



**Australian Government**

**Assessment Requirements for  
CPPDSM4086 Oversee preparation of  
strata community budgets**

**Release: 1**

# Assessment Requirements for CPPDSM4086 Oversee preparation of strata community budgets

## 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 oversee the preparation of the annual budget for one strata community, in which the work must involve:

- identifying typical information to be included in budget
- recognising when budget indicates expenditure is greater than income, and suggesting modifications that will bring it into balance
- overseeing the preparation of budget in collaboration with others in a manner that meets the strata community's identified needs.

## Knowledge Evidence

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

- components of a typical budget
- concept of and procedures for financial contingency planning
- concept of strata community control and how it applies to budgetary decision making
- provisions of federal, state or territory legislation and funding body requirements that affect how finances and assets can be used by strata communities
- sources of income and expenditure for strata communities
- standard budgeting procedures.

## 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 budget preparation
  - relevant codes, standards, legislation and regulations relating to preparing budgets for strata communities

- 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>