



Australian Government

Assessment Requirements for CPPDSM4031 Arrange lease of space

Release: 1

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Modification History

Release 1.

Replaces superseded equivalent CPPDSM4031A Arrange lease of space.

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 arrange and formalise a lease for the use of three of the following different spaces:

- building
- car park
- facility
- land
- lettable area
- property.

For each of the above spaces, the person must:

- determine requirements for lease of space through an accurate assessment of client needs and identification of lease terms and conditions
- devise and market retention strategies to selected tenants
- implement lease arrangements, including appointing an agent to facilitate the completion of lease arrangements
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with the lease of space
- monitor lease arrangements against lease agreement requirements, and safely and securely maintain associated documentation
- organise the preparation of lease documentation, reviewing it for accuracy and arranging necessary amendments.

Knowledge Evidence

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

- common lease terms and conditions
- contract law applied to property leasing
- government duties and taxes as applied to lease documentation

- legal operations for lease preparation
- limitations of own work role, responsibilities and professional abilities
- organisational and professional procedures, ethical practices, and business standards relating to arranging leases
- 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
 - privacy
 - property sales, leasing and management
 - work health and safety (WHS)
- types of property leases
- WHS issues and requirements relating to arranging lease of spaces.

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 leasing policies and procedures
 - organisational tenant retention strategies
 - standard leasing documentation
- