



Australian Government

Assessment Requirements for CPPDSM3020 Source and extract information from strata plans

Release: 1

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Modification History

Release 1.

New unit of competency.

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

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 source strata plans and extract information from them.

The person must demonstrate this performance by correctly sourcing one strata plan, and identifying the information needed to respond to six routine workplace requests for information relating to each of the following features of strata communities:

- common property
- easements
- encroachments
- lot boundaries and areas
- name and address for service of notices
- schedule of unit entitlements and liabilities.

In doing the above, the person must:

- identify the correct strata plan
- extract the information required from the strata plan
- retrieve and store the strata plan.

Knowledge Evidence

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

- codes, standards, legislation and regulations relating to strata plans
- definition and types of common property
- contents and structure of strata plans
- location plans, including:
 - purpose
 - content
 - abbreviations, symbols and shading
 - scale

- orientation
- lot entitlements and liabilities
- lot plans, including:
 - purpose
 - content
 - abbreviations, symbols and shading
 - techniques for locating lots
 - scale
 - orientation
 - easements
 - encroachments
- sources of information on strata plans
- terms, symbols, abbreviations and shading used in strata plans.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - strata plans
 - organisational policies and procedures on strata plans
 - strata community to verify information on strata plan
 - relevant codes, standards, legislation and regulations relating to strata plans
- relationships 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

Companion Volume implementation guides are found in VETNet -

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