



Australian Government

CPPREP3003 Access and process property information in real estate

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes but is not equivalent to CPPDSM3006B Collect and process property information and CPPDSM3015B Use and maintain property and client information databases.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to access and process property information in a format that is suitable for day-to-day activities.

The unit applies to support workers in the real estate industry undertaking tasks with at least a moderate degree of autonomy and performing routine activities without close supervision.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Review property information requirements.	1.1 Confirm and document task requirements in consultation with relevant people. 1.2 Analyse information requirements and identify sources of information.
2. Access and collate property information.	2.1 Access databases using appropriate search techniques to locate and collect property information. 2.2 Access, retrieve and store required information in

	compliance with agency processes. 2.3 Collate and organise information according to agency requirements in a format suitable for analysis. 2.4 Check information for clarity, accuracy, currency and relevance.
3. Process information.	3.1 Enter information into databases and check for accuracy. 3.2 Prepare property information report according to agency reporting requirements and style guide. 3.3 Handle and store property information and reports securely, confidentially and according to legislative and agency requirements.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to:

- CPPDSM3006B Collect and process property information
- CPPDSM3015B Use and maintain property and client information databases.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>