issues affecting the sector that were identified and informed the Training Package review include:

- skill shortages and the ability to attract and retain staff
- ‘green’ issues
- competitive pressures
- the need to build professionalism within the sector.

In addition to the above broad industry issues that impacted on the development of units of competency, the following skill development issues were also identified:

- the importance of language, literacy and numeracy skills, and the need to properly reflect them in units of competency
- use of ‘encapsulation’ and other low-water cleaning systems
- growing importance of ‘green’ and other environmentally sustainable practices, such as use of fewer chemicals and lower impact chemicals
- carpet cleaning diagnosis process, and determining the correct strategy or technique to be employed
- ability of carpet cleaners to work on their own and maintain quality
- application of safety practices in the workplace
- application of high level customer service and communication skills
- need to more fully reflect the range of skills in the restoration process, including the use of new techniques such as ‘blue lights’, thermal imaging and better drying techniques
- understanding basic construction processes and the use of hand tools in the restoration process
- need for people working as owner-operators to have technical skills in carpet cleaning, but also skills in running a small business.

There was, additionally, widespread support for increasing the flexibility of the packaging rules by allowing for more units to be imported from other sources.

## Cleaning operations

The cleaning operations qualifications and units of competency are cross-industry standards that apply to cleaning operations in all industry sectors.

The project to review the PRM04 Asset Maintenance Training Package qualifications and include them in CPP07 Property Services Training Package saw the opportunity to:

- respond to changing industry requirements and skill needs
- reflect current best practice in the development of units of competency and qualifications
- increase the transferability of skills by using, where possible, common or cross-sectoral units of competency.

A key requirement of the review also saw the ‘un-nesting’ of the suite of qualifications to increase flexibility and reflect current Training Package approaches.



The review project was, however, influenced by long-standing issues experienced by the sector which affect the content, take-up and delivery modes for the workforce. These issues include:

- recognition of language, literacy and numeracy issues that are experienced by many within the workforce
- the high level of mobility of the workforce and the fact that a large proportion of the workforce are employed casually
- the requirement for many workers to perform effectively without direct and constant workplace supervision
- the need for a clear focus on workplace health and safety given the nature of the work environment.

The key issues affecting the sector that have been addressed in this review and that were identified during this review's national workshops and in-depth workplace functional analyses include:

- skill shortages and the ability to attract and retain staff
- 'green' issues
- competitive pressures.

In addition to the above broad industry issues, the following workplace changes were also considered during the review phase:

- need for supervisors with skills across a broad range of areas, including providing input to the quotation process, coaching and mentoring, fostering teamwork, effectively planning the work, time management, industrial relations issues and customer management
- use of microfibre and other low-water cleaning systems
- use of steam cleaning, particularly for its benefits in sanitising surfaces
- growing importance of 'green' and other environmentally sustainable practices, such as the use of fewer chemicals and lower impact chemicals along with reducing the use of water
- understanding and applying correct cleaning techniques to newer technology surfaces
- importance of infection control, in all industry settings not just health
- ability of cleaners to work on their own and maintain quality
- application of personal safety practices in the workplace
- application of safe work practices, including new restrictions on working at heights
- ability to access skills for specialist cleaning areas, such as air conditioning, cleaning and waste management.

### Fire protection inspection and testing

The fire protection industry consists of private companies, public service providers (e.g. Metropolitan Fire Brigades) and volunteer fire authorities. These companies and organisations compete for contracts to service and maintain portable firefighting equipment according to Australian standards and various legislative requirements.

A rise in insurance premiums and the introduction of occupational health and safety legislation has forced many businesses to install and have maintained suitable fire protection equipment. There is also a requirement to have suitably trained personnel available to ensure, through various maintenance programs, that the equipment will function correctly in an emergency.

Service companies compete on the basis of cost and quality of service. Quality of service is defined by the reputation of the company, the skill level of the service technicians, and the capacity of the company to maintain standards over time.

The work of the service technician covers a wide variety of customer situations which may include shops, factories, domestic premises, offices, mines, airports, oil platforms and drilling operations.

Service technicians are not only responsible for the work they perform, but also for advising their customers of any breach of legislative requirements and whether their existing equipment is suitable for the identified fire risk.

In preparation for the review of PRM04 Asset Maintenance Training Package and its subsequent integration into CPP07 Property Services Training Package, Fire Protection Association (FPA) Australia undertook extensive member consultations to produce recommendations for consideration by the review. Workplace functional analyses were conducted to scope a range of fire protection inspection and testing functions and to ensure underpinning knowledge and skills, and recent changes in methods, tools and equipment were captured in the review. These research and information activities informed the initial scoping report, which was further consulted in a series of well-attended national workshops.

Changes to the fire protection and testing units of competency are detailed in the mapping information section of this Training Package. In summary:

- several units have been deleted as a result of being incorporated into similar units
- two new units of competency were developed:
- CPPFES2029A Conduct functional tests on fire detection, warning and intercommunication devices
- CPPFES3032A Conduct enclosure integrity testing.

The fire protection inspection and testing qualifications were reviewed and modified to ensure that:

- there was minimal duplication of units at the two levels
- each qualification supported discrete vocational outcomes.

CPP20511 Certificate II in Fire Protection Inspection and Testing applies to fire protection technicians responsible for non-trade installation and regular servicing of fire protection equipment and systems. At this level, fire protection technicians may specialise in activities relating to certain groups of equipment or systems, such as:

- inspecting and testing fire protection equipment in the field
- maintaining, testing and refilling extinguishers in the workshop
- inspecting, testing and maintaining pre-engineered fire suppression systems
- inspecting and testing water-based fire-suppression systems
- inspecting, testing and maintaining gaseous fire-suppression systems
- inspecting, testing and maintaining passive fire and smoke containment products and systems
- inspecting and testing fire detection and warning systems
- recovering, reclaiming, filling and storing scheduled gaseous fire extinguishing agents.

CPP30811 Certificate III in Fire Protection Inspection and Testing applies to fire protection technicians responsible for non-trade installation, commissioning and complex servicing of fire protection systems and for supervision of fire protection services work. At this level, fire protection technicians may specialise in activities relating to certain types of systems, such as:

- installing and commissioning pre-engineered fire suppression systems
- installing gaseous fire suppression system containers and actuators
- conducting complex servicing of fire protection systems.

### Pest management

Review of industry skill requirements continued with the review of PRM04 and the integration of Asset Maintenance qualifications into CPP07 Property Services Training Package.

Detailed industry information was gathered through workplace functional analyses, well-attended national workshops and feedback registers to inform the draft competency standards and qualifications. The Training Package review focussed on updating the competency standards to reflect current industry practice and to ensure adequate coverage of public and environmental health and safety.

The review also included a rationalisation of the pest management qualifications, eliminating the Certificate IV qualification which differed from the Certificate III only in requirements for competency in management and supervisory skills. This was considered by industry to duplicate existing BSB07 Business Services qualifications.

CPP30911 Certificate III in Pest Management was refined to reflect changing industry practices and to meet Australian Qualifications Framework and National Quality Council requirements.

Skill sets were developed to reflect requirements for:

- Managing non-timber pests
- Managing timber pests
- Managing complex fumigation operations.

RTOs may wish to develop further resources to assist in the delivery of the pest management qualifications and units of competency.

### Waste management

The use of qualifications and competency standards has enabled the waste management industry sector to develop a training culture. Building on this, the PRM04 review focused on the breadth of the sector and the need to reflect the importance of environmental sustainability, i.e. the shift from management of existing waste to waste minimisation, waste avoidance and resource recovery.

The revised qualifications and competency standards reflect the broader emphasis on environmental issues and the industry's commitment to environmental matters, together with industry's contemporary practices. The revised qualifications also encompass career pathways from Certificate II to Diploma level.

While the terminology in the waste management units of competency is consistent with the technical language within the waste management industry, it is important to note that language and terminology vary from company to company and from state/territory to state/territory.

Waste management units of competency have been developed in a manner that maximises common ground for all the vocations in this sector, in the interests of flexible career paths. The following table details how the waste management qualifications relate to occupational profiles. It lists sample vocational outcomes at each qualification level.

<b>Possible Occupational Profiles</b>			
<b>CPP20411 Certificate II in Waste Management</b>	<b>CPP30711 Certificate III in Waste Management</b>	<b>CPP40911 Certificate IV in Waste Management</b>	<b>CPP50811 Diploma of Waste Management</b>
<ul style="list-style-type: none"> <li>• Sorter</li> <li>• Site operator</li> <li>• Recycling line/ resource recovery assistant</li> <li>• Customer service assistant</li> <li>• Light vehicle driver</li> <li>• Warehouse assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Waste assessment operator</li> <li>• Plant treatment operator</li> <li>• Waste dispatcher</li> <li>• Landfill operator</li> <li>• Incinerator operator</li> <li>• Customer service officer</li> <li>• Recycling advisor/ salesperson</li> <li>• Resource recovery operator</li> <li>• Waste management advisor</li> <li>• Heavy vehicle driver (compactor and tanker)</li> <li>• Warehouse operator</li> </ul>	<ul style="list-style-type: none"> <li>• Waste management leading hand</li> <li>• Landfill team leader/ supervisor</li> <li>• Incinerator plant team leader/ supervisor</li> <li>• Site waste team leader/ supervisor</li> <li>• Waste management education officer</li> <li>• Recycling team leader/ supervisor</li> <li>• Resource recovery team leader/ supervisor</li> <li>• Recycling sales team leader/ supervisor</li> <li>• Waste assessment supervisor</li> <li>• Administration supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Waste management education manager</li> <li>• Landfill manager</li> <li>• Incinerator manager</li> <li>• Recycling plant manager</li> <li>• Resource recovery manager</li> <li>• Sales manager</li> </ul>

## Building design sector

The building design sector is relatively new and has grown since its initial focus on drafting, to the provision of a wide range of services for clients. Building designers are involved in the design of residential, commercial, industrial, institutional and all other types of buildings and structures. The nomenclature for this group varies and includes building technologists. The role is much more than that of a draftsman, but is distinct from the role of architects. Building designers are subject to regulatory requirements in some states and territories. It is within the confines of the 'design' that regulation is required.

The building design sector mostly comprises sole traders and micro businesses; although there are larger companies operating in the field and also building designers who work as part of larger practices, sometimes architectural practices. Building designers may be new to the industry or have experience in other industry sectors, such as construction.

The first national qualifications and units of competency for building designers represented by the release of Version 9 of CPP07 were endorsed in recognition of the emergence of this occupation.

New entrants to the industry may undertake the Diploma of Building Design, whereas those with experience in the industry may undertake the Vocational Graduate Certificate in Building Design and go on to complete the Vocational Graduate Diploma of Building Design.

## Swimming pool and spa sector

‘Swimming pool and spa technician’ is a relatively new occupational classification. These technicians provide post-construction servicing of domestic, commercial and public swimming pools and spas. They offer a range of swimming pool and spa maintenance services, including monitoring and maintaining water quality. They also service, maintain and install key components of swimming pools and spas, including automated pool systems, dosing systems, heating systems, lighting systems, and water circulation and filtration systems. In performing these services, swimming pool and spa technicians are sometimes required to coordinate their work with licensed occupations, particularly electricians and plumbers.

The new Certificate III and Certificate IV qualifications will provide a recognised pathway for people entering and progressing through the industry. The qualifications provide new entrants with access to training and assessment as well as the opportunity for existing workers to have their current skills recognised with nationally recognised qualifications.

## Qualifications Framework

### The Australian Qualifications Framework

#### What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF, see the *AQF Implementation Handbook* on the Australian Qualifications Framework (AQF) website <[www.aqf.edu.au](http://www.aqf.edu.au)>.

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

#### Qualifications

Training Packages can incorporate the following AQF qualifications.

- Certificate I in ...

- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...

Graduate Certificates and Graduate Diplomas can also be awarded in the vocational education and training sector under certain conditions – see the *AQF Implementation Handbook* for details.

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) should issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the current *AQF Implementation Handbook* and the AQTF.

### Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with the advice provided in the current *AQF Implementation Handbook* and the AQTF.

Under the AQTF, RTOs must recognise the achievement of competencies as recorded on a qualification testamur or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

### AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

#### Certificate I

##### *Characteristics of Learning Outcomes*

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

##### *Distinguishing Features of Learning Outcomes*

Do the competencies enable an individual with this qualification to:

- demonstrate knowledge by recall in a narrow range of areas;
- demonstrate basic practical skills, such as the use of relevant tools;
- perform a sequence of routine tasks given clear direction; and
- receive and pass on messages/information.

**Certificate II***Characteristics of Learning Outcomes*

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

*Distinguishing Features of Learning Outcomes*

Do the competencies enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply known solutions to a limited range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources; and
- take limited responsibility for own outputs in work and learning.

**Certificate III***Characteristics of Learning Outcomes*

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

*Distinguishing Features of Learning Outcomes*

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge;
- apply a range of well-developed skills;
- apply known solutions to a variety of predictable problems;
- perform processes that require a range of well-developed skills where some discretion and judgement is required;

- interpret available information, using discretion and judgement;
- take responsibility for own outputs in work and learning; and
- take limited responsibility for the output of others.

## **Certificate IV**

### *Characteristics of Learning Outcomes*

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills.

Applications involve responsibility for, and limited organisation of, others.

### *Distinguishing Features of Learning Outcomes*

Do the competencies enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts;
- apply solutions to a defined range of unpredictable problems;
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas;
- identify, analyse and evaluate information from a variety of sources;
- take responsibility for own outputs in relation to specified quality standards; and
- take limited responsibility for the quantity and quality of the output of others.

## **Diploma**

### *Characteristics of Learning Outcomes*

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary



between qualifications granted at this level.

*Distinguishing Features of Learning Outcomes*

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas;
- analyse and plan approaches to technical problems or management requirements;
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations;
- evaluate information, using it to forecast for planning or research purposes;
- take responsibility for own outputs in relation to broad quantity and quality parameters; and
- take some responsibility for the achievement of group outcomes.

**Advanced Diploma**

*Characteristics of Learning Outcomes*

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

*Distinguishing Features of Learning Outcomes*

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of specialised knowledge with depth in some areas;
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions;
- generate ideas through the analysis of information and concepts at an abstract level;
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills;
- demonstrate accountability for personal outputs within broad parameters; and
- demonstrate accountability for personal and group outcomes within broad parameters.

