



Australian Government

CPP40516 Certificate IV in Strata Community Management

Release 3

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Modification History

- Release 3 This version first released with CPP Property Services Training Package Release 11.0.
- Updated imported equivalent units of competency:
- BSBCMM411 Make presentations
 - BSBESB401 Research and develop business plans
 - BSBESB403 Plan finances for new business ventures
 - BSBHRM413 Support the learning and development of teams and individuals
 - BSBHRM415 Coordinate recruitment and onboarding
 - BSBITS411 Maintain and implement digital technology
 - BSBOPS401 Coordinate business resources
 - BSBSUS411 Implement and monitor environmentally sustainable work practices
 - SSBTWK401 Build and maintain business relationships.
- Refer to the Companion Volume Implementation Guide for clarification.
- Release 2 This version first released with CPP Property Services Training Package Version 4.2.
- Update to superseded imported equivalent elective unit BSBSUS301 to BSBSUS401.
- Release 1 New qualification. This version first released with CPP Property Services Training Package Version 4.

Qualification Description

This qualification reflects the role of those involved in providing management services for strata communities.

In most situations, the individual will work independently but may operate as part of a strata community management team. In this role, the person will perform all functions associated with the administration of strata communities, including facilitating meetings of strata community members, administering insurance for strata communities, handling strata community funds, as well as maintaining business records and reporting on the financial activities of strata communities.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
 - 13 core units
 - 5 elective units.

The elective units must ensure the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome and are to be chosen as follows:

- a minimum of two elective units must be chosen from the Group A Specialist elective units listed below
- the remaining 3 elective units may be chosen as follows:
 - up to 3 units from both Group A Specialist elective units and Group B Common elective units
 - up to 2 units from the Certificate III in Strata Community Management, the Diploma of Strata Community Management, or from other Certificate IV or Diploma qualification in CPP or another current endorsed Training Package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

Core units

BSBFIA402	Report on financial activity
BSBRKG304	Maintain business records
CPPCMN4008	Read plans, drawings and specifications for residential buildings
CPPDSM3016	Work in the property industry
CPPDSM3017	Work in the strata community management sector
CPPDSM3019	Communicate with clients in the property industry
CPPDSM4009	Interpret legislation to complete work in the property industry
CPPDSM4044	Coordinate maintenance and repair of properties and facilities
CPPDSM4045	Facilitate meetings in the property industry
CPPDSM4056	Manage conflicts and disputes in the property industry
CPPDSM4057	Monitor a safe workplace in the property industry

CPPDSM4084 Administer insurance for strata communities

CPPDSM4085 Handle strata community funds held on trust

Elective units

Group A Specialist elective units

CPPCMN4009 Develop team understanding of and commitment to sustainability

CPPCMN4012A Contribute to sustainable solutions throughout building life cycle

CPPCMN4013B Operate a sustainable business

CPPDSM4020 Present at tribunals

CPPDSM4026 Analyse property and facility information

CPPDSM4027 Analyse resource use in building operations

CPPDSM4028 Identify and analyse risks and opportunities in the property industry

CPPDSM4031 Arrange lease of space

CPPDSM4034 Negotiate and implement strata community management agreement

CPPDSM4040 Contribute to asset life cycle maintenance strategy

CPPDSM4042 Coordinate construction contract

CPPDSM4047 Implement and monitor procurement process

CPPDSM4048 Implement customer service strategies in the property industry

CPPDSM4055 Maintain asset management system

CPPDSM4063 Participate in developing and establishing property or facility contracts

CPPDSM4066 Plan and coordinate property and facility inspection

CPPDSM4071 Promote process improvement in the property industry

CPPDSM4072 Provide leadership in the property industry

CPPDSM4074 Select and appoint contractors in the property industry

CPPDSM4082 Monitor service requirements of owners and occupiers in strata communities

CPPDSM4083 Terminate strata community

CPPDSM4086 Oversee preparation of strata community budgets

Group B Common elective units

BSBCMM411 Make presentations

BSBESB401 Research and develop business plans

BSBESB403 Plan finances for new business ventures

BSBHRM413 Support the learning and development of teams and individuals

BSBHRM415 Coordinate recruitment and onboarding

BSBITS411 Maintain and implement digital technology

BSBMGT402 Implement operational plan

BSBOPS401 Coordinate business resources

BSBSUS411 Implement and monitor environmentally sustainable work practices

BSBTWK401 Build and maintain business relationships

CPPDSM4087 Facilitate operation of owners committee

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>