



**Australian Government**

**Assessment Requirements for  
CPPDSM4085 Handle strata community  
funds held on trust**

**Release: 1**

# Assessment Requirements for CPPDSM4085 Handle strata community funds held on trust

## 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 also correctly handle four of the following situations relating to the strata community funds held for four different clients:

- contractor payments
- discrepancy in client account
- insurance claims or refunds
- lot owner's contribution
- processing non-mutual income.

In doing the above, the person must:

- identify and follow procedures for handling strata community funds held on trust
- process the funds held on trust received from the above clients.

## Knowledge Evidence

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

- common discrepancies and non-compliances associated with handling strata community funds held on trust
- ethical requirements relating to handling strata community funds held on trust
- organisational administrative routines and practices for handling strata community funds held on trust
- organisational information technology and management systems used when handling strata community funds held on trust
- key requirements of federal, state or territory legislation and local government regulations relating to strata community funds held on trust
- risks and risk management strategies relating to strata community funds held on trust
- security requirements for strata community funds held on trust
- situations in which funds are held on trust by strata manager companies
- sources of information on requirements for handling strata community funds on trust.

## 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 for handling strata community funds
  - relevant codes, standards, legislation and regulations relating to handling strata community funds on trust
- 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>