



**Australian Government**

# **CPP41110 Certificate IV in Home Sustainability Assessment**

**Release 2**

## CPP41110 Certificate IV in Home Sustainability Assessment

### Modification History

Deletion of the Home Sustainability units as approved by the Industry Reference Committee Release 9.0 of the CPP Property Services Training Package

- CPPHSA4006A - Manage own work, professional development and ethical behaviour as a home sustainability assessor
- CPPHSA4008A - Apply sustainability principles, legislation and information on government programs
- CPPHSA4010A - Estimate the cost of home sustainability measures.

### Description

#### Qualification Notes

This qualification is designed to meet the needs of home sustainability assessors. Potential users of this qualification include home sustainability assessors, enterprises, government agencies and community organisations employing home sustainability assessors, and organisations funding home sustainability programs.

### Pathways Information

Not Applicable

### Licensing/Regulatory Information

Not Applicable

### Entry Requirements

Not Applicable

### Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Employability Skill
Communication	<ul style="list-style-type: none"> <li>• uses appropriate techniques to give clear and accurate information to clients</li> <li>• relays information and provides feedback</li> </ul>

<b>Employability Skills Qualification Summary</b>	
	<p>to team members</p> <ul style="list-style-type: none"> <li>• interprets relevant regulations, legislation and definitions, codes, organisational policies, industry standards, safety signs, financial requirements, plans, drawings and specifications, and project documentation</li> <li>• demonstrates awareness of individual, social and cultural differences</li> <li>• researches, prepares and presents a range of documents relating to home sustainability, including contracts, quotes, reports and action plans</li> <li>• uses effective interpersonal skills and communication techniques to provide advice on home sustainability measures</li> <li>• uses active listening skills and appropriate techniques to manage and resolve conflict</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• develops effective and friendly relationships with clients and users of client facilities</li> <li>• works effectively with others</li> <li>• consults with others to determine individual and team roles and responsibilities</li> <li>• seeks specialist advice and feedback where required</li> <li>• maintains effective working relationships</li> <li>• identifies team dynamics and causes of conflict and stress within teams</li> <li>• facilitates meetings</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• conducts home sustainability assessments and identifies ways of improving home environmental performance in relation to heating and cooling, energy consumption and water use</li> <li>• negotiates and resolves conflict between clients and stakeholders</li> <li>• seeks satisfactory resolution of issues raised by clients</li> <li>• uses appropriate strategies to identify, mitigate and eliminate risks</li> <li>• estimates the cost of home sustainability</li> </ul>

<b>Employability Skills Qualification Summary</b>	
	measures
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• promotes adoption of change in householders' sustainability practices</li> <li>• analyses own work practices and process outcomes critically</li> <li>• engages colleagues and shares knowledge on home sustainability matters</li> <li>• adapts to new workplace situations</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• prepares and administers documentation and implements organisational policies and procedures</li> <li>• collects, organises and collates information</li> <li>• plans home sustainability assessments within time and cost restraints</li> <li>• develops risk management plans, personal development plans, home sustainability action plans and reports</li> </ul>
<b>Self management</b>	<ul style="list-style-type: none"> <li>• identifies limitations of role, responsibilities and abilities and follows ethical practices, regulatory and organisational requirements and business standards</li> <li>• works without supervision</li> <li>• models sustainable practices</li> <li>• uses feedback to improve own performance</li> <li>• uses personal presentation, manner and language consistent with industry code of practice</li> <li>• assesses competing demands for work time and identifies and organises tasks to achieve individual, team and enterprise work priorities</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• identifies and accesses professional development opportunities</li> <li>• maintains knowledge of current codes, standards, regulations, practices and industry updates</li> <li>• assesses personal strengths and weaknesses in providing home sustainability assessment services against job requirements, industry competency</li> </ul>

<b>Employability Skills Qualification Summary</b>	
	standards and other relevant benchmarks to determine personal development priorities and action where necessary
<b>Technology</b>	<ul style="list-style-type: none"> <li>• uses information technology to undertake research and complete business documents</li> <li>• uses a range of measuring equipment in gathering information relevant to home sustainability assessments</li> <li>• calibrates relevant tools and equipment</li> <li>• uses the functions of energy use calculators</li> <li>• applies general purpose computer software, such as word processing and database packages, to prepare reports</li> <li>• uses the world wide web to access information on sustainability products and services</li> </ul>

The detail of the above employability skills is representative of the property services industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements as identified in units of competency that meet packaging guidelines.

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

## Packaging Rules

<b>Packaging Rules</b>
<p>To achieve this qualification, the candidate must demonstrate competency in:</p> <ul style="list-style-type: none"> <li>• 12 units of competency:</li> <li>• 8 core units</li> <li>• 4 elective units.</li> </ul> <p>The elective units are chosen as follows:</p> <ul style="list-style-type: none"> <li>• all four electives may be chosen from the elective units below</li> <li>• two of the four elective units may be chosen from other Certificate IV qualifications in CPP07, or another current Training Package or state accredited course, provided the integrity of the AQF alignment is ensured, they contribute to a valid, industry-supported vocational outcome, and they have not been previously chosen</li> </ul>

**Packaging Rules**

- one of the two elective units chosen from outside this qualification may be from either a Certificate III or Diploma qualification in CPP07, ensuring that the industry context of the qualification is maintained.

**Core units**

CPPCMN4004B	Facilitate effective client relationships
CPPHSA4001A	Assess household energy use
CPPHSA4002A	Assess household waste generation and management
CPPHSA4003A	Assess household water use
CPPHSA4004A	Assess thermal performance of existing residences using non-rating tools and techniques
CPPHSA4005A	Minimise health, safety and security risks when assessing home sustainability
CPPHSA4007A	Promote the adoption of home sustainability practices by residents
<b>Elective units</b>	
CPCCBC4014A	Prepare simple building sketches and drawings
CPPCMN3001B	Participate in environmentally sustainable work practices
CPPCMN3004A	Respond to enquiries and complaints
CPPCMN4008A	Read and extract information from plans, drawings and specifications for residential buildings