**Vocational Graduate Certificate**

## Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and highly specialised contexts.
- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

## Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an abstract level.
- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

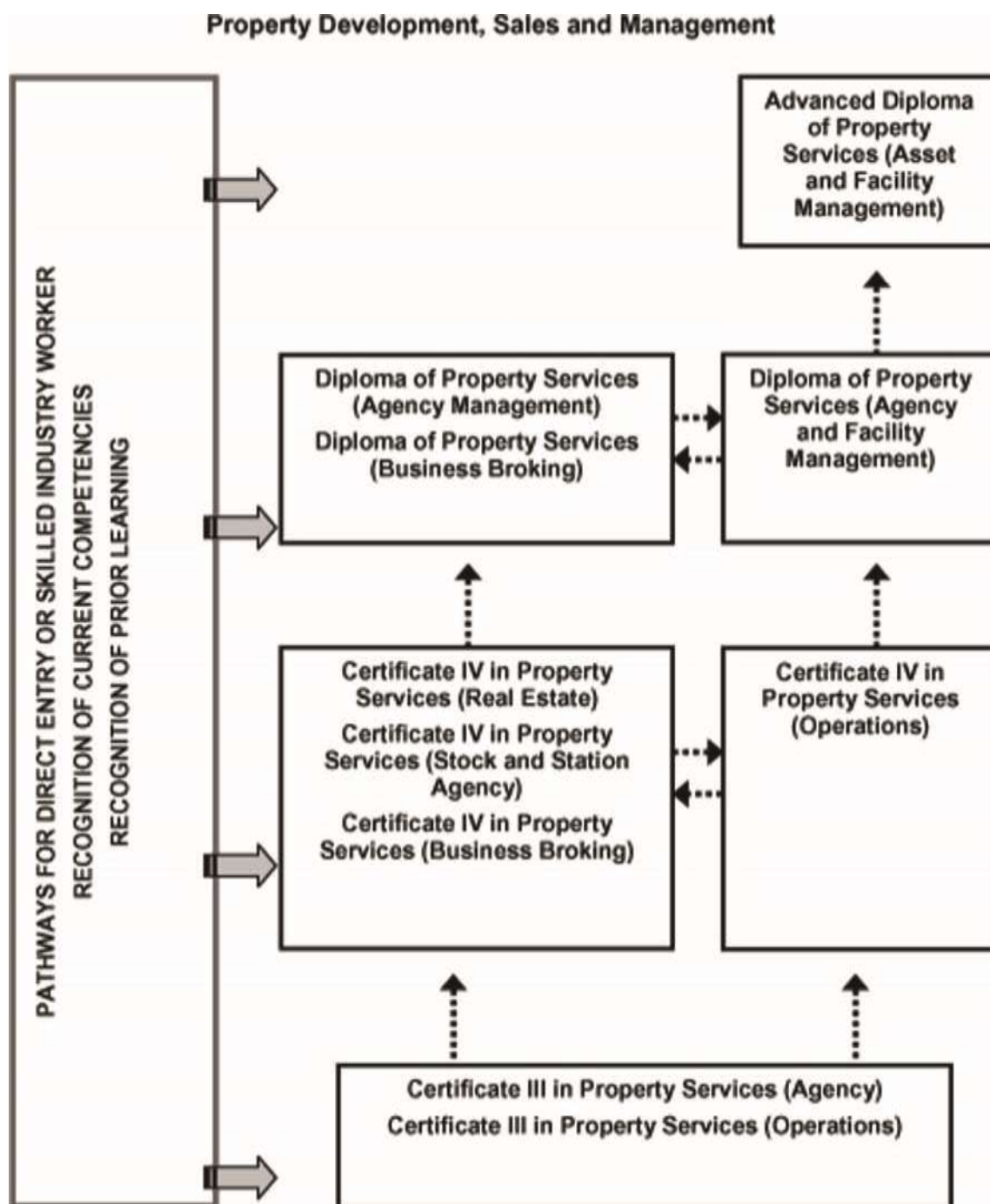
**Vocational Graduate Diploma**

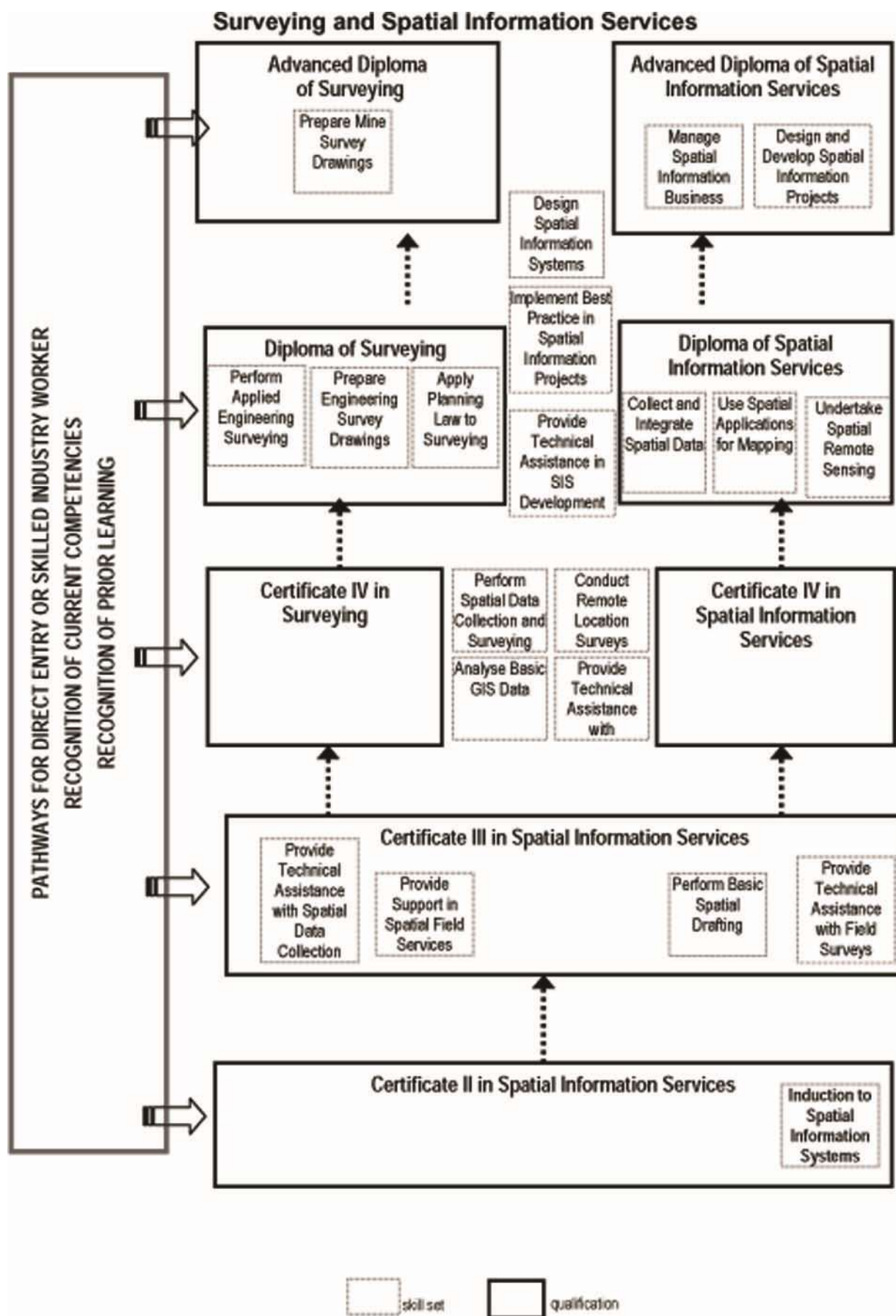
## Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

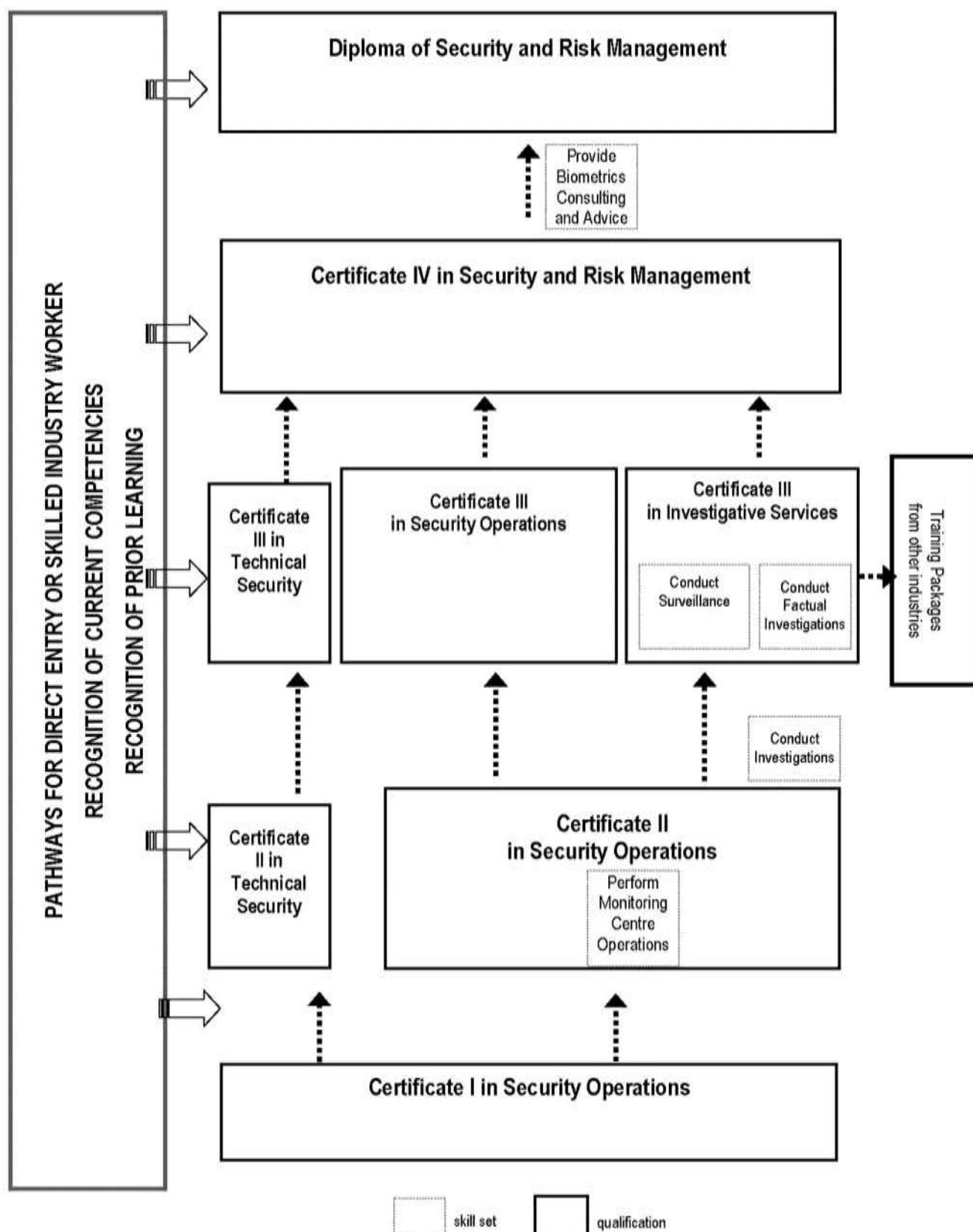
## Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and within highly varied and highly specialised contexts.
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

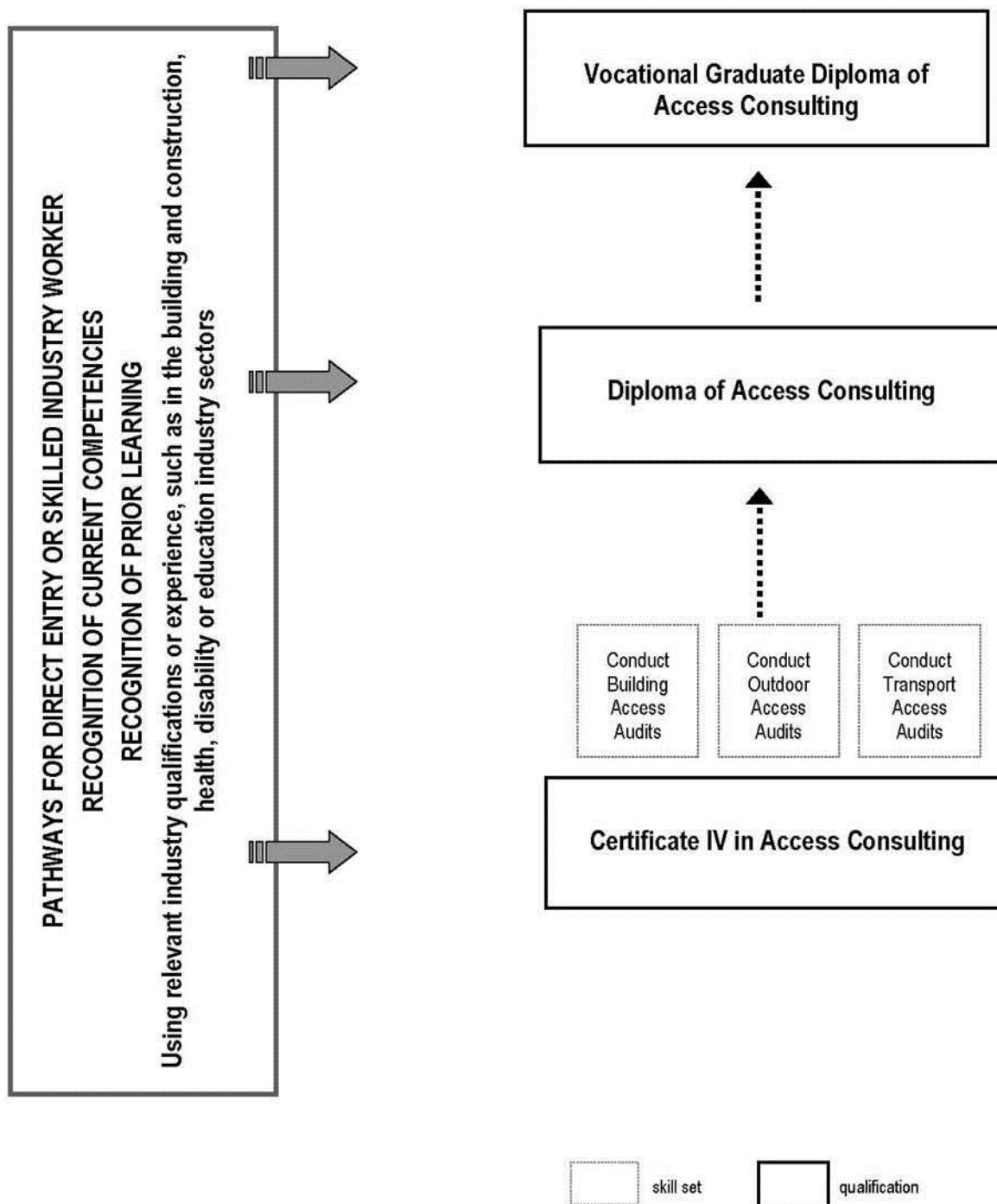




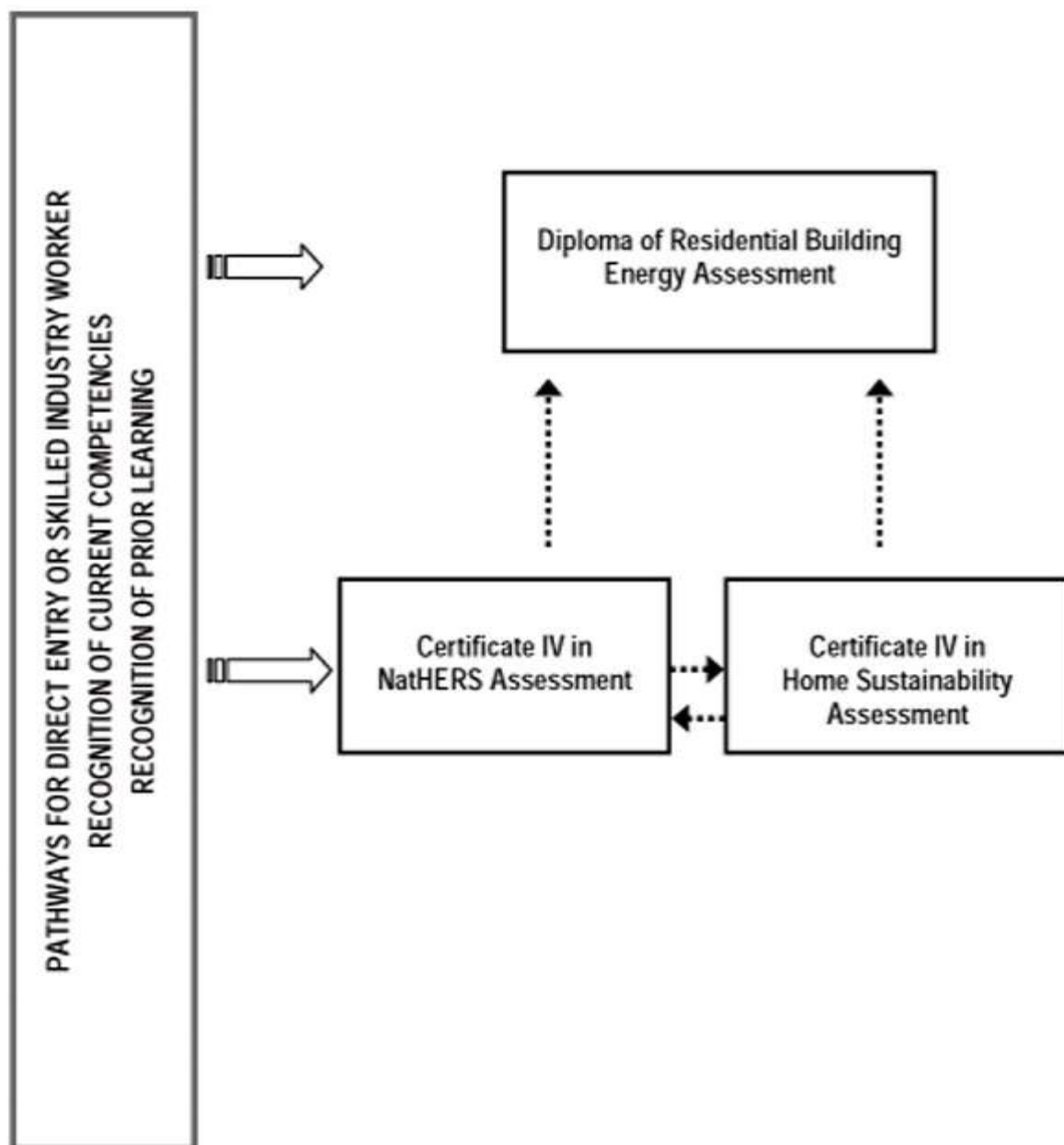
## Security



## Access Consulting



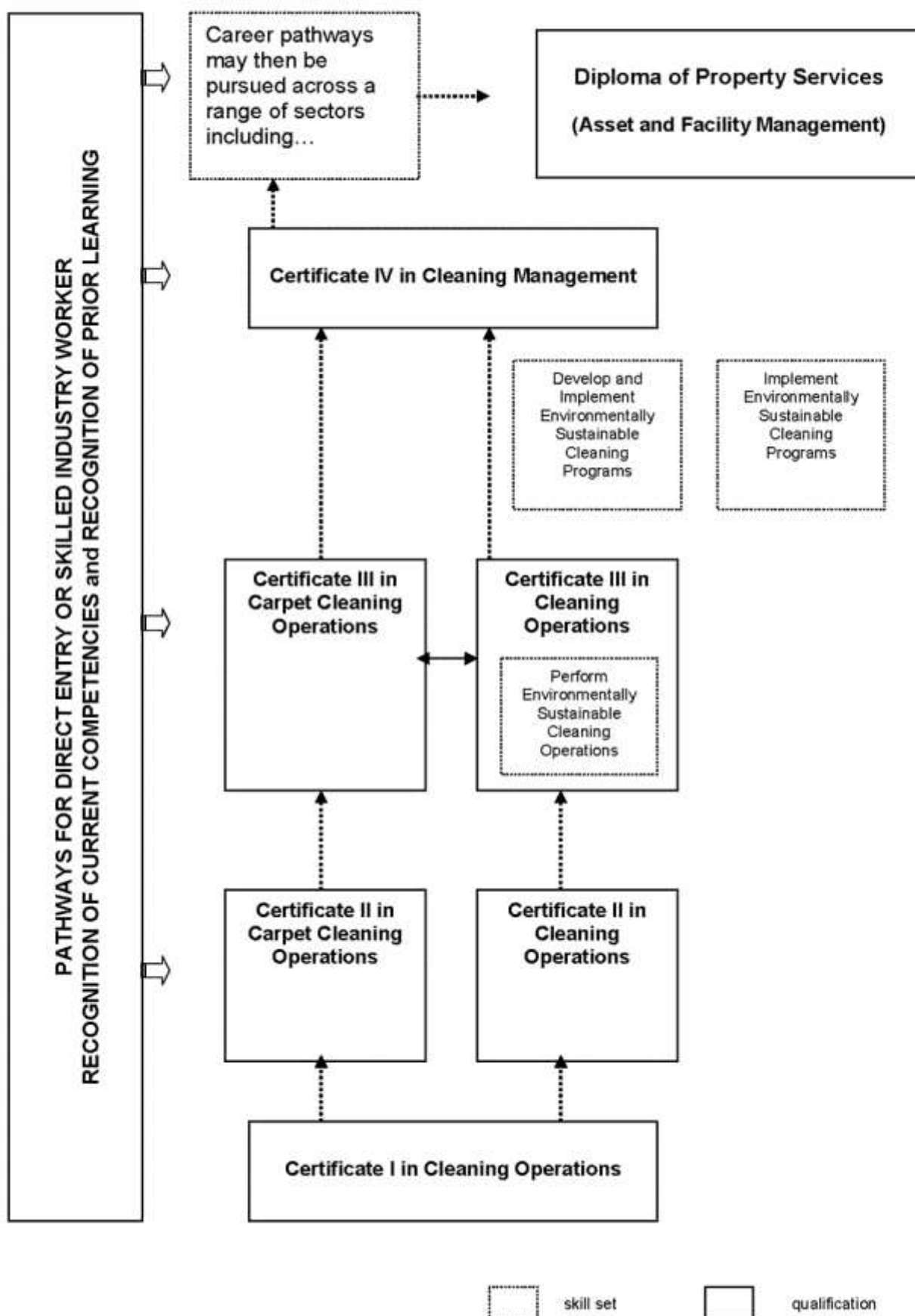
## Home Sustainability Assessment



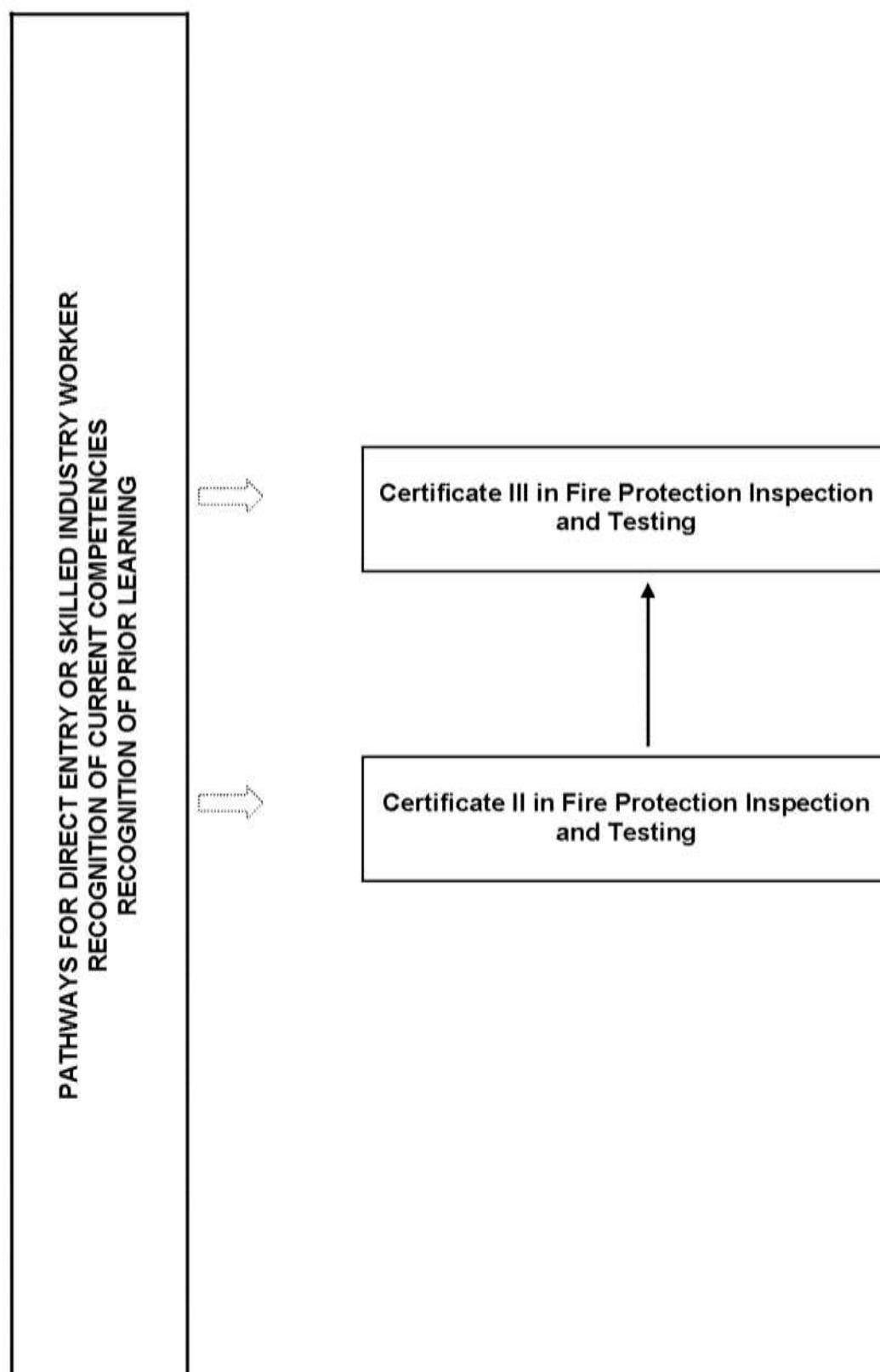
 qualification



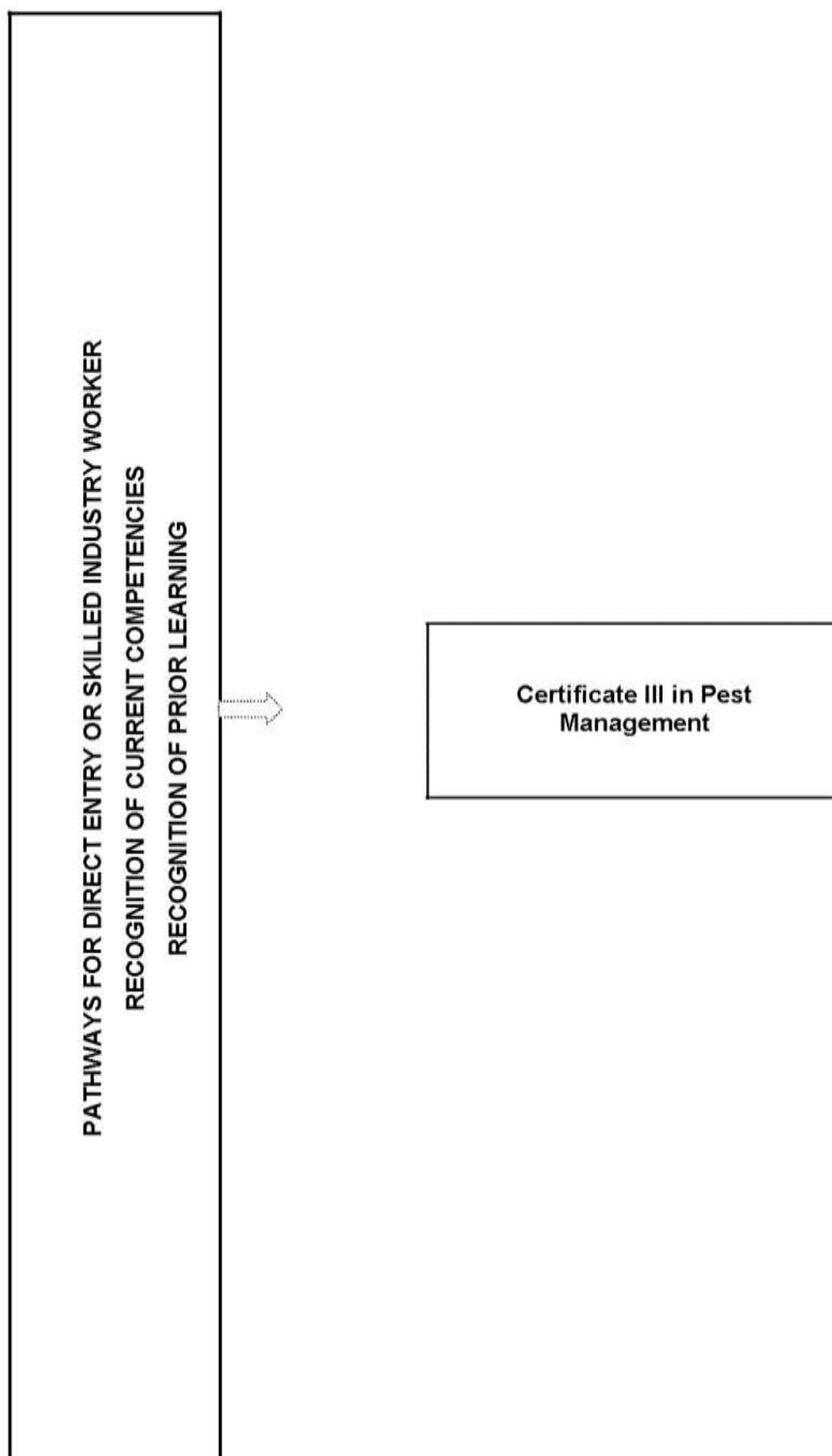
## Cleaning and Carpet Cleaning



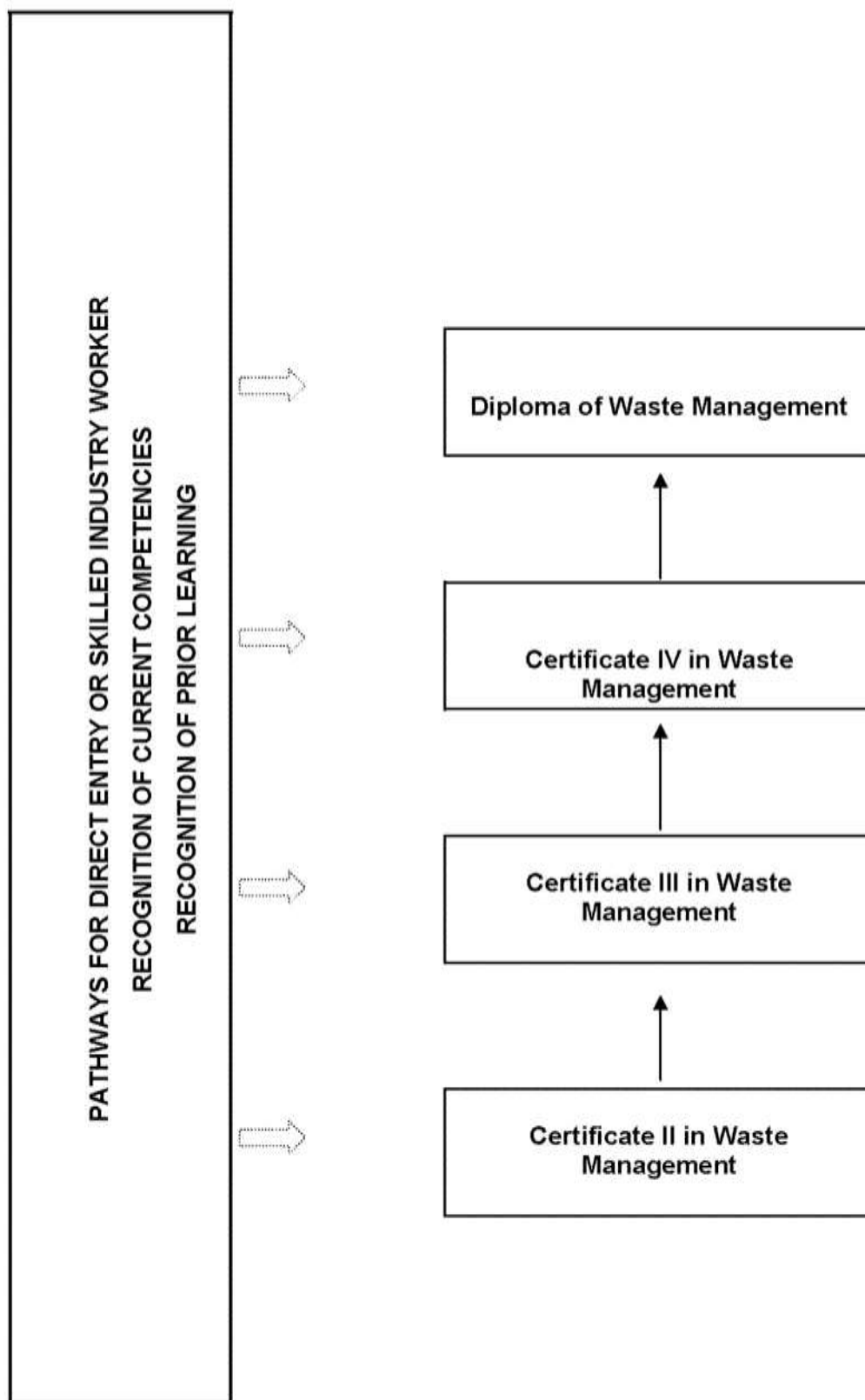
## Fire Protection Inspection and Testing

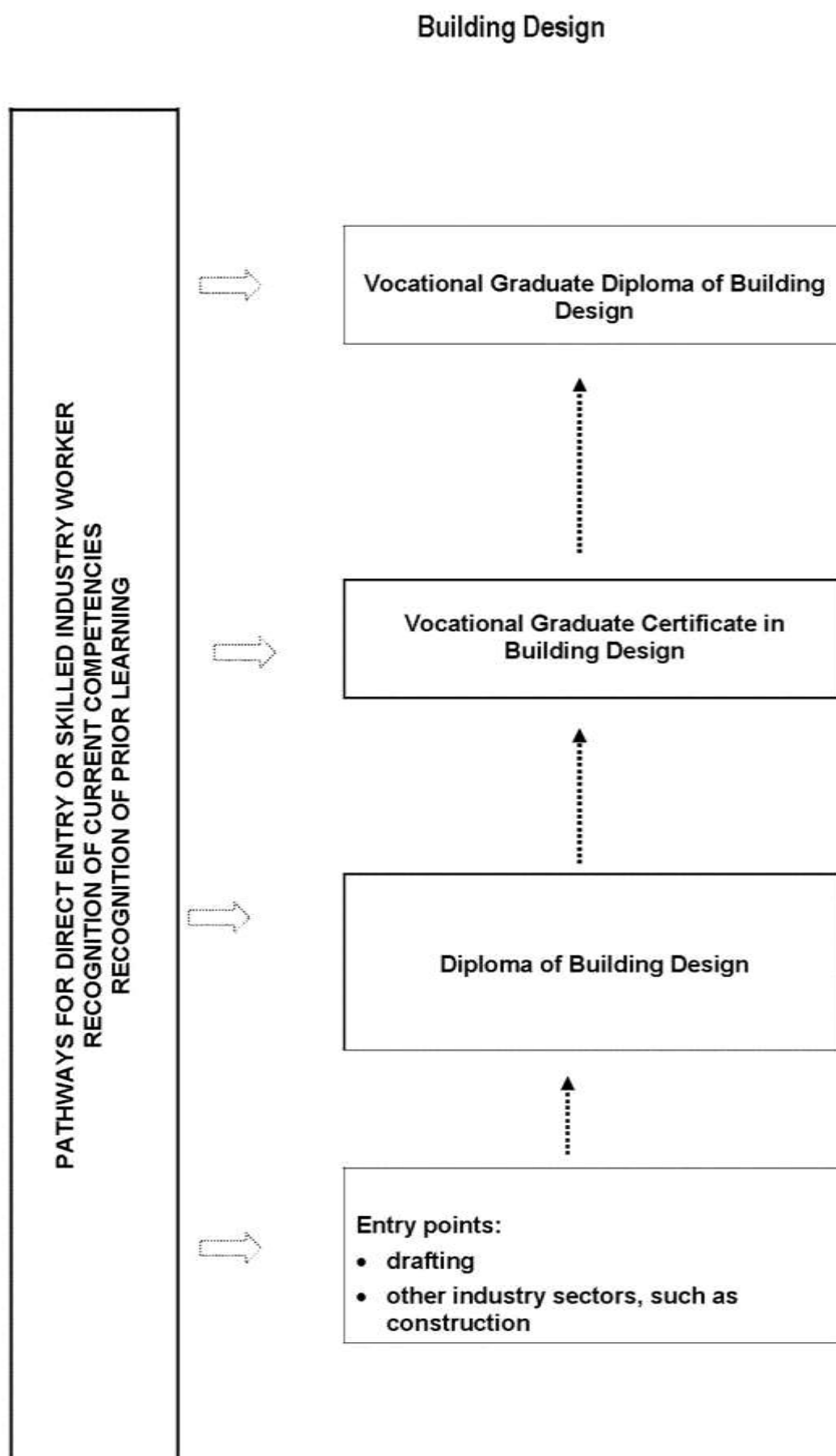


## Pest Management



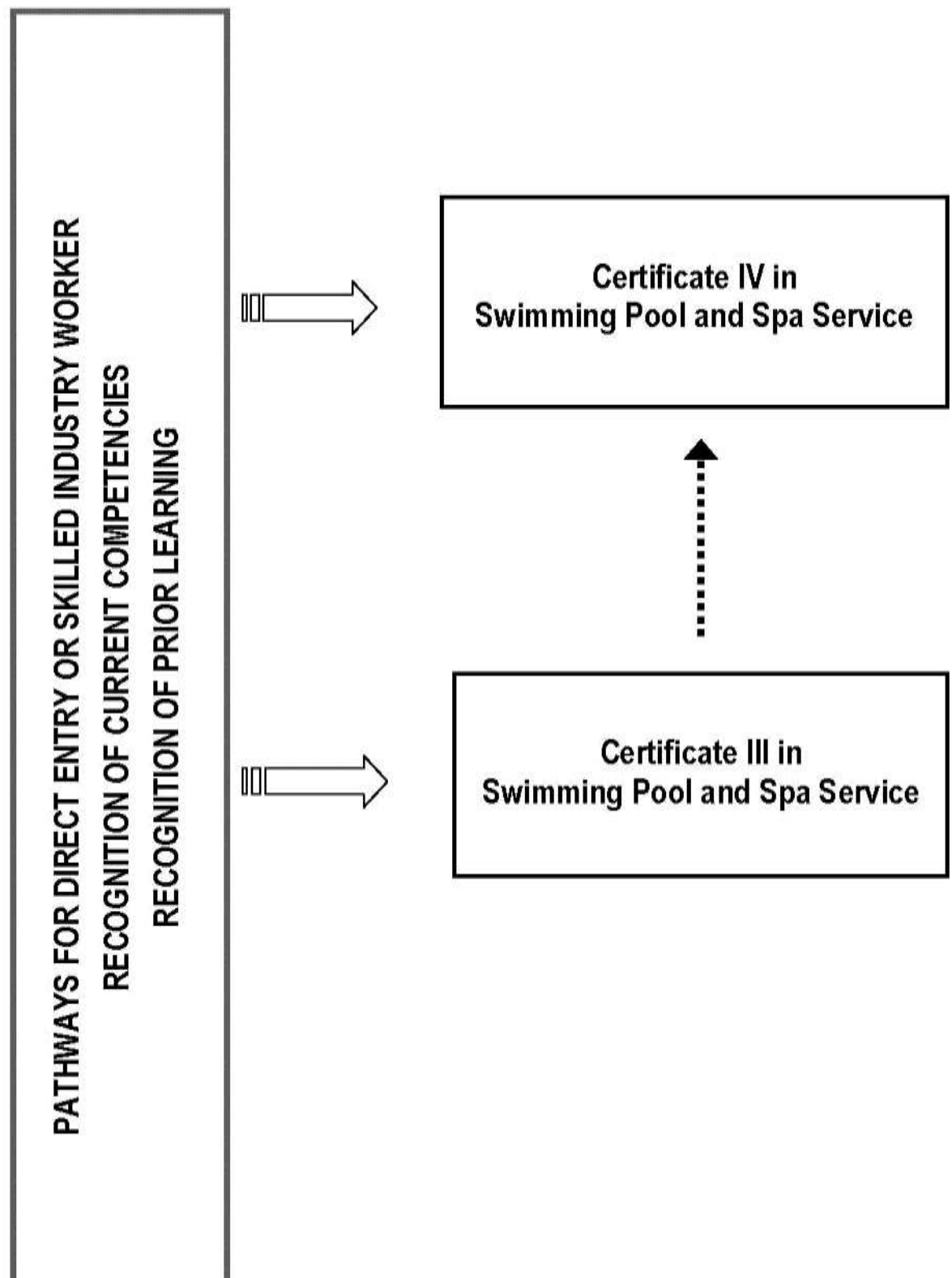
## Waste Management







## Swimming Pool and Spa Servicing







## Skill Sets in CPP07 Property Services Training Package

Skill sets are groups of units of competency that reflect a cohesive industry outcome, but one which is insufficient for a full Australian Qualifications Framework (AQF) award. Skill sets may also provide a bridge between qualifications, respond to regulatory needs or identify an emerging skill area.

Packaging advice for identified access consulting sector skill sets is provided in CPP07 for:

- Conduct Building Access Audits
- Conduct Outdoor Access Audits
- Conduct Transport Access Audits.

Packaging advice for identified cleaning operations sector skill sets is provided in CPP07 for:

- Develop and Implement Environmentally Sustainable Cleaning Programs
- Implement Environmentally Sustainable Cleaning Programs
- Perform Environmentally Sustainable Cleaning Operations.

Packaging advice for identified security sector skill sets is provided in CPP07 for:

- Perform Monitoring Centre Operations
- Conduct Investigations
- Conduct Factual Investigation
- Conduct Surveillance
- Provide Biometrics Consulting and Advice
- Coordinate Investigative Activities.

Packaging advice for identified surveying and spatial information services sector skill sets is provided in CPP07 for:

- Induction to Surveying and Spatial Information Services
- Provide Technical Assistance with Spatial Data Collection
- Provide Support in Spatial Field Services
- Perform Basic Spatial Drafting
- Perform Spatial Data Collection and Surveying
- Conduct Remote Location Surveys
- Provide Technical Assistance with Surveying
- Perform Applied Engineering Surveying
- Collect and Integrate Spatial Data
- Design and Develop Spatial Information Projects
- Implement Best Practice in Spatial Information Projects
- Provide Technical Assistance in Spatial Information Systems Development
- Design Spatial Information Systems
- Prepare Engineering Survey Drawings
- Prepare Mine Survey Drawings
- Apply Planning Law to Surveying
- Manage Spatial Information Business
- Use Spatial Web Applications for Mapping
- Undertake Spatial Remote Sensing.

Packaging advice for identified asset maintenance skill sets is provided in CPP07 for:

- Restore Water-Damaged Carpets

- Maintain Portable Fire Extinguishers
- Install and Decommission Fixed Fire Extinguishing Systems
- Test and Maintain Fixed Fire Extinguishing Systems
- Recover, Reclaim, Fill and Recycle Extinguishing Agents
- Maintain Bulk Extinguishing Agent Container Warehouses
- Manage Non-Timber Pests
- Manage Timber Pests
- Manage Complex Fumigation Operations.

## **Employability skills**

### **Employability skills in the property services context**

For more information on employability skills in Construction and Property Services Industry Skills Council (CPSISC) Training Packages go to the CPSISC website at [www.cpsisc.com.au](http://www.cpsisc.com.au).

#### **Access and equity**

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

#### **Reasonable adjustments**

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the Disability Standards for Education 2005, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

See Part 4, Chapter 2 of the Training Package Development Handbook (DEEWR, September 2007) for more information on reasonable adjustment, including examples of adjustments.

## **Employability skills**

### **Employability skills replacing key competency information from 2006**

In May 2005, the approach to incorporate employability skills within Training Package qualifications and units of competency was endorsed. As a result, from 2006 employability skills will progressively replace key competency information in Training Packages.

### **Background to employability skills**

Employability skills are also sometimes referred to as generic skills, capabilities or key competencies. The employability skills discussed here build on the Mayer Committee's key competencies, which were developed in 1992 and attempted to describe generic competencies for effective participation in work.

The Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI), produced the *Employability Skills for the Future* report in 2002 in consultation with other peak employer bodies and with funding provided by the Department of Education, Science and Training (DEST) and the Australian National Training Authority (ANTA). Officially released by Dr Nelson (Minister for Education, Science and Training) on 23 May 2002, copies of the report are available from the DEST website at:

[http://www.dest.gov.au/archive/ty/publications/employability\\_skills/index.htm](http://www.dest.gov.au/archive/ty/publications/employability_skills/index.htm).

The report indicated that business and industry now require a broader range of skills than the Mayer Key Competencies Framework and featured an Employability Skills Framework identifying eight employability skills\*:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organising
- self-management
- learning
- technology.

The report demonstrated how employability skills can be further described for particular occupational and industry contexts by sets of facets. The facets listed in the report are the aspects of the employability skills that the sample of employers surveyed identified as being important work skills. These facets were seen by employers as being dependent both in their nature and priority on an enterprise's business activity.

\*Personal attributes that contribute to employability were also identified in the report but are not part of the Employability Skills Framework.

### Employability Skills Framework

The following table contains the employability skills facets identified in the report *Employability Skills for the Future*.

Skill	Facets  Aspects of the skill that employers identify as important. The nature and application of these facets will vary depending on industry and job type.
<b>Communication</b> that contributes to productive and harmonious relations across employees and customers	<ul style="list-style-type: none"> <li>• listening and understanding</li> <li>• speaking clearly and directly</li> <li>• writing to the needs of the audience</li> <li>• negotiating responsively</li> <li>• reading independently</li> <li>• empathising</li> <li>• using numeracy effectively</li> </ul>

	<ul style="list-style-type: none"> <li>• understanding the needs of internal and external customers</li> <li>• persuading effectively</li> <li>• establishing and using networks</li> <li>• being assertive</li> <li>• sharing information</li> <li>• speaking and writing in languages other than English</li> </ul>
<b>Teamwork</b> that contributes to productive working relationships and outcomes	<ul style="list-style-type: none"> <li>• working across different ages irrespective of gender, race, religion or political persuasion</li> <li>• working as an individual and as a member of a team</li> <li>• knowing how to define a role as part of the team</li> <li>• applying teamwork to a range of situations e.g. future planning and crisis problem solving</li> <li>• identifying the strengths of team members</li> <li>• coaching and mentoring skills, including giving feedback</li> </ul>
<b>Problem solving</b> that contributes to productive outcomes	<ul style="list-style-type: none"> <li>• developing creative, innovative and practical solutions</li> <li>• showing independence and initiative in identifying and solving problems</li> <li>• solving problems in teams</li> <li>• applying a range of strategies to problem solving</li> <li>• using mathematics, including budgeting and financial management to solve problems</li> <li>• applying problem-solving strategies across a range of areas</li> <li>• testing assumptions, taking into account the context of data and circumstances</li> <li>• resolving customer concerns in relation to complex project issues</li> </ul>
<b>Initiative and enterprise</b> that contribute to innovative outcomes	<ul style="list-style-type: none"> <li>• adapting to new situations</li> <li>• developing a strategic, creative and long-term vision</li> <li>• being creative</li> <li>• identifying opportunities not obvious to others</li> <li>• translating ideas into action</li> <li>• generating a range of options</li> <li>• initiating innovative solutions</li> </ul>
<b>Planning and organising</b> that contribute to long and short-term strategic planning	<ul style="list-style-type: none"> <li>• managing time and priorities – setting time lines, coordinating tasks for self and with others</li> <li>• being resourceful</li> <li>• taking initiative and making decisions</li> <li>• adapting resource allocations to cope with contingencies</li> <li>• establishing clear project goals and deliverables</li> <li>• allocating people and other resources to tasks</li> <li>• planning the use of resources, including time management</li> <li>• participating in continuous improvement and planning</li> </ul>

	<ul style="list-style-type: none"> <li>processes</li> <li>developing a vision and a proactive plan to accompany it</li> <li>predicting – weighing up risk, evaluating alternatives and applying evaluation criteria</li> <li>collecting, analysing and organising information</li> <li>understanding basic business systems and their relationships</li> </ul>
<b>Self-management</b> that contributes to employee satisfaction and growth	<ul style="list-style-type: none"> <li>having a personal vision and goals</li> <li>evaluating and monitoring own performance</li> <li>having knowledge and confidence in own ideas and visions</li> <li>articulating own ideas and visions</li> <li>taking responsibility</li> </ul>
<b>Learning</b> that contributes to ongoing improvement and expansion in employee and company operations and outcomes	<ul style="list-style-type: none"> <li>managing own learning</li> <li>contributing to the learning community at the workplace</li> <li>using a range of mediums to learn – mentoring, peer support and networking, IT and courses</li> <li>applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work)</li> <li>having enthusiasm for ongoing learning</li> <li>being willing to learn in any setting – on and off the job</li> <li>being open to new ideas and techniques</li> <li>being prepared to invest time and effort in learning new skills</li> <li>acknowledging the need to learn in order to accommodate change</li> </ul>
<b>Technology</b> that contributes to the effective carrying out of tasks	<ul style="list-style-type: none"> <li>having a range of basic IT skills</li> <li>applying IT as a management tool</li> <li>using IT to organise data</li> <li>being willing to learn new IT skills</li> <li>having the OHS knowledge to apply technology</li> <li>having the appropriate physical capacity</li> </ul>

### Employability Skills Summary

An Employability Skills Summary exists for each qualification. Summaries provide a lens through which to view employability skills at the qualification level and capture the key aspects or facets of the employability skills that are important to the job roles covered by the qualification. Summaries are designed to assist trainers and assessors to identify and include important industry application of employability skills in learning and assessment strategies. The following is important information for trainers and assessors about Employability Skills Summaries.

