



**Australian Government**

**Assessment Requirements for  
CPPSCM4045 Facilitate strata community  
meetings**

**Release: 1**

# Assessment Requirements for CPPSCM4045 Facilitate strata community meetings

## Modification History

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

Supersedes and is not equivalent to CPPDSM4045 Facilitate meetings in the property industry. Unit updated to reflect specific requirements for strata community management. New requirement to conduct online meetings.

## Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to facilitate two different strata community meetings.

## Knowledge Evidence

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

- compliance requirements of legislation and regulations relevant to strata community meetings in the jurisdiction of operation:
  - environmental protection (sustainability)
  - equal opportunity, anti-discrimination and disability discrimination
  - fair trading and consumer protection
  - privacy
  - records management
  - work health and safety (WHS)
- common technologies and digital communication systems used to conduct online meetings
- interpersonal communication strategies and techniques used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- limitations of own work role, responsibilities and abilities
- potential causes of conflicts and disputes in strata community management
- types, purpose, agenda and scheduling requirements of strata community meetings:
  - annual general meetings
  - general meetings
  - strata community committee meetings
- strata community meeting protocols:
  - addressing conflicts of interest

- adjourning meetings
- attendance
- chairing meetings
- giving notice
- minute-taking
- motions and objections
- quorum
- reconvened meetings
- requisitioning of meetings
- voting
- workplace requirements for facilitating strata community meetings:
  - systems for storing information and 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>