



Australian Government

CPPDSM3020 Source and extract information from strata plans

Release: 1

CPPDSM3020 Source and extract information from strata plans

Modification History

Release 1.

New unit of competency.

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

Application

This unit of competency specifies the outcomes required to read and interpret strata plans. It includes sourcing strata plans, extracting information from them, and safely storing and retrieving strata plans.

The unit supports the work of strata managers who are required to source and extract information on strata communities from strata plans. It applies to those involved in managing strata communities, including strata managers.

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.

- | | |
|------------------------|--|
| 1. Source strata plan. | 1.1. Copy of <i>strata plan</i> and other <i>source documents</i> are obtained. |
| | 1.2. Sources of information on strata plans are accessed as required according to organisational requirements. |

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|--|--|
| 2. Extract information from strata plan. | 2.1. <i>Administrative information</i> on strata plan is extracted from administrative documents.
2.2. Key features of strata community are correctly identified on <i>plan drawing documents</i> .
2.3. Features omitted on plans are identified and noted. |
| 3. Store and retrieve strata plan. | 3.1. Strata plan is safely and securely stored according to organisational requirements.
3.2. Strata plan is accessed and retrieved using business technology. |

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.

Performance feature

Skill

- | | |
|-------------------------------|---|
| Learning skills to: | • maintain current knowledge of content and structure of strata plans. |
| Numeracy skills to: | • perform routine calculations associated with extracting information from strata plans, including scale and area calculations. |
| Oral communication skills to: | • ask questions to clarify information in strata plans. |
| Writing skills to: | • make notes relating to features omitted from strata plans. |
| Technology skills to: | • use business technology to store and retrieve strata plans. |

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.

- Strata plan*** must
- administration documents

include:

- plan documents:
 - location plan
 - lot plan.

Source documents

must include:

- building approvals
- planning approvals
- legislation, including:
 - land titles
 - subdivision.

Administrative information must include:

- administrative information:
 - by-laws
 - name and address for service of notices
 - purpose or type of information
 - schedule of lot entitlement and liabilities
- approvals for the plan:
 - registration
 - surveyor certificate
- signatures
- seals.

Plan drawing documents must include:

- location plan
- lot plan:
 - common property
 - easements
 - encroachments
 - stairs
 - strata lots
 - voids.

Unit Mapping Information

No equivalent unit.

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 CPPDSM3020 Source and extract information from strata plans

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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 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.

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