Employability Skills Summaries provide examples of how each skill is applicable to the job roles covered by the qualification.

Employability Skills Summaries contain general information about the industry context which is further explained as measurable outcomes of performance in the units of competency in each qualification.

The detail in each Employability Skills Summary will vary depending on the range of job roles covered by the qualification in question.

Employability Skills Summaries are not exhaustive lists of qualification requirements or checklists of performance (which are separate assessment tools that should be designed by trainers and assessors after analysis at the unit level).

Employability Skills Summaries contain information that may also assist in building learners' understanding of industry and workplace expectations.

**Industry requirements for employability skills**

For more information on employability skills in the Construction and Property Services Industry Skills Council (CPSISC) Training Packages go to the CPSISC website at [www.cpsisc.com.au](http://www.cpsisc.com.au).

# Assessment Guidelines

## Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the AQTF 2007. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

## Assessment system overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF requirements; licensing and registration requirements; and assessment pathways.

## Benchmarks for assessment

Assessment within the National Skills Framework is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

## Australian Quality Training Framework assessment requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2007 *Essential Standards for Registration*.

The AQTF 2007 *Essential Standards for Registration* can be downloaded from <[www.training.com.au](http://www.training.com.au)>. The following points summarise the assessment requirements.

### Registration of training organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the AQTF 2007. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

### Quality training and assessment

Each RTO must provide quality training and assessment across all its operations. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

### Assessor competency requirements

Each person involved in training and assessment must be competent for the functions they perform. See the AQTF 2007 *Essential Standards for Registration*, Standard 1 for assessor (and trainer) competency requirements.

## Assessment requirements



The RTO's assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

**Assessment strategies**

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

**National recognition**

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2007 *Essential Standards for Registration*, Condition of Registration 7: Recognition of qualifications issued by other RTOs.

**Access and equity and client outcomes**

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2007 *Essential Standards for Registration*, Standard 2.

**Monitoring assessments**

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the *Essential Standards for Registration*. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

**Recording assessment outcomes**

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

**Issuing AQF qualifications and Statement of Attainment**

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF 2007 and the 2007 edition of the AQF Implementation Handbook—available on the AQFAB website <[www.aqf.edu.au](http://www.aqf.edu.au)>.

**Licensing requirements in property development, sales and management**

As indicated in the table below a number of occupations that are covered by the competencies and qualifications for property development, sales and management are subject to state and territory occupational licensing requirements. These requirements vary significantly across jurisdictions.

Licensing authorities across Australia have actively participated in the development of this sector, and the spatial information services sector, of the Training Package and it is envisaged that over time the state and territory licensing requirements in a number of occupations will be aligned with the competencies and qualifications in this Training Package.

However, at the time of endorsement of this Training Package, none of the licensing authorities had formally aligned their licensing requirements with the competencies and qualifications for property development, sales and management in CPP07 Property Services Training Package.

For this reason, users of this Training Package are advised to consult the relevant occupational licensing authority in their state or territory to determine the specific licensing requirements for the occupations listed below.

Contact details for the relevant state and territory licensing authorities for property development, sales and management are below and were accurate at the time of endorsement of this Training Package.

<b>State and territory licensing and regulatory authorities for property development, sales and management</b>		
<b>Jurisdiction</b>	<b>Licensed occupations in specific jurisdictions</b>	<b>Licensing authority</b>
Australian Capital Territory	Real estate agent Stock and station agent Business agent	ACT Office of Consumer Affairs Ground Floor, 12 Moore Street Canberra City ACT
New South Wales	Real estate agent Stock and station agent Business agent Strata managing agent On-site residential property manager	NSW Office of Fair Trading PO Box 972 Parramatta NSW
Northern Territory	Real estate and business agent Auctioneer Stock and station agent	Agents Licensing Board of the Northern Territory Department of Justice GPO Box 1722 Darwin NT
Queensland	Real estate agent Registered sales person Auctioneer Property developer Restricted letting agent Pastoral house director	Office of Fair Trading Level 21, State Law Building 50 Ann Street Brisbane Qld

<b>State and territory licensing and regulatory authorities for property development, sales and management</b>		
<b>Jurisdiction</b>	<b>Licensed occupations in specific jurisdictions</b>	<b>Licensing authority</b>
	Pastoral house manager Pastoral house auctioneer Property developer – must be licensed if selling more than six residential properties per year and having 15% or more interest in a property otherwise they must appoint a licensed real estate agent.	
South Australia	Land agent (not licensed in SA, ‘registered’)	Office of Consumer and Business Affairs Level 4, Chesser House 91\–97 Grenfell Street Adelaide SA
Tasmania	Real estate auctioneer General auctioneer Employed auctioneer Probationary auctioneer Temporary auctioneer Real estate agent Real estate manager Real estate sales consultant	Auctioneers and Real Estate Agents Council of Tasmania 2 Davey Street Hobart Tas
Victoria	Estate agent	Business Licensing Authority Consumer Affairs Victoria Department of Justice 121 Exhibition Street Melbourne Vic
Western Australia	Real estate and business agents licence (individual) Real estate and business agents licence (firm/partnership) Real estate and business agents	Real Estate and Business Agents Supervisory Board Level 6, The Forrest Centre 219 St George’s Terrace

<b>State and territory licensing and regulatory authorities for property development, sales and management</b>		
<b>Jurisdiction</b>	<b>Licensed occupations in specific jurisdictions</b>	<b>Licensing authority</b>
	licence (body corporate) Sales representatives registration Sales representatives registration (property management)	Perth WA

### **Licensing requirements in surveying and spatial information services**

Issues concerning the impact of regulatory requirements are dealt with in the performance criteria of the relevant units and must be reflected in the assessment process.

States and Territories have licensing requirements as detailed below.

<b>State</b>	<b>Surveying and Spatial Information Services Licensing Requirements</b>
<b>ACT</b>	<p><b>Surveying Licensing</b></p> <p>Registration is compulsory for cadastral surveyors in the ACT under the Surveying Act 2007. Surveyors are registered with the NSW Board of Surveying and Spatial Information and registration is transferred to the ACT upon application.</p> <p>Registration is available for land surveying (cadastral, land and town planning) and mine surveying. A surveying technician or survey assistant is not required to be registered while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p> <p>There is no common licensing regime for the use of spatial data in the ACT. Government agencies, individual organisations and businesses have their own separate agreements and licensing arrangements in place.</p> <p>The Office of Spatial Data Management (OSDM) is charged with implementing the Australian government Policy on Spatial Data Access and Pricing for use of public sector information. OSDM manages a list of Australian government spatial datasets that are available under the terms of the Policy on Spatial Data Access and Pricing, referred to as the Schedule. A generic licence (sample licence) is available for adaptation to individual requirements at the following link:  <a href="http://www.osdm.gov.au/OSDM/Policies+and+Guidelines/Spatial+Data+Access+and+Pricing/Sample+Licence+Internet/default.aspx">www.osdm.gov.au/OSDM/Policies+and+Guidelines/Spatial+Data+Access+and+Pricing/Sample+Licence+Internet/default.aspx</a></p> <p><b>ACT Regulator</b></p> <p>Surveying:</p>

State	<b>Surveying and Spatial Information Services Licensing Requirements</b>
	<p>Board of Surveying and Spatial Information  PO Box 143, Bathurst NSW 2795  T: 02 6332 8238  Website: <a href="http://www.bossi.nsw.gov.au">www.bossi.nsw.gov.au</a>  Spatial:  Office of Spatial Data Management  GPO Box 378, Canberra ACT 2601  T: 02 6249 9111 (Geoscience Australia reception)  Website: <a href="http://www.spatial.odsm.gov.au/odsm/">www.spatial.odsm.gov.au/odsm/</a></p>
<b>NSW</b>	<p><b>Surveying Licensing</b></p> <p>The Board of Surveying and Spatial Information is constituted under the Surveying Act 2002 to provide for the registration of land and mining surveyors, to regulate the making of surveys and to advise the Minister on spatial information.</p> <p>Registration is available for land surveying (cadastral, land and town planning) and mine surveying. A surveying technician or survey assistant is not required to be registered while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p> <p>There is no common licensing regime for the use of spatial data in New South Wales. Government agencies, individual organisations and businesses have their own separate agreements and licensing arrangements in place.</p> <p><b>NSW Regulator</b></p> <p>Board of Surveying and Spatial Information  PO Box 143, Bathurst NSW 2795  T: 02 6332 8238  Website: <a href="http://www.bossi.nsw.gov.au">www.bossi.nsw.gov.au</a></p>
<b>NT</b>	<p><b>Surveying Licensing</b></p> <p>The Surveyors Board of the Northern Territory of Australia is constituted under Section 8 of the Licensed Surveyors Act to regulate the practice of land boundary surveying and the registration of land boundary surveyors.</p> <p>Registration is compulsory for cadastral surveyors. As in other jurisdictions, a surveying technician or survey assistant is not required to be registered while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p>

State	<b>Surveying and Spatial Information Services Licensing Requirements</b>
	<p>There is no common licensing regime for the use of spatial data in the Northern Territory. Government agencies, individual organisations and businesses have their own separate agreements and licensing arrangements in place. An example of this is the Northern Territory Land Information System (NTLIS) which is a cooperative arrangement between NT government agencies designed to deliver better outcomes for government, the community and industry from the use of spatial data resources. For information on their licensing arrangements, contact the NTLIS on 08 8995 5306 or email: <a href="mailto:gis.support@nt.gov">gis.support@nt.gov</a>.</p> <p><b>NT Regulator</b></p> <p>Surveying:</p> <p>Surveyors Board</p> <p>GPO Box 1680, Darwin NT 0801</p> <p>T: 08 8995 5359</p> <p>Website: <a href="http://www.nt.gov.au/lands/lis/surveyorsboard/index.shtml">www.nt.gov.au/lands/lis/surveyorsboard/index.shtml</a></p> <p>Spatial:</p> <p>Northern Territory Land Information System (NTLIS)</p> <p>T: 08 8995 5359</p> <p>Website: <a href="http://www.nt.gov.au/ntlis/">www.nt.gov.au/ntlis/</a></p>
<b>QLD</b>	<p><b>Surveying Licensing</b></p> <p>The Surveyors Board of Queensland (SBQ) is constituted under Section 7 of the Surveyors Act 2003. It keeps a register of surveyors who have been assessed as competent. Registered surveyors are required to adhere to a Code of Practice.</p> <p>Registration is compulsory for cadastral surveyors. As in other jurisdictions, a surveying technician or survey assistant is not required to be registered while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p> <p>A project initiated by the Queensland Spatial Information Council (QSIC) resulted in the Government Information Licensing Framework (GILF) which makes it easy for people who use public sector information to understand the rights of use associated with the material.</p> <p>GILF provides seven licensing options comprising six Creative Commons (CC) licences and the GILF Restrictive Licence (RL) template. Together with an appropriate copyright statement, they provide the conditions of use and access.</p> <p>The six Creative Commons licences incorporated within GILF are the preferred method of licensing for the management of government intellectual</p>

State	<b>Surveying and Spatial Information Services Licensing Requirements</b>
	<p>property. Use of the Creative Commons licences fosters availability and accessibility, and encourages the re-use of government information.</p> <p>The Restrictive Licence template was developed by the GILF project team in consultation with Crown Law in the Queensland Department of Justice and Attorney-General.</p> <p><b>QLD Regulator</b></p> <p>Surveying:</p> <p>Surveyors Board of Queensland PO Box 656, Spring Hill QLD 4004 T: 07 3839 7744 Website: <a href="http://www.surveyorsboard.com.au">www.surveyorsboard.com.au</a></p> <p>Spatial:</p> <p>Queensland Spatial Information Council (QSIC) Department of Environment and Resource Management Landcentre, Woolloongabba, Brisbane QLD 4102 T: 07 3896 3774 Website: <a href="http://www.gilf.gov.au">www.gilf.gov.au</a></p>
<b>SA</b>	<p><b>Surveying Licensing</b></p> <p>The Surveyors Board of South Australia is a sub-committee of the Institute of Surveyors Australia (ISA). It is responsible for the registration or licensing of land boundary surveyors under the Survey Act 1992 of South Australia.</p> <p>Registration is compulsory for cadastral surveyors. As in other jurisdictions, a surveying technician or survey assistant is not required to be registered while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p> <p>There is no common licensing regime for the use of spatial data in South Australia. Government agencies, individual organisations and businesses have their own separate agreements and licensing arrangements in place.</p> <p><b>SA Regulator</b></p> <p>Surveyors Board of South Australia GPO Box 1349, Adelaide SA 5001 T: 08 8227 1937 Website: <a href="http://www.isaust.org.au/stateSA/SurveyorsBoardofSA/">www.isaust.org.au/stateSA/SurveyorsBoardofSA/</a></p>
<b>TAS</b>	<b>Surveying Licensing</b>

