



Australian Government

CPPDSM3007 Identify risks and opportunities in the property industry

Release: 1

CPPDSM3007 Identify risks and opportunities in the property industry

Modification History

Release 1.

Replaces superseded equivalent CPPDSM3007B Identify risks and opportunities in the property industry.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to identify risks and opportunities in the property industry. It requires the ability to identify key assets and business systems, identify risks associated with asset and system use, and document and report identified risks and opportunities.

The unit supports the work involved in identifying risks and opportunities to maintain effective use of assets and business systems. It applies to all people working in the property industry.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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| 1. Identify risks and opportunities in | 1.1. Client and organisational assets and business systems to be analysed for risk and opportunities are identified. |
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relation to assets and business systems.	1.2.	Potential risks to and opportunities for clients and organisation are identified and confirmed with relevant people in line with organisational requirements.
	1.3.	Relevant legislative requirements, insurance, codes and standards applicable to use of assets and business systems are identified and examined to identify potential risks and opportunities.
	1.4.	Limitations in identifying risks and opportunities are identified and specialist advice is sought as required.
	1.5.	Gaps or breaches in established risk management practices are identified and reported.
2. Document and report identified risks and opportunities.	2.1.	Identified risks and opportunities supported by verifiable evidence are documented in a clear and concise manner and suitable format.
	2.2.	Feedback is actively sought to ensure sufficiency and relevance of information in meeting client and organisational requirements.
	2.3.	Information is securely maintained according to legislative and organisational requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	maintain current knowledge of routine risk identification and reporting procedures.
Numeracy skills to:	interpret routine graphical and statistical information on common risks in the property industry.
Oral communication skills to:	ask questions to clarify scope of own responsibility with regard to identifying and reporting risks and opportunities.
Reading skills to:	read and interpret routine workplace documents on own responsibility for identifying and reporting risks to relevant people.
Writing skills to:	prepare routine documentation, including emails, memos and letters, to report risks and opportunities.

Technology skills to: • use business technology to access online information about routine risks and opportunities in the property industry.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Risks must include: • people
• performance
• premises, plant and equipment
• processes
• profile or reputation
• providers or suppliers.

Opportunities must include at least five of the following: • adding value
• aggregating assets
• altering existing property or facility
• change in consumer perceptions or tastes
• change in use, ownership, appearance and perception of property or facility
• changing style of investment
• creating something new
• identifying a market niche
• new or redeveloped property-related product or service
• new source of funds.

Assets must include at least three of the following: • building facilities
• buildings
• cash
• common property
• equipment
• goodwill
• inventory
• land
• securities
• vehicles.

Business systems must include at least three of the following: • administration
• finance
• information technology
• knowledge management

- marketing
 - sales
 - trust fund administration.
- Securely maintaining information*** must include:
- using business equipment and technology according to work health and safety (WHS) requirements
 - maintaining client confidentiality.

Unit Mapping Information

CPPDSM3007B Identify risks and opportunities in the property industry

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CPPDSM3007 Identify risks and opportunities in the property industry

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also identify and document routine risks and opportunities relating to two different assets and two different business systems in a property-related organisation.

In doing the above, the person must:

- identify a range of potential risks and opportunities in key assets and business systems in the above organisation
- identify and report gaps or breaches in established risk management practices
- prepare risk and opportunity findings in a format suitable for presentation and review, using standardised styles and formats.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- client and organisational confidentiality requirements
- insurance policies, codes and operations relating to insurance requirements for assets and business systems
- limitations of own work role, responsibilities and professional abilities in relation to identifying risks and opportunities in the property industry
- mechanisms to obtain and analyse feedback
- methods to identify and prioritise a range of risks and opportunities
- risk management practices in the property industry
- types of assets and business systems in organisations in the property industry.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer system with internet, email and printing facilities
- specifications:

- organisational risk management policies and procedures
- organisational procedures relating to asset and business system use
- relationship with team members and supervisor:
 - member of a work team in a property industry context.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

Links

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