



**Australian Government**

**Assessment Requirements for  
CPPSCM4085 Handle strata community  
funds held in trust**

**Release: 1**

# Assessment Requirements for CPPSCM4085 Handle strata community funds held in trust

## Modification History

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

Supersedes and is equivalent to CPPDSM4085 Handle strata community funds held on trust. Minor change to unit title.

## Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by correctly handling funds held in trust for four strata communities. In doing this, the candidate must handle funds related to a total of four different situations selected from the list below:

- contractor payments
- direct debit payments
- discrepancy in strata community account
- payment of loans
- payment of wages
- receipt of interest on investment account
- receipt of lot owner's contribution
- receipt of other income to the strata community.

## Knowledge Evidence

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

- common discrepancies and non-compliances associated with handling strata community funds held in trust
- compliance requirements of legislation and regulations relevant to the handling of strata community funds held in trust in the jurisdiction of operation:
  - fair trading and consumer protection
  - financial probity
  - privacy
  - reconciliation requirements
- distinction between funds information that may be provided to strata community committee members, lot owners and members of the general public
- ethical conduct requirements for handling strata community funds held in trust
- limitations of own work role, responsibilities and abilities

- risks and risk management strategies relating to strata community funds held in trust
- roles and responsibilities of strata community managers in handling strata community funds held in trust
- security requirements for strata community funds held in trust
- situations in which strata community funds are held in trust by strata community managers:
  - contractor payments
  - direct debit payments
  - discrepancy in strata community account
  - payment of loans
  - payment of wages
  - receipt of interest on investment account
  - receipt of lot owner's contribution
  - receipt of other income to the strata community
- workplace requirements for handling strata community funds held in trust:
  - 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>