State	<b>Surveying and Spatial Information Services Licensing Requirements</b>
	<p>The Tasmanian Land Surveyors Accreditation Board (TLSAB) is the body which assesses the professional competence of a person seeking registration to practise as a land surveyor under the provisions of the Surveyors Act 2002. The requirements for registration as a land surveyor are stipulated in the Surveyors Regulations 2003.</p> <p>As in other jurisdictions, registration is compulsory to undertake cadastral surveying but not required for surveying technicians or survey assistants while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p> <p>There is no common licensing regime for the use of spatial data in Tasmania. Government agencies, individual organisations and businesses have their own separate agreements and licensing arrangements in place.</p> <p>The Information and Land Services Division, within the Department of Primary Industries, Water and Environment, is the custodian of the Tasmanian data licensed for use by various agencies for mapping purposes. This division delivers a variety of land-related data to users and subscribers through its internet-enabled Land Information System Tasmania (The LIST). Details of licensing terms and conditions are available by contacting The List by email on <a href="mailto:listdatasales@dpiw.tas.gov.au">listdatasales@dpiw.tas.gov.au</a>.</p> <p><b>Tasmanian Regulator</b></p> <p>Surveying:</p> <p>The Tasmanian Land Surveyors Accreditation Board (TLSAB)  GPO Box 1194, Hobart TAS 7001  T: 03 6224 0794  Website: <a href="http://www.regboardstas.com/TLISA.htm">www.regboardstas.com/TLISA.htm</a></p> <p>Spatial:</p> <p>Land Information System Tasmania (The LIST)  GPO Box 44, Hobart TAS 7001  T: 03 6233 6039  Website: <a href="http://www.thelist.tas.gov.au">www.thelist.tas.gov.au</a></p>
<b>VIC</b>	<p><b>Surveying Licensing</b></p> <p>In Victoria, a surveyor who performs cadastral surveys must be licensed under the Surveying Act 2004 and be registered with the Surveyors Registration Board of Victoria. Cadastral surveying is the process of determining the legal boundaries of property. A licensed surveyor is the only person legally entitled to undertake such a survey.</p> <p>If you are registered as a licensed surveyor in another jurisdiction (national or international), you may apply for registration in Victoria under the Mutual</p>



State	<b>Surveying and Spatial Information Services Licensing Requirements</b>
	<p>Recognition Act 1992 or via the Bureau for Assessment of Overseas Qualifications (BAOQ).</p> <p><b>Spatial Licensing</b></p> <p>There is no common licensing regime for the use of spatial data in Victoria. Government agencies, individual organisations and businesses have their own separate agreements and licensing arrangements in place.</p> <p>The document Spatial Information Pricing and Licensing Guidelines for Victoria provides custodians of public sector information with a basis for setting a price for spatial information as well as licensing its use. Spatial information developed and managed by the private sector is not covered by this document.</p> <p>For further information on data licences, and to view a generic spatial information licence agreement, consult the Spatial Information Pricing and Licensing Guidelines for Victoria available at <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a>.</p> <p><b>Victorian Regulator</b></p> <p>Surveying:</p> <p>Surveyors Registration Board of Victoria Level 17, 570 Bourke Street, Melbourne VIC 3001 T: 03 8636 2555 Website: <a href="http://www.surveyorsboard.vic.gov.au">www.surveyorsboard.vic.gov.au</a></p> <p>Spatial:</p> <p>Land Victoria Spatial Information Infrastructure Level 13, 570 Bourke Street, Melbourne VIC 3001 T: 03 8636 2333 Website: <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a></p>
<b>WA</b>	<p><b>Surveying Licensing</b></p> <p>In Western Australia, a surveyor who performs cadastral surveys must be licensed under the Licensed Surveyors' Act 1909 and registered with the Surveyors' Licensing Board of Western Australia.</p> <p>As in other jurisdictions, registration is compulsory to undertake cadastral surveying but not required for surveying technicians or survey assistants while working under the supervision of a registered surveyor.</p> <p><b>Spatial Licensing</b></p> <p>There is no common licensing regime for the use of spatial data in Western Australia. Government agencies, individual organisations and businesses</p>

State	Surveying and Spatial Information Services Licensing Requirements
	<p>have their own separate agreements and licensing arrangements in place.</p> <p>The Western Australia Land Information System (WALIS) is a partnership of government agencies working with business, education and the general community to manage and promote the State's geographic information. The WALIS Office formulates strategies and produces general standards and policies for data management and access, and delivers information through the Shared Land Information Platform (SLIP). For more details on SLIP, visit the WALIS website at <a href="http://www.walis.wa.gov.au/SLIP">www.walis.wa.gov.au/SLIP</a></p> <p>Licensing agreements for commercial and non-commercial purposes are available for viewing at the WALIS website at <a href="http://www.walis.wa.gov.au/policies/licensing_agreements/?searchterm=licensing">www.walis.wa.gov.au/policies/licensing_agreements/?searchterm=licensing</a></p> <p><b>WA Regulator</b></p> <p>Surveying:</p> <p>The Land Surveyors' Licensing Board          PO Box 2222, Midland WA 6936          T: 08 9273 7104          Website: <a href="http://www.lslb.wa.gov.au">www.lslb.wa.gov.au</a></p> <p>Spatial:</p> <p>WALIS Office          PO Box 2222, Midland WA 6936          T: 08 9273 7046          Website: <a href="http://www.walis.wa.gov.au">www.walis.wa.gov.au</a></p>

## Licensing requirements in security

A large number of occupations in the security sector are subject to commonwealth, state and territory occupational licensing or regulatory requirements. These requirements vary significantly across jurisdictions.

Security licensing and regulatory authorities across Australia have actively participated in the development of this sector of the CPP07 Property Services Training Package.

In July 2008 the Council of Australian Governments (COAG) agreed to adopt a nationally-consistent approach to the regulation of the private security industry, focussing initially on the guarding sector of the industry, to improve probity, competence and skills of security personnel and the mobility of security industry licences across jurisdictions. COAG asked the Ministerial Council of Police and Emergency Management – Police (MCPEMP), in consultation with the Security Industry Regulators Forum, to undertake further work on minimum regulatory standards for the technical sector.

In November 2009, the MCPEMP endorsed in principle the recommendations made in the *COAG Harmonisation of the Private Security Industry - Stage One: Manpower Sector of the Security Industry*. As part of this process MCPEMP agreed to the qualifications and units of competency required to meet the minimum training standard for each licensable security activity. All jurisdictions have agreed on minimum standards required for all classes of licences as directed by COAG, although the timing of the implementation of these changes will vary between the jurisdictions.

MCPEMP has confirmed that the CPP07 Property Services Training Package, properly applied, is sufficient to meet the needs of the industry.

Within this Training Package there are three qualifications that cover the licensable activities identified by MCPEMP. These are:

- Certificate II in Security Operations
- Certificate III in Security Operations
- Certificate III in Investigative Services.

Each of these qualifications comprises a set of core units of competency as well as a set of elective units of competency. The MCPEMP recommendations confirm the qualification requirement as well as the compulsory core and elective units of competency required for each license category.

#### *Certificate II in Security Operations*

This qualification is required for four licensable activities. These are:

- security officer static guard, mobile patrol
- security officer control room
- security officer guarding with dog
- crowd controller.

#### **Security officer static guard, mobile patrol**

The minimum agreed standard for this licensable activity is *CPP20212 Certificate II in Security Operations*.

For licensing purposes this qualification must comprise the seven core units of competency specified in *CPP20212 Certificate II in Security Operations* plus the five electives specified in the following table.

Unit code	Unit title
CPPSEC2011B	Control access to and exit from premises
CPPSEC2014A	Operate basic security equipment
CPPSEC2015A	Patrol premises
CPPSEC2017A	Protect self and others using basic defensive techniques
TLIE2007A	Use communications systems

#### **Security officer control room**

The minimum agreed standard for this licensable activity is *CPP20212 Certificate II in Security Operations*.

For licensing purposes this qualification must comprise the seven core units of competency specified in *CPP20212 Certificate II in Security Operations* plus the four electives specified in the following table. One other unit from the electives of *CPP20212 Certificate II in Security Operations* must also be completed.

Unit code	Unit title
CPPSEC2018A	Monitor electronic reporting facility
CPPSEC3020A	Monitor security from control room
CPPSEC3021A	Maintain and use security database
TLIE2007A	Use communications systems

### **Security officer guarding with dog**

The minimum agreed standard for this licensable activity is *CPP20212 Certificate II in Security Operations*.

For licensing purposes this qualification must comprise the seven core units of competency specified in *CPP20212 Certificate II in Security Operations* plus the five electives specified in the following table.

Unit code	Unit title
CPPSEC2011B	Control access to and exit from premises
CPPSEC2014A	Operate basic security equipment
CPPSEC2015A	Patrol premises
CPPSEC3010A	Manage dogs for security functions
CPPSEC3011A	Handle dogs for security patrol

### **Crowd controller**

The minimum agreed standard for this licensable activity is *CPP20212 Certificate II in Security Operations*.

For licensing purposes this qualification must comprise the seven core units of competency specified in *CPP20212 Certificate II in Security Operations* plus the five electives specified in the following table.

Unit code	Unit title
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CPPSEC2010A	Protect safety of persons
CPPSEC2011B	Control access to and exit from premises
CPPSEC2012A	Monitor and control individual and crowd behaviour
CPPSEC3002A	Manage conflict through negotiation
CPPSEC3013A	Control persons using empty hand techniques

### *Certificate III in Security Operations*

This qualification is required for three licensable activities. These are:

- Armed security officers within the cash in transit (CIT) industry
- Armed security officer (protecting property with a firearm)
- Unarmed body guard.

### **Armed security officers within the cash-in-transit (CIT) industry**

The minimum agreed standard for this licensable activity is *CPP30411 Certificate III in Security Operations*.

For licensing purposes this qualification must comprise the eight core units of competency specified in *CPP30411 Certificate III in Security Operations* plus the six electives specified in the following table.

Unit code	Unit title
CPPSEC3008A	Control security risk situations using firearms
CPPSEC3013A	Control persons using empty hand techniques
CPPSEC3050A	Load and unload cash in transit in an unsecured environment
CPPSEC3051A	Implement cash-in-transit security procedures
CPPSEC3052A	Inspect and test cash-in-transit security equipment
HLTFA311A	Apply first aid

**Note:** MCPEMP has also proposed minimum standards for firearms training and endorsement for batons. On renewal of licence the licence holder will be required to produce a certificate of currency for a first aid qualification

### **Armed security officer (protecting property with a firearm)**

For licensing purposes this qualification must comprise the eight core units of competency specified in *CPP30411 Certificate III in Security Operations* plus the five electives specified in the following table. One other unit from the electives of *CPP30411 Certificate II in Security Operations* must also be completed.

Unit code	Unit title
CPPSEC3008A	Control security risk situations using firearms
CPPSEC3009A	Prepare and present evidence in court
CPPSEC3013A	Control persons using empty hand techniques
CPPSEC3017A	Plan and conduct evacuation of premises
HLTFA311A	Apply first aid

**Note:** MCPEMP has also proposed minimum standards for firearms training and endorsement for batons. On renewal of licence the licence holder would be required to produce a certificate of currency for a first aid qualification.

### Unarmed bodyguard

The minimum agreed standard for this licensable activity is *CPP30411 Certificate III in Security Operations*.

For licensing purposes this qualification must comprise the eight core units of competency specified in *CPP30411 Certificate III in Security Operations* plus the six electives specified in the following table.

Unit code	Unit title
CPPSEC2011B	Control access to and exit from premises
CPPSEC2012A	Monitor and control individual and crowd behaviour
CPPSEC3013A	Control persons using empty hand techniques
CPPSEC3017A	Plan and conduct evacuation of premises
CPPSEC3018A	Provide for the safety of persons at risk
HLTFA311A	Apply first aid

### *Certificate III in Investigative Services*

This qualification is required for one licensable activity. This is:

- Investigators

### Investigators

The minimum agreed standard for this licensable activity is *CPP30607 Certificate III in Investigative Services*.

For licensing purposes this qualification must comprise the twelve core units of competency specified in CPP30607 Certificate III in Investigative Services plus the three electives specified in the following table.

Unit code	Unit title
CPPSEC3012A	Store and protect information
CPPSEC3034A	Operate information gathering equipment
FNSMERC304B	Locate subjects

In addition to the education and training requirements for obtaining a security licence, there are other factors such as probity requirements, including more rigorous nationally agreed minimum standards for identity verification and criminal history and intelligence checks. Users of this Training Package are advised to consult the relevant licensing or regulatory authority in their state or territory to determine any specific licensing requirements for the occupations listed below.

In addition, individuals conducting assessments under statutory licensing and industry registration systems must comply with training and experience requirements additional to the minimum requirements identified in this Training Package. Again, these individuals are advised to consult the relevant licensing or regulatory authority in their state or territory. Contact details for the relevant state and territory licensing and regulatory authorities for security are below and were accurate at the time of endorsement of this Training Package.

State and territory licensing and regulatory authorities for security		
Jurisdiction	Licensed activities in specific jurisdictions	Licensing authority
Australian Capital Territory	Advice regarding Security Equipment Bodyguarding - Close Personal Protection Crowd/Venue Control General Guarding Guarding with Dogs Guarding with Firearms Monitoring Centre (Graded) Retail Loss Prevention Sales - Methods and Principles Sales - Security Equipment	ACT Office of Fair Trading GPO Box 158 Canberra City ACT 2601 02 6207 0562 <a href="http://www.fairtrading.act.gov.au">www.fairtrading.act.gov.au</a>

<b>State and territory licensing and regulatory authorities for security</b>		
<b>Jurisdiction</b>	<b>Licensed activities in specific jurisdictions</b>	<b>Licensing authority</b>
	Security Training	
New South Wales	Advice regarding Security Equipment Bodyguarding - Close Personal Protection Crowd/Venue Control General Guarding Guarding with Dogs Guarding with Firearms Investigation Monitoring Centre (Graded) Retail Loss Prevention Sales - Methods and Principles Sales - Security Equipment Security Training	NSW Police Security Industry Registry Locked Bag 5099 Parramatta NSW 2124 1300 362 001 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>
Northern Territory	Crowd/Venue Control General Guarding Guarding with Firearms Investigation Monitoring Centre (Graded) Retail Loss Prevention	Northern Territory Treasury GPO Box 1974 Darwin NT 0801 1800 193 111 <a href="http://www.treasury.nt.gov.au/ntt/licensing">www.treasury.nt.gov.au/ntt/licensing</a>
Queensland	Bodyguarding - Close Personal Protection Crowd/Venue Control General Guarding Guarding with Firearms Investigation Sales - Manpower	Office of Fair Trading (Queensland Government) GPO Box 3111 Brisbane QLD 4001 1300 658 030 <a href="http://www.fairtrading.qld.gov.au">www.fairtrading.qld.gov.au</a>
South Australia	Advice regarding Security Equipment	Office of Consumer and Business Affairs (SA Government)



<b>State and territory licensing and regulatory authorities for security</b>		
<b>Jurisdiction</b>	<b>Licensed activities in specific jurisdictions</b>	<b>Licensing authority</b>
	Bodyguarding - Close Personal Protection Crowd/Venue Control General Guarding Guarding with Dogs Guarding with Firearms Investigation Monitoring Centre (Graded) Retail Loss Prevention Sales - Manpower Sales - Methods and Principles Sales - Security Equipment Security Training	GPO Box 1719 Adelaide SA 5001 08 8204 9642 <a href="http://www.ocba.sa.gov.au">www.ocba.sa.gov.au</a>
Tasmania	Crowd/Venue Control General Guarding Investigation Retail Loss Prevention	Department of Justice GPO Box 825 Hobart Tas 7001 03 6233 2199 <a href="http://www.justice.tas.gov.au">www.justice.tas.gov.au</a>
Victoria	Advice regarding Security Equipment Bodyguarding - Close Personal Protection Crowd/Venue Control General Guarding Guarding with Dogs Guarding with Firearms Investigation Monitoring Centre (Graded) Retail Loss Prevention Sales - Methods and Principles	Victoria Police 637 Flinders Street Melbourne VIC 3005 03 9247 3718 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>

<b>State and territory licensing and regulatory authorities for security</b>		
<b>Jurisdiction</b>	<b>Licensed activities in specific jurisdictions</b>	<b>Licensing authority</b>
	Sales - Security Equipment	
Western Australia	Crowd/Venue Control General Guarding Guarding with Dogs Guarding with Firearms Investigation Monitoring Centre (Graded) Retail Loss Prevention	Western Australia Police 2 Adelaide Terrace East Perth WA 6004 08 9231 7199 <a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a>

The list below details the Australian Registry Offices responsible for the issuing of licences relating to the use of firearms:

<b>Authority</b>	<b>Address</b>	<b>City</b>	<b>Phone</b>	<b>Fax</b>
Victorian Firearms Licensing Services	GPO Box 2807AA	Melbourne VIC 3001	03 9247 3288	03 9247 3196
New South Wales Firearms Registry	Locked Bag 2000	Peakhurst NSW 2210	02 9930 6229	02 9930 6289
ACT Weapons Registry	PO Box 401	Canberra ACT 2601	02 6245 7402	02 6245 7259
South Australia Firearms Division	GPO Box 1539	Adelaide SA 5001	08 8204 2519	08 8204 2303
Queensland Weapons Licensing Branch	GPO Box 892	Brisbane QLD 4001	07 3364 4416	07 3364 4863
Western Australia Firearms Branch	210 Adelaide Terrace	East Perth WA 6000	09 9231 7000	09 9231 7029
Northern Territory Recording Section	PO Box 39764	Winnellie NT 0821	08 8922 3541	08 8922 3540
Tasmania Police Firearms Registry	GPO Box 1264	Hobart TAS 7001	03 6230 2720	03 6230 2765

## Licensing requirements in access consulting

There are no licensing or registration requirements applying to RTOs, assessors or candidates with respect to the access consulting sector. However, a number of state and territory building regulatory authorities may decide to introduce licensing or registration requirements for access consultants upon the introduction of the Disability Discrimination Act Premises Standard if they are providing advice on access issues in relation to buildings. Contact the relevant state or territory department(s) to check if there are any licensing or registration requirements with which you must comply.

