Australian Government

CPPSS00076 Administration management/office support

Release 2

CPPSS00076 Administration management/office support

Modification History

Release 2　This skill set first released with CPP Property Services Training Package Release 11.0.

　　　　　　Imported elective units updated to latest releases.

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

Description

Not applicable.

Pathways Information

This skill set provides credit towards CPP41419 Certificate IV in Real Estate Practice.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

- BSBHRM415　Coordinate recruitment and onboarding
- SIRXMGT001 Supervise and support frontline team members

Target Group

This skill set is required by individuals who seek accreditation to perform these activities in accordance with industry accreditation schemes.

Suggested words for Statement of Attainment

These units of competency from the CPP Property Services Training Package meet industry and regulatory requirements for an individual specialising in administration management/office support.

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