Assessment Requirements for CPPDSM4026 Analyse property and facility information

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Modification History

Release 1.

Replaces superseded equivalent CPPDSM4026A Analyse property and facility information.

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 collect and analyse property and facility information as follows:

- collect and analyse information on the physical condition of one property or facility and present findings, including recommendations for action to the owner
- collect and analyse information on the use of a property or facility and present findings, including recommendations for action to the manager
- collect and analyse information on the management policies for a property or facility and present findings, including recommendations for action to the owner and manager.

In doing the above, the person must:

- identify property information requirements
- apply knowledge of organisation's practices, ethical standards, and legislative requirements associated with collecting and analysing property and facility information
- obtain information from a range of sources
- identify gaps in information
- review and prepare findings in a format suitable for presentation
- use appropriate data analysis techniques
- use appropriate software to sort and analyse data.

Knowledge Evidence

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

- client and organisational privacy and confidentiality policies
- internal and external sources of property information
- methods of data analysis
- organisational policies and procedures relating to data collection
- key requirements of federal, state or territory legislation and local government regulations relating to:
  - anti-discrimination

- consumer protection
- environmental issues
- equal employment opportunity (EEO)
- financial probity
- franchise and business structures
- industrial relations
- property sales, leasing and management
- work health and safety (WHS)
- security procedures and safe record-keeping practices
- software applications used to organise and analyse data
- types of data collection and management systems.

Assessment Conditions

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

- equipment:
  - computer system with internet, email and printing facilities
- materials:
  - property or facility
  - software applications used to organise and analyse data
- specifications:
  - client and organisational confidentiality policies
- relationship with team members and supervisor:
  - member of a work team in a property industry context.

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