CPP40516 Certificate IV in Strata Community Management

Release: 2
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Modification History

<table>
<thead>
<tr>
<th>Version</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New qualification. This version first released with CPP Property Services Training Package Version 4.</td>
</tr>
</tbody>
</table>
| 2       | Update to superseded imported equivalent elective unit BSBSUS301 to BSBSUS401.  
        | This version first released with CPP Property Services Training Package Version 4.2. |

Qualification Description

This qualification reflects the role of those involved in providing management services for strata communities.

In most situations, the individual will work independently but may operate as part of a strata community management team. In this role, the person will perform all functions associated with the administration of strata communities, including facilitating meetings of strata community members, administering insurance for strata communities, handling strata community funds, as well as maintaining business records and reporting on the financial activities of strata communities.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Entry Requirements

There are no entry requirements for this qualification.
Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
  - 13 core units
  - 5 elective units.

The elective units must ensure the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome and are to be chosen as follows:

- a minimum of two elective units must be chosen from the Group A Specialist elective units listed below
- the remaining 3 elective units may be chosen as follows:
  - up to 3 units from both Group A Specialist elective units and Group B Common elective units
  - up to 2 units from the Certificate III in Strata Community Management, the Diploma of Strata Community Management, or from other Certificate IV or Diploma qualification in CPP or another current endorsed Training Package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

Core units

BSBFIA402  Report on financial activity
BSBRKG304  Maintain business records
CPPCMN4008  Read plans, drawings and specifications for residential buildings
CPPDSM3016  Work in the property industry
CPPDSM3017  Work in the strata community management sector
CPPDSM3019  Communicate with clients in the property industry
CPPDSM4009  Interpret legislation to complete work in the property industry
CPPDSM4044  Coordinate maintenance and repair of properties and facilities
CPPDSM4045  Facilitate meetings in the property industry
CPPDSM4056  Manage conflicts and disputes in the property industry
CPPDSM4057  Monitor a safe workplace in the property industry
CPPDSM4084  Administer insurance for strata communities
CPPDSM4085  Handle strata community funds held on trust
Elective units

Group A Specialist elective units

CPPCMN4009 Develop team understanding of and commitment to sustainability
CPPCMN4012A Contribute to sustainable solutions throughout building life cycle
CPPCMN4013B Operate a sustainable business
CPPDSM4020 Present at tribunals
CPPDSM4026 Analyse property and facility information
CPPDSM4027 Analyse resource use in building operations
CPPDSM4028 Identify and analyse risks and opportunities in the property industry
CPPDSM4031 Arrange lease of space
CPPDSM4034 Negotiate and implement strata community management agreement
CPPDSM4040 Contribute to asset life cycle maintenance strategy
CPPDSM4042 Coordinate construction contract
CPPDSM4047 Implement and monitor procurement process
CPPDSM4048 Implement customer service strategies in the property industry
CPPDSM4055 Maintain asset management system
CPPDSM4063 Participate in developing and establishing property or facility contracts
CPPDSM4066 Plan and coordinate property and facility inspection
CPPDSM4071 Promote process improvement in the property industry
CPPDSM4072 Provide leadership in the property industry
CPPDSM4074 Select and appoint contractors in the property industry
CPPDSM4082 Monitor service requirements of owners and occupiers in strata communities
CPPDSM4083 Terminate strata community
CPPDSM4086 Oversee preparation of strata community budgets

Group B Common elective units
BSBADM409  Coordinate business resources
BSBCMM401  Make a presentation
BSBHRM405  Support the recruitment, selection and induction of staff
BSBITS401  Maintain business technology
BSBLED401  Develop teams and individuals
BSBMGT402  Implement operational plan
BSBREL401  Establish networks
BSBSMB402  Plan small business finances
BSBSMB404  Undertake small business planning
BSBSUS401  Implement and monitor environmentally sustainable work practices
CPPDSM4087 Facilitate operation of owners committee

Qualification Mapping Information
No equivalent qualification.

Links
Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b