



Australian Government

CHCSOH008 Manage head lease

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>significant changes to performance criteria</p> <p>new evidence requirements for assessment including volume and frequency requirements</p> <p>significant changes to knowledge evidence</p>

Application

This unit describes the skills and knowledge required to identify, acquire and manage properties head leased from the private rental market.

This unit applies to work in a social housing context. Workers will be required to exercise judgement and sensitivity when working with clients and landlords within clearly defined processes and procedures.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Identify property needs of the organisation

1.1 Develop leasehold property acquisition strategy in accordance with organisation's needs analysis

1.2 Undertake research on market conditions to ensure strategy is achievable

1.3 Plan strategy to meet tenancy mix, budgets and income stream projections and property portfolio projections

2. Identify and acquire

2.1 Promote the organisation to landlords and/or agents to ensure an understanding of the principles of social

ELEMENT**PERFORMANCE CRITERIA**

leasehold properties

housing, the organisation's goals and objectives

2.2 Inspect property for appropriateness and assessment against organisation's budgetary requirements

2.3 Prepare written head tenancy agreements with landlord

3. Manage leasehold properties

3.1 Build and maintain relationships with the landlord and/or agent

3.2 Prepare and complete tenancy documentation in accordance with relevant legislation and organisation's policies and procedures

3.3 Keep appropriate records

3.4 Identify and communicate rights and responsibilities of tenant and landlord in property maintenance issues and apply in accordance with organisation policies and procedures

3.5 Discuss and resolve relevant insurance issues with landlord

3.6 Carry out regular property inspections and other management activities agreed with landlord and/or agent

4. Manage end of lease

4.1 Negotiate end of tenancy issues and responsibilities with landlord and/or agent in accordance with relevant legislation and organisation policy and procedures

4.2 Facilitate rights of all parties in finalising end of tenancy

4.3 Prepare relevant reports and provide to appropriate parties

Foundation Skills

The Foundation Skills describe those required skills (employability skills, language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>