



**Australian Government**

# **CPPSCM3020 Source and extract information from strata plans**

**Release: 1**

# CPPSCM3020 Source and extract information from strata plans

## 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.

## Application

This unit of competency specifies the skills and knowledge required to read and interpret strata plans. It includes sourcing strata plans, extracting required information, identifying the features of strata communities from plans, and securely storing and retrieving strata plans

A person who has achieved this unit of competency is expected to take responsibility for organising and completing these tasks with a high degree of self-direction.

Depending on the jurisdiction of operation:

- strata community managers may also be known as strata managers, owners' corporation managers or body corporate managers
- by-laws may also be known as rules or articles.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some states and territories. For further information, check with the relevant regulatory authority.

## Pre-requisite Unit

Nil.

## Unit Sector

Strata Community Management.

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |                       |   |
|-----------------------|---|
| 1 Source strata plan. | 1.1 Obtain strata plan and relevant source documents according to workplace requirements.                         |
|                       | 1.2 Access information related to strata plan to confirm correct plan for strata community according to workplace |

requirements.

- |   |                                       |     |   |
|---|---------------------------------------|-----|---|
| 2 | Extract information from strata plan. | 2.1 | Interpret administrative documentation for strata plan to identify administrative information, approvals, signatures and seals.         |
|   |                                       | 2.2 | Interpret plan drawing documents to identify key features of strata community.  |
|   |                                       | 2.3 | Read notations and schedules, where provided, and identify and interpret lot boundaries and other aspects relevant to strata community. |
|   |                                       | 2.4 | Conduct routine calculations to measure scale and area related to strata community features.  |
|   |                                       | 2.5 | Identify and note features of strata community omitted from plan.   |
| 3 | Store and retrieve strata plan.       | 3.1 | Securely store strata plan and related documentation according to workplace requirements.   |
|   |                                       | 3.2 | Use information technologies to retrieve strata plan and related documentation according to workplace requirements.                     |

## Foundation Skills

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

## Unit Mapping Information

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

## 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>