



Australian Government

**Assessment Requirements for
CPPSCM3020 Source and extract
information from strata plans**

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 15.0.

Supersedes and is equivalent to CPPDSM3020 Source and extract information from strata plans.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to source and extract information from one strata plan, and identify the information needed to respond to six routine workplace requests for information relating to each of the following features of strata communities:

- common property
- easements
- encroachments
- lot boundaries and areas
- name and address for service of notices
- schedule of unit entitlements and, where relevant in the jurisdiction of operation, unit liabilities.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- codes, standards, legislation and regulations relating to strata plans in the jurisdiction of operation
- definition and types of common property
- contents and structure of strata plans
- location plans:
 - abbreviations, symbols and shading
 - content
 - orientation
 - purpose
 - scale
- lot entitlements and liabilities
- lot plans:

- abbreviations, symbols and shading
- boundaries
- content
- easements
- encroachments
- notations
- orientation
- purpose
- scale
- techniques for locating lots
- sources of information on strata plans
- terms, symbols, abbreviations and shading used in strata plans
- types and purpose of information that can be extracted from administrative documentation for strata plans:
 - administrative information:
 - by-laws
 - name and address for service of notices
 - purpose or type of information
 - schedule of lot entitlement and liabilities
 - approvals for the plan:
 - registration
 - surveyor certificate
 - signatures
 - seals
- types and purpose of plan drawing documents:
 - location plan
 - lot plan:
 - common property
 - easements
 - encroachments
 - stairs
 - strata lots
 - voids
- types of source documents for strata plans:
 - building approvals
 - planning approvals
 - legislation: land titles and subdivision
- workplace requirements for sourcing and extracting information from strata plans:
 - documentation and records administration

- information technologies used to source, store and retrieve strata plans and related documentation.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

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>