



Australian Government

CPPDSM4027 Analyse resource use in building operations

Release: 1

CPPDSM4027 Analyse resource use in building operations

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4027A Analyse resource use in building operations.

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

Application

This unit of competency specifies the outcomes required to analyse requirements for resources used in building operations. It covers the processes required to analyse current resource requirements and advise on future resource needs. It requires the ability to identify work health and safety (WHS) hazards and apply appropriate risk-management processes.

The unit supports workers in the property industry who are required to analyse resource requirements for buildings. It applies to real estate agents, property managers, strata managers, 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. Check and monitor store of resources.

- 1.1. ***Stores*** are monitored routinely and checked to ensure availability of required resources using business equipment and technology.

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| | 1.2. | Variances in supply requirements are identified and documented. |
| | 1.3. | Stores records are routinely updated to ensure safe and effective use of materials. |
| | 1.4. | Advice is provided on ways to improve the use and control of stores. |
| 2. | Undertake routine building function checks. | <p>2.1. <i>Routine building inspections</i> are conducted.</p> <p>2.2. Maintenance and repair requirements are identified and documented according to applicable WHS and organisational requirements.</p> <p>2.3. Maintenance and repair requirements are actioned within scope of own responsibility.</p> <p>2.4. Breaches of building controls are identified and reported.</p> <p>2.5. Recommendations to improve compliance with building tenancy and practice codes are prepared.</p> |
| 3. | Monitor waste collection and disposal arrangements. | <p>3.1. Sorting of waste is arranged and monitored according to legislative requirements and WHS procedures.</p> <p>3.2. Arrangements for hazardous waste to be collected and stored are assessed and where necessary variations to accepted procedures are identified.</p> <p>3.3. Risks to health and safety of self and others are identified and reported.</p> <p>3.4. Waste storage and disposal procedures are checked and monitored to ensure risk to others and own health and safety is minimised.</p> |

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
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Learning skills to:	maintain current knowledge of property inspection procedures.
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- Numeracy skills to:
- interpret graphical and statistical data on resource use in buildings.
- Oral communication skills to:
- ask questions to verify availability of resource stores.
- Reading skills to:
- access and interpret text on labels to identify dangerous goods.
- Writing skills to:
- prepare summaries and take notes on building maintenance and repair items.
- Technology skills to:
- access online sources of information on building controls.

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.

- Stores*** must include at least one of the following:
- chemical items
 - mechanical items
 - tools and equipment.

- Routine building inspections*** must include at least four of the following:
- access
 - building services
 - common areas
 - dangerous goods
 - emergency equipment
 - hazardous materials
 - hazards and risks
 - health and amenity
 - energy use
 - safety
 - security
 - waste
 - water.

Unit Mapping Information

CPPDSM4027A Analyse resource use in building operations

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 CPPDSM4027 Analyse resource use in building operations

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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 analyse requirements for resources used in building operations as follows:

- check and monitor the use of resource stores, such as chemical and mechanical items, in the operation of one building and report on usage over a three-month period
- undertake a routine building function check and present findings, including recommendations for action to the manager of facility or owners corporation
- monitor waste collection and disposal arrangements for above building, and present findings and recommendations for action.

In doing the above, the person must:

- identify and address breaches of building controls
- apply knowledge of agency practices, ethical standards, and legislative requirements associated with analysing requirements for resources used in building operations
- maintain and update inventory records during check and monitoring
- monitor waste collection and disposal arrangements.

Knowledge Evidence

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

- type and operation of building controls
- types, purpose of, and procedures for building function checks
- property contracts and administrative requirements
- building codes and Australian standards relating to access, dangerous goods storage, emergency equipment, hazards and risks
- common hazards to public and personal safety in building operations
- points of contact with emergency service agencies
- procedures for checking and monitoring use of stores

- key requirements of federal, state or territory legislation and local government regulations relating to:
 - consumer protection
 - environmental issues
 - work health and safety (WHS)
- waste collection and disposal arrangements, including type, frequency, recycling and reuse options.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- materials:
 - software applications used to organise and analyse data
- specifications:
 - building function checklists
 - policies and procedures for collecting and analysing information on resource use in building operations
- 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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