



Australian Government

**Assessment Requirements for
CPPDSM4084 Administer insurance for
strata communities**

Release: 1

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Modification History

Release 1.

New unit of competency.

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 administer the insurance arrangements and resolutions required for the strata communities of each of the following:

- one new build
- one residential strata community
- one commercial strata community.

In doing the above, the person must:

- establish legislative requirements for above insurance
- place required insurance
- assist owners corporation with lodging insurance claims
- apply knowledge of organisation's practices, ethical standards, and legislative requirements associated with administering insurance for strata communities
- monitor and review insurance requirements, and safely and securely maintain required documentation.

Knowledge Evidence

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

- asset valuation procedures
- insurance requirements for:
 - commercial developments
 - new builds
 - residential developments
- minimum legislative insurance requirements for strata communities
- 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
- privacy
- strata communities
- work health and safety (WHS)
- roles and responsibilities of strata managers in relation to insurance for strata communities
- sources of professional advice about insurance for strata communities.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - organisation's policies and procedures for administering insurance for strata community
 - sources of information on insurers and insurance brokers
 - information on insurance products for strata communities
 - legislation on minimum insurance requirements for strata communities
 - advice from relevant consumer affairs agencies and industry associations on duties of strata managers in relation to administering insurance for strata communities
- physical conditions:
 - strata community
- 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>