



**Australian Government**

**Assessment Requirements for  
CPPDSM3016 Work in the property  
industry**

**Release: 1**

# Assessment Requirements for CPPDSM3016 Work in the property industry

## Modification History

Release 1.

Replaces superseded equivalent CPPDSM3016A Work in the property industry.

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

## Performance Evidence

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

The person must also respond to six routine workplace situations, one relating to each of the following aspects of work in the property industry:

- interpreting and complying with legislative, financial and procedural requirements
- interpreting and complying with ethical practices and rules of conduct
- interpreting own work role and responsibilities
- identifying and reporting risks
- completing standard contractual documentation
- accessing information on industry employment requirements.

In each of the above, the person must respond to the situation, evaluate his or her personal performance in resolving it, and assess his or her personal competency development needs in relation to the way he or she responded.

In doing the above, the person must:

- interpret and comply with relevant legislative, financial and procedural requirements and confirm own understanding and application with relevant people
- interpret and comply with ethical practices and codes of conduct and check own understanding and application with relevant people
- identify a range of potential and existing risks using appropriate information collection techniques, and discuss recommendations on strategies to minimise risks with relevant people
- complete standard contractual documentation ensuring adherence to legislative and procedural requirements, and securely maintain property information
- interpret and use industry employment and professional development guidelines and benchmarks, and seek assistance from key industry and statutory organisations to ensure own continuing professional development
- interpret and verify own role and responsibilities, and carry out work tasks according to professional standards.

## Knowledge Evidence

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

- limitations of own work role, responsibilities and professional abilities
- organisational and professional procedures relating to own work role
- key requirements of federal, state or territory legislation, codes, standards and local government regulations relating to own work role, including:
  - anti-discrimination
  - consumer protection
  - environmental issues
  - equal employment opportunity (EEO)
  - financial probity
  - franchise and business structures
  - industrial relations
  - work health and safety (WHS)
  - property sales, leasing and management
  - risk factors relating to a variety of transactions
- routine knowledge of procedures for general office processes
- WHS issues and requirements relating to working in the property industry.

## Assessment Conditions

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

- equipment:
  - computer system with internet access and printer to access legislation, ethical and conduct standards, and policies and procedures
- specifications:
  - workplace safety and risk identification procedures
  - relevant legislation, codes, standards and local government regulations relating to workplace safety in the property industry
- relationship with team members and supervisor:
  - member of a work team in a property industry context under supervision of the manager or workplace principal.

### Assessor requirements

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

## Links

Companion Volume implementation guides are found in VETNet -

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