## Licensing requirements in home sustainability assessment

There are no licensing or registration requirements applying to assessors, RTOs, or candidates with respect to home sustainability assessments.

Nationwide House Energy Rating Scheme (NatHERS) assessors conducting assessment for regulatory purposes must be accredited with an assessor accrediting organisation that is recognised under the Nationwide House Energy Rating Scheme Protocol for Assessor Accrediting Organisations. The purpose of this protocol is to provide a national framework for the approval and operation of organisations that accredit users of NatHERS software for regulatory purposes.

Contact details for national assessor accrediting organisations are below and were accurate at the time of endorsement of this Training Package.

Authority	Address	Email	Telephone	Fax
Association of Building Sustainability Assessors Website: <a href="http://www.absa.net.au">http://www.absa.net.au</a>	Level 9, 418A Elizabeth Street, Surry Hills NSW 2010	<a href="mailto:admin@absa.net.au">admin@absa.net.au</a>	1300 889 438	02 9281 9514
Building Designers Association of Victoria	PO Box 174, Carlton South VIC 3053	<a href="mailto:info@bdav.org.au">info@bdav.org.au</a>	03 9416 0227	03 9416 0115

In the Australian Capital Territory, NatHERS assessors conducting assessments for regulatory purposes must be licensed. The contact details for the licensing body in this jurisdiction are:

Environment and Sustainable Development Directorate

ACT Planning and Land Authority

Ground Floor, South Dame Pattie Menzies House, 16 Challis Street, Dickson ACT 2602

Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)

Telephone: 02 6207 1923

Fax: 02 6207 1925

## Licensing requirements in asset maintenance

### Fire protection inspection and testing sector

A number of activities covered by the units of competency and qualifications for the fire protection inspection and testing sector are subject to occupational licensing requirements. These requirements vary significantly across jurisdictions.

Users of this Training Package are advised to consult the relevant occupational licensing authority in their state or territory to determine the specific licensing requirements for any work on the occupations listed below.

Contact details for the relevant state and territory licensing authorities for fire protection inspection and testing are listed below and were accurate at the time of endorsement of this Training Package.

<b>State and territory licensing and regulatory authorities for fire protection inspection and testing services</b>		
<b>Jurisdiction</b>	<b>Licensed activities in specific jurisdictions</b>	<b>Licensing authority</b>
<b>National</b>	Portable Fire Extinguisher Maintenance Fixed System Installation and Decommissioning Fixed System Testing and Maintenance Recovery, Reclamation, Fill and Recycling Warehouse Maintenance Control Systems Installation, Commissioning and Decommissioning	Fire Protection Industry Ozone Depleting Substances and Synthetic Greenhouse Gases (ODS and SGG) Board 13 Ellingworth Parade PO Box 1049 Box Hill VIC 3128 T: 1300 731 922 T: 03 9890 1544 F: 03 9890 1577 E: ozone@fpaa.com.au
<b>Queensland</b>	Fire occupational licenses and contractor/nominee supervisor licences for inspecting, testing and maintaining fire suppression equipment and systems	Building Services Authority, Queensland 299 Montague Road West End QLD 4101 GPO Box 5099, Brisbane, QLD 4001 T: 1300 272 272 F: 07 3225 2999
<b>Tasmania</b>	Permits may be required before undertaking certain work in fire protection inspection and testing services General Fire Regulations 2000	Tasmania Fire Service GPO Box 1526 Hobart TAS 7001 Cnr Argyle and Melville Streets

State and territory licensing and regulatory authorities for fire protection inspection and testing services		
Jurisdiction	Licensed activities in specific jurisdictions	Licensing authority
	(Tasmania)	Hobart TAS 7000 T: 03 6230 8600 F: 03 6234 6647  Workplace Standards Tasmania PO Box 56 Rosny Park TAS 7018 T: 03 6233 7657 E: wstinfo@justice.tas.gov.au

### Pest management sector

Occupational licenses are required to perform pest management work. The requirements vary from state to state.

In Western Australia, completion of Certificate III in Pest Management is the minimum requirement for pest management work. In all other states and territories, completion of the following units of competency in the pest management sector is the minimum requirement for pest management work:

- Pest management technician (pest control activity)
- CPPPMT3005A Modify environment to manage pests
- CPPPMT3006A Apply pesticides to manage pests
- CPPPMT3018A Maintain equipment and chemical storage areas
- Pest management technician (fumigation activity)
- CPPPMT3006A Apply pesticides to manage pests
- CPPPMT3011A Conduct fumigation.

The Building Services Authority Queensland, stipulates the following units as the minimum requirements for timber pest management:

- CPPPMT3008A Inspect and report on timber pests
- CPPPMT3010A Control timber pests.

To satisfy the licensing arrangements, RTOs must meet the regulatory requirements of their state or territory. Contact your local regulatory agency to confirm jurisdictional requirements and ensure that training delivers a national outcome consistent with regulatory arrangements that currently apply in the state or territory in which the training is delivered.

In addition to specific licensing requirements for working in the pest management industry, companies and personnel engaged in pest management must comply with environmental, industrial, occupational, and public health and safety legislation and regulations.

<b>State and territory licensing and regulatory authorities for pest management</b>		
<b>Jurisdiction</b>	<b>Licensed occupations in specific jurisdictions</b>	<b>Licensing authority</b>
<b>Australian Capital Territory</b>	Pest Management Technician	David Power ACT and Municipal Services Assistant Manager GPO Box 158 Canberra ACT 2601 T: 02 6207 5311 E: david.power@act.gov.au
<b>New South Wales</b>	Pest Management Technician	Michael Carroll Work Cover NSW Manager Licensing Team Locked Bag 2906 Lisarow NSW 2252 T: 02 4321 5929 E: michael.carroll@workcover.nsw.gov.au
<b>Northern Territory</b>	Pest Management Technician	Helgi Stone Dept of Heath and Families Manager Poisons Control PO Box 40596 Casuarina NT 0811 T: 08 8922 7341 E: helgi.stone@nt.gov.au
<b>Queensland</b>	Pest Management Technician	Chris Boyle Building Services Authority Executive Manager Policy Legislation, Research and Support Services GPO Box 5099 Brisbane QLD 4001 T: 07 3225 2830 E: chris.boyle@bsa.qld.gov.au

<b>State and territory licensing and regulatory authorities for pest management</b>		
<b>Jurisdiction</b>	<b>Licensed occupations in specific jurisdictions</b>	<b>Licensing authority</b>
		<p>Don Smith  Queensland Health  GPO Box 48  Brisbane QLD 4001  T: 07 3234 0963  E: don_smith@health.qld.gov.au</p>
<b>South Australia</b>	Pest Management Technician	<p>Michael Cooper  Department of Health  Manager  Level 1 CitiCentre  11-13 Hindmarsh Square  Adelaide SA 5000  T: 08 8226 7117  E: michael.cooper@health.sa.gov.au</p>
<b>Tasmania</b>	Pest Management Technician	<p>Maria Hawksley  Department of Primary Industries and Water  Licence Coordinator  GPO Box 44  Hobart TAS 7001  T: 03 6336 5332  E: maria.hawksley@dpiw.tas.gov.au</p>
<b>Victoria</b>	Pest Management Technician	<p>Katherine Smith  Department of Human Services  Manager  GPO Box 4057 Melbourne Vic 3001  T: 03 9096 5472  E: Katherine.Smith@dhs.vic.gov.au</p>

State and territory licensing and regulatory authorities for pest management		
Jurisdiction	Licensed occupations in specific jurisdictions	Licensing authority
Western Australia	Pest Management Technician	<p>Geoff Harcombe  Dept of Health WA  PO Box 8172  Perth Business Centre WA 6849  T: 08 9383 4244  E: geoff.harcombe@health.wa.gov.au</p> <p>David Cox  AQIS  GPO Box 858  Canberra ACT 2601  T: 02 6272 3933  Freecall: 1800 020 504  E: David.T.Cox@AQIS.gov.au</p>

## Licensing requirements for building design

State and territory licensing and regulatory contacts for information about licensing requirements for building design.

Occupational licenses are required to operate as a building designer in Victoria, Queensland and Tasmania. In New South Wales multi-storey residential projects (3 storey and 4 or more units) are restricted to registered architects only.

Contact your local regulatory agency to confirm jurisdictional requirements. In addition to specific licensing requirements for working as a building designer, companies and personnel must comply with environmental, industrial and work health and safety legislation and regulations.

Jurisdiction	Licensing authority
Queensland	<p>Chris Boyle  Executive Manager  Policy, Legislation, Research and Support Services  Building Services Authority</p>



Jurisdiction	Licensing authority
	<p>PO Box 5099  BRISBANE QLD 4001  299 Montague Road  WEST END QLD 4101  T: 07 3225 2830  M: 0417 200 742  E: Chris.Boyle@bsa.qld.gov.au</p>
Tasmania	<p>Graeme Hunt  Manager  Building Standards and Regulation  Workplace Standards  Department of Justice  PO Box 56  ROSNY PARK TAS 7018  30 Gordons Hill Road  ROSNY PARK TAS 7018  T: 03 6233 6575  M: 0408 146 752  E: graeme.hunt@justice.tas.gov.au</p>
Victoria	<p>Julie Dalton  Acting Registrar  Building Practitioners Board  Building Commission  PO Box 536  MELBOURNE VIC 3001  Goods Shed North  733 Bourke Street  Docklands VIC 3008  T: 03 9618 9275  M: 0418 142 943  E: jdalton@buildingcommission.com.au</p>

## State and territory licensing and regulatory contacts for information about licensing requirements for swimming pool and spa sector

The swimming pool and spa service sector is regulated and licensed on a different basis in each State and Territory. Across the country there are three broad groups of regulatory and licensing arrangements that impact on the sector.

These are:

- building and construction
- environmental health
- consumer affairs.

The regulatory and licensing arrangements in each jurisdiction are summarised in the Table below.

State-based regulatory and licensing arrangements for swimming pool and spa sector			
Jurisdiction	Building and construction	Consumer affairs	Environmental health
<b>Victoria</b>	No license requirement	No license requirement	No license requirement. <i>Public Health and Wellbeing Act 2008</i> sets broad parameters for public pool management. <i>Pool Operators Handbook</i> recommends all public pool staff and management be trained
<b>New South Wales</b>	No license requirement	License requirement including educational requirement of CPC40808 Certificate IV In Swimming Pool and Spa Building	<i>Public Health (Swimming Pool and Spa Pool) Regulations 2000</i> requires disinfection and cleanliness of public pools. <i>Draft Public Swimming Pool and Spa Pool Code of Practice 2010</i> notes that all pool operators should be competent in water treatment and quality

<b>State-based regulatory and licensing arrangements for swimming pool and spa sector</b>			
<b>Jurisdiction</b>	<b>Building and construction</b>	<b>Consumer affairs</b>	<b>Environmental health</b>
<b>Queensland</b>	License required when work on infrastructure of pool exceeds \$3300 with educational requirement of Certificate III in Swimming Pool and Spa Construction, Installation and Maintenance 30918QLD or equivalent.	No license requirement	No license requirement. <i>Queensland Health Swimming Pool and Spa Water Quality Guidelines 2004</i> advise that public pool operators should undertake certified training in water chemistry, pool disinfection and water testing
<b>Australian Capital Territory</b>	No license requirement	No license requirement	<i>Code of Practice for Public Swimming Pools/Spa Pools</i> requires pool operator to be competent in relation to water quality
<b>Tasmania</b>	No license requirement	No license requirement	No license requirement
<b>Western Australia</b>	No license requirement	No license requirement	<i>Health (Aquatic Facilities) Regulations 2007</i> require public pools to be maintained by a trained Technical Operator in accordance with Section 6.2.7 of the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (May 2010)
<b>South Australia</b>	Building contractors license required for repair or alteration to swimming pool		Public and Environmental Health Act 1987 and Public and Environmental Health General Regulations 2006

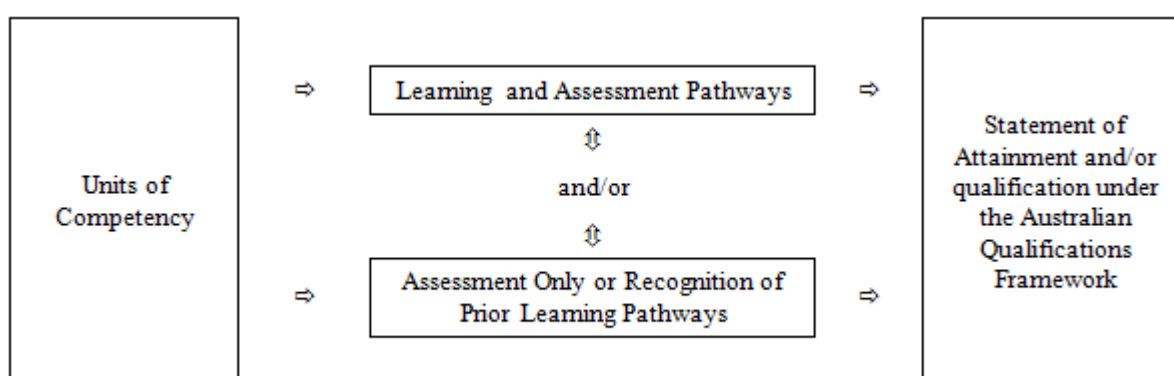
State-based regulatory and licensing arrangements for swimming pool and spa sector			
Jurisdiction	Building and construction	Consumer affairs	Environmental health
			require public swimming pools required pool to be maintained by an appropriate person
<b>Northern Territory</b>	No license requirement	No license requirement	No license requirement

## Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.



Each of these assessment pathways leads to full recognition of competencies held – the critical issue is that the candidate is competent, not how the competency was acquired. Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package and the AQTF 2007.

### **Learning and assessment pathways**

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.

Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

### **Assessment-only or recognition of prior learning pathway**

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.

In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the AQTF 2007 must be met.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work);
- valid (directly related to the current version of the relevant endorsed unit of competency);
- reliable (shows that the candidate consistently meets the endorsed unit of competency);
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

- candidates enrolling in qualifications who want recognition for prior learning or current competencies;
- existing workers;
- individuals with overseas qualifications;
- recent migrants with established work histories;
- people returning to the workplace; and
- people with disabilities or injuries requiring a change in career.

### **Combination of pathways**

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

### **Assessor requirements**

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

### **Assessor competencies**

The AQTF 2007 specifies mandatory competency requirements for assessors. For information, Element 1.4 from the AQTF 2007 *Essential Standards for Registration* follows:

- 1.4 Training and assessment are conducted by trainers and assessors who:
- a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors
  - b) have the relevant vocational competencies at least to the level being delivered or assessed
  - c) continue developing their vocational and training and assessment competencies to support continuous improvements in delivery of the RTO's services.

## Industry assessment contextualisation

In accordance with the Disability Standards for Education (2005), reasonable adjustments are to be made to ensure equity in training and assessment of people with disabilities. This means that all 'education providers are under a positive obligation to make changes to reasonably accommodate the needs of a student with a disability'.

Adjustments are considered 'reasonable' if they do not impose an unjustifiable hardship on a training provider or employer. When assessing people with disabilities, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility. This should include:

- checking their initial assumptions about the capacity to include people with various disabilities
- seeking advice from people with experience and expertise in training, assessing and otherwise supporting people with disabilities.

## Designing assessment tools

This section provides an overview on the use and development of assessment tools.

### Use of assessment tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgements about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

### Using prepared assessment tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service <[www.ntis.gov.au](http://www.ntis.gov.au)>. Materials on the list have been noted by the National Quality Council as meeting their quality criteria for Training Package support materials.

### Developing assessment tools

When developing their own assessment tools, assessors must ensure that the tools:

- are benchmarked against the relevant unit or units of competency;
- are reviewed as part of the validation of assessment strategies required under the AQTF 2007; and
- meet the assessment requirements expressed in the AQTF 2007 *Essential Standards for Registration*.

A key reference for assessors developing assessment tools is TAA04 Training and Assessment Training Package and the unit of competency TAAASS403A *Develop assessment tools*.

## Conducting assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

### Mandatory assessment requirements

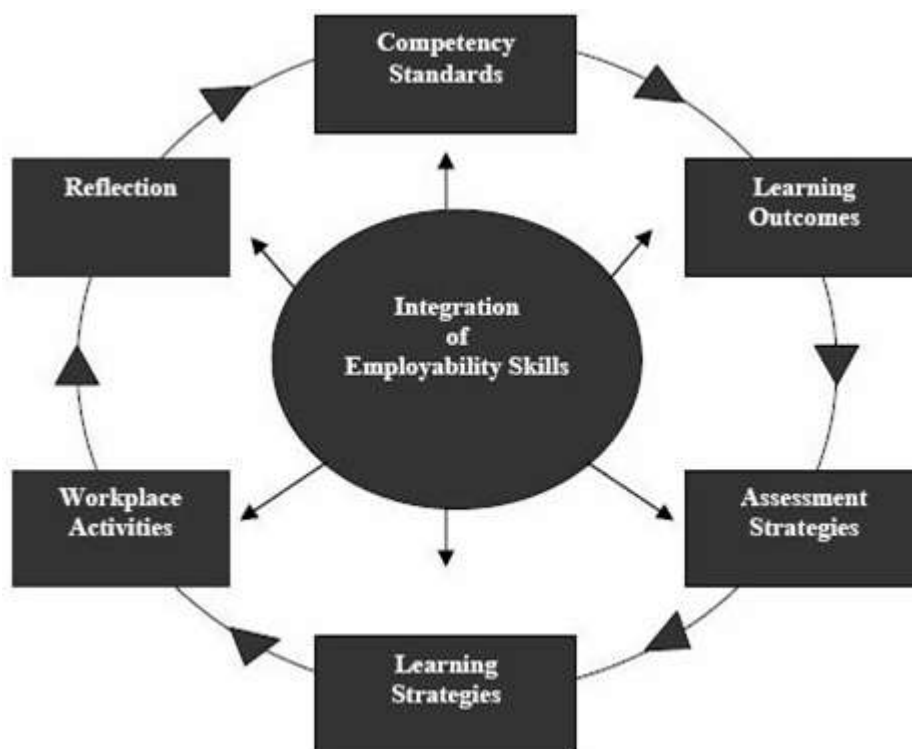
Assessments must meet the criteria set out in the AQTF 2007 *Essential Standards for Registration*.

For information, the mandatory assessment requirements from Standard 1 from the AQTF 2007 *Essential Standards for Registration* are as follows:

- 1.5 Assessment, including Recognition of Prior Learning (RPL):
- a) meets the requirements of the relevant Training Package or accredited course
  - b) is conducted in accordance with the principles of assessment and the rules of evidence
  - c) meets workplace and, where relevant, regulatory requirements.

## Assessment of employability skills

Employability skills are integral to workplace competency. As such, they must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.





Employability skills are embedded and explicit within each unit of competency. Training providers must use employability skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing units of competency to locate relevant employability skills and determine how they are applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the application of employability skills at that qualification outcome
- designing training and assessment to address employability skills requirements.

## **Employability skills in the property services context**

For more information on employability skills in Construction and Property Services Industry Skills Council (CPSISC) Training Packages go to the CPSISC website at [www.cpsisc.com.au](http://www.cpsisc.com.au).

### **Access and equity**

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

### **Reasonable adjustments**

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the *Disability Standards for Education 2005*, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

See Part 4, Chapter 2 of the *Training Package Development Handbook* (DEEWR, September 2007) for more information on reasonable adjustment, including examples of adjustments.

## Further sources of information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

### Contacts

Construction and Property Services Industry Skills Council

PO Box 151

Belconnen ACT 2616

Telephone: 02 6253 0002

Fax: 02 6253 0004

Web: [www.cpsisc.com.au](http://www.cpsisc.com.au)

Email: [info@cpsisc.com.au](mailto:info@cpsisc.com.au)

TVET Australia Ltd

Level 21, 390 St Kilda Road

MELBOURNE VIC 3004

PO Box 12211

A'Beckett Street PO

MELBOURNE VIC 8006

Telephone: (03) 9832 8100

Fax: (03) 9832 8199

Web: [www.atpl.net.au](http://www.atpl.net.au)

Email: [sales@atpl.net.au](mailto:sales@atpl.net.au)

Innovation and Business Industry Skills Council

Level 11

175 Wellington Parade

EAST MELBOURNE VIC 3022

Telephone: (03) 9815 7000

Fax: (03) 9815 7001

Web: [www.ibsa.org.au](http://www.ibsa.org.au)

Email: [reception@ibsa.org.au](mailto:reception@ibsa.org.au)

### General resources

Refer to <http://antapubs.dest.gov.au/publications/search.asp> to locate the following ANTA publications.

*AQF Implementation Handbook, 3rd Edition*. Australian Qualifications Framework Advisory Board, 2002, [www.aqf.edu.au](http://www.aqf.edu.au)

Australian Quality Training Framework (AQTF) – for general information go to:

[www.dest.gov.au/sectors](http://www.dest.gov.au/sectors)

Australian Quality Training Framework (AQTF) – for resources and information go to:

[www.dest.gov.au](http://www.dest.gov.au)

*Australian Quality Training Framework Standards for Registered Training Organisations*, Australian National Training Authority, Melbourne, 2005. Available in hard copy from State or Territory Training Authorities or can be downloaded from [www.dest.gov.au](http://www.dest.gov.au)

National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses – [www.ntis.gov.au](http://www.ntis.gov.au)  
*Style Guide for Training Package Support Materials*, Australian National Training Authority, Melbourne 2003 – can be downloaded from the ANTA page at [www.dest.gov.au](http://www.dest.gov.au)  
*TAA04 Training and Assessment Training Package* – this is available from Innovation and Business Skills Australia (IBSA) and can be viewed, and components downloaded, from the National Training Information Service (NTIS)

### **Assessment resources**

*Training Package Assessment Guides* – a range of resources to assist RTOs in developing Training Package assessment materials developed by DEST with funding from the Department of Education, Training and Youth Affairs. It is made up of 10 separate titles, as described at the ANTA publications page of [www.dest.gov.au](http://www.dest.gov.au). Go to

**[www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm](http://www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm)**

Printed and/or CD ROM versions of the Guides can be purchased from TVET Australia. The resource includes the following guides:

- 1 Training Package Assessment Materials Kit
- 2 Assessing Competencies in Higher Qualifications
- 3 Recognition Resource
- 4 Kit to Support Assessor Training
- 5 Candidate's Kit: Guide to Assessment in New Apprenticeships
- 6 Assessment Approaches for Small Workplaces
- 7 Assessment Using Partnership Arrangements
- 8 Strategies for Ensuring Consistency in Assessment
- 9 Networking for Assessors
- 10 Quality Assurance Guide for Assessment

An additional guide 'Delivery and Assessment Strategies' has been developed to complement these resources.

### **Assessment tool design and conducting assessment**

VETASSESS & Western Australian Department of Training and Employment 2000, *Designing Tests – Guidelines for designing knowledge based tests for Training Packages*  
Vocational Education and Assessment Centre 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE  
Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne

Rumsey, David 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra

### **Assessor training**

Australian Committee on Training Curriculum (ACTRAC) 1994, *Assessor training program – learning materials*, Australian Training Products, Melbourne

Australian National Training Authority, *A Guide for Professional Development*, ANTA, Brisbane

Australian Training Products Ltd Assessment and Workplace Training, Training Package – Toolbox, ATPL Melbourne

Green, M. et al 1997, *Key competencies professional development package*, Department for Education and Children's Services, South Australia

Victorian TAFE Association 2000, *The professional development CD: A learning tool*, VTA, Melbourne

### **Assessment system design and management**

Office of Training and Further Education 1998, Demonstrating best practice in VET project – assessment systems and processes, OTFE Victoria

Toop, L., Gibb, J. & Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra

Western Australia Department of Training and VETASSESS 1998, *Kit for Skills Recognition Organisations*, WADOT, Perth

### **Access and equity resources**

For supporting resources, regularly check DEEWR publications, and also refer to:

[http://www.dest.gov.au/sectors/training\\_skills/publications\\_resources](http://www.dest.gov.au/sectors/training_skills/publications_resources)

<http://antapubs.dest.gov.au/publications>

### **Legislation**

*Racial Discrimination Act 1975* <http://scaleplus.law.gov.au/html/pasteact/0/47/top.htm>

*Disability Discrimination Act 1992 (DDA)*

<http://scaleplus.law.gov.au/html/pasteact/0/311/top.htm>

Human Rights and Equal Opportunity Commission [www.hreoc.gov.au](http://www.hreoc.gov.au)

Working with Diversity – AQTF supporting resources

Working with Diversity: A Guide to Equity and the AQTF

Working with Diversity: Quality Training for People With a Disability

Working with Diversity: Quality Training for Indigenous Australians

Language and literacy

Adult literacy <http://www.dest.gov.au/literacynet/>

### **Indigenous**

Partners in a Learning Culture: National Strategy and Blueprint for Implementation available from ANTA publications

Australian Indigenous Training Advisory Council (AITAC)

[http://www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/vet/aitac.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/aitac.htm)

Indigenous Education Online <https://indigo.dest.gov.au/www.indigenous.gov.au>

Indigenous Education Consultative Bodies (IECB): contact State & Territory Training Authorities or Telephone 1800 800 821, or go to

[http://www.dest.gov.au/sectors/indigenous\\_education/organisation\\_contacts](http://www.dest.gov.au/sectors/indigenous_education/organisation_contacts)

### **Disability**

Australian Disability Training Advisory Council (ADTAC)

<http://www.trainability.edu.au/ADTACHomepage.htm>

Disability employment agencies: contact State and Territory offices of Department of Family and Community Services for details of local disability employment agencies – or go to

<http://www.facs.gov.au/internet/facsinternet.nsf/disabilities/services-cdes.htm>

### **Women**

*Women: Shaping Our Future*

<http://antapubs.dest.gov.au/publications/publication.asp?qsID=607>

Equal Opportunity in the Workplace Agency (EOWA). [www.eowa.gov.au](http://www.eowa.gov.au)

## **Competency Standards**

### **What is competency?**

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

### **Contextualisation of units of competency by RTOs**

Registered Training Organisations (RTOs) may contextualise units of competency in this endorsed Training Package to reflect required local outcomes. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this Training Package must be within the bounds of the following advice:

- RTOs must not remove or add to the number and content of elements and performance criteria.
- RTOs can include specific industry terminology in the range statement.
- Any amendments and additions to the range statement made by RTOs must not diminish the breadth of application of the competency, or reduce its portability.
- RTOs may add detail to the evidence guide in areas such as the critical aspects of evidence or required resources and infrastructure—but only where these expand the breadth of the competency and do not limit its use.
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### **Components of units of competency**

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

#### **Unit title**

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

#### **Unit descriptor**

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

**Employability skills**

This sub-section contains a statement that the unit contains Employability skills.

**Prerequisite units (optional)**

If there are any units of competency that must be completed before the unit, these will be listed.

**Application of the unit**

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

**Competency field (optional)**

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

**Sector (optional)**

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

**Elements of competency**

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

**Performance criteria**

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

**Required skills and knowledge**

The essential skills and knowledge are either identified separately or combined. Knowledge identifies what a person needs to know to perform the work in an informed and effective manner. Skills describe the application of knowledge to situations where understanding is converted into a workplace outcome.

**Range statement**

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

### **Evidence guide**

The evidence guide is critical in assessment as it provides information to the registered training organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment;
- relationships with the assessment of any other units of competency;
- suitable methodologies for conducting assessment including the potential for workplace simulation;
- resource implications, for example access to particular equipment, infrastructure or situations;
- how consistency in performance can be assessed over time, various contexts and with a range of evidence; and
- the required underpinning knowledge and skills

### **Employability skills in units of competency**

The detail and application of Employability Skills facets will vary according to the job-role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.

Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

#### **How employability skills relate to the key competencies**

The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

<b>Employability Skills</b>	<b>Mayer Key Competencies</b>
Communication	Communicating ideas and information
Teamwork	Working with others and in teams

Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

### **Explicitly embedding employability skills in units of competency**

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.

Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regards to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

### **Sample unit of competency components showing employability skills**

The following table shows the sequence of a unit of competency, and each cell contains text taken from a range of units. It provides examples of where and how various Employability Skills could be embedded in each component.

Please note that in the example, the bracketed Employability Skills are provided for clarification only and would not be present in units of competency within this Training Package.

<b>Unit Title</b>	Give formal presentations and take part in meetings (Communication)
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<b>Unit Descriptor</b>	This unit covers the skills and knowledge required to promote the use and implementation of innovative work practices to effect change. <b>(Initiative and enterprise)</b>
<b>Element</b>	Proactively resolve issues. <b>(Problem solving)</b>
<b>Performance Criteria</b>	Information is organised in a format suitable for analysis and dissemination in accordance with organisational requirements. <b>(Planning and organising)</b>
<b>Range Statement</b>	Software applications may include email, internet, word processing, spreadsheet, database or accounting packages. <b>(Technology)</b>
<b>Required Skills and Knowledge</b>	<p>Modify activities depending on differing workplace contexts, risk situations and environments. <b>(Learning)</b></p> <p>Work collaboratively with others during a fire emergency. <b>(Teamwork)</b></p> <p>Instructions, procedures and other information relevant the maintenance of vessel and port security. <b>(Communication)</b></p>
<b>Evidence Guide</b>	<p>Evidence of having worked constructively with a wide range of community groups and stakeholders to solve problems and adapt or design new solutions to meet identified needs in crime prevention. In particular, evidence must be obtained on the ability to:</p> <ul style="list-style-type: none"> <li>• assess response options to identified crime-prevention needs and determine the optimal action to be implemented</li> <li>• in consultation with relevant others, design an initiative to address identified issues. <b>(Initiative and enterprise).</b></li> </ul>

### Employability Skills Summaries and units of competency

An Employability Skills Summary exists for each qualification. Summaries include broad advice on industry expectations with regard to Employability Skills at the qualification level. Summaries should be used by trainers and assessors to assist in identifying the Employability Skills requirements contained within units of competency.