



Australian Government

**Assessment Requirements for
CPPDSM4063 Participate in developing
and establishing property or facility
contracts**

Assessment Requirements for CPPDSM4063 Participate in developing and establishing property or facility contracts

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4063A Participate in developing and establishing property or facilities contracts.

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 participate in developing two standard contracts relating to one of the following operations:

- routine property operation
- strata community or facility management operation
- property maintenance operation.

In doing the above, the person must:

- finalise contract within agreed timeframes using obtained feedback to rectify gaps or deficiencies
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with developing contract
- seek advice as required to confirm contract specifications have been addressed
- use business equipment and technology to prepare contract documentation
- use consultative processes to review and confirm contract requirements and specifications.

Knowledge Evidence

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

- contract layout, format and presentation methods
- limitations of own work role, responsibilities and professional abilities
- principles of contract law with regard to property use and management
- key requirements of federal, and state or territory legislation and local government regulations relating to contracts, including:
 - anti-discrimination
 - consumer protection
 - privacy
 - property sales, leasing and management

- strata community management
- work health and safety (WHS).

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - organisational policies and procedures relating to contract preparation and finalisation
 - organisational templates for contracts
- physical conditions:
 - sources of specialist advice on property-related contracts
- specifications:
 - specifications for standard contracts relating to property operations
- 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>