



Australian Government

CPPDSM4026 Analyse property and facility information

Release: 1

CPPDSM4026 Analyse property and facility information

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4026A Analyse property and facility information.

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

Application

This unit of competency specifies the outcomes required to collect and analyse property and facility information. It requires the ability to obtain information from a variety of sources, review information, and use research and analysis techniques to enable recommendations to be made.

The unit supports workers in the property industry who are required to collect and analyse property information. It applies to real estate agents, property managers, strata managers, Nationwide House Energy Rating Scheme (NatHERS) assessors, home sustainability assessors and facility 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. Organise property information. | 1.1. <i>Property information</i> requirements are identified. |
| | 1.2. <i>Sources of property information</i> relevant to identified |

- requirements are accessed.
- 1.3. Reliable methods of organising property information are used, making efficient use of business equipment and technology and available time and resources.
2. Analyse property information.
 - 2.1. Property information is analysed for validity and reliability, using reliable and valid **data analysis methods** to identify facts, issues, patterns, interrelationships and trends.
 - 2.2. Assumptions used in analysis are clear, justified and consistent with evaluation objectives.
 - 2.3. Conclusions are supported by evidence and contribute to achieving client and organisational objectives.
 - 2.4. Limitations in analysing property information are identified and specialist advice is sought as required.
 3. Present findings.
 - 3.1. Outcomes of analysis are presented in required format, style and structure using clear and concise language.
 - 3.2. Analysis findings are reported and distributed to required people.
 - 3.3. Feedback on suitability and sufficiency of findings is obtained and reviewed for improved future processes.
 - 3.4. Property information is securely maintained with due regard to client privacy and confidentiality, and 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 types of property data and data analysis methods.
Numeracy skills to:	interpret graphical and statistical data on properties and facilities.
Oral communication skills to:	ask questions to identify limitations of property and facility information.

- Reading skills to:
- access and interpret complex written texts to gather property and facility information.
- Writing skills to:
- prepare summaries and take notes on outcomes of analysis of property and facility data.
- Technology skills to:
- access online sources of property and facility information.

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.

- Property information*** must include at least six of the following:
- company services
 - construction costs
 - current and planned property or site developments
 - depreciation schedules
 - inventories
 - leasing rates
 - management policy and procedures
 - marketing services
 - occupancy rates
 - operating costs
 - purchasing information
 - sales information.

- Sources of property information*** must include:
- internet, intranet and extranet
 - local, state and federal government documents and registers
 - newspapers and journals
 - policy statements
 - property reports
 - qualitative and quantitative data
 - television and radio.

- Data analysis methods*** must include:
- basic statistical analysis
 - critical analysis
 - mathematical calculations
 - problem solving.

Unit Mapping Information

CPPDSM4026A Analyse property and facility information

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 CPPDSM4026 Analyse property and facility information

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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 collect and analyse property and facility information as follows:

- collect and analyse information on the physical condition of one property or facility and present findings, including recommendations for action to the owner
- collect and analyse information on the use of a property or facility and present findings, including recommendations for action to the manager
- collect and analyse information on the management policies for a property or facility and present findings, including recommendations for action to the owner and manager.

In doing the above, the person must:

- identify property information requirements
- apply knowledge of organisation's practices, ethical standards, and legislative requirements associated with collecting and analysing property and facility information
- obtain information from a range of sources
- identify gaps in information
- review and prepare findings in a format suitable for presentation
- use appropriate data analysis techniques
- use appropriate software to sort and analyse data.

Knowledge Evidence

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

- client and organisational privacy and confidentiality policies
- internal and external sources of property information
- methods of data analysis
- organisational policies and procedures relating to data collection
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination

- consumer protection
- environmental issues
- equal employment opportunity (EEO)
- financial probity
- franchise and business structures
- industrial relations
- property sales, leasing and management
- work health and safety (WHS)
- security procedures and safe record-keeping practices
- software applications used to organise and analyse data
- types of data collection and management systems.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- materials:
 - property or facility
 - software applications used to organise and analyse data
- specifications:
 - client and organisational confidentiality policies
- 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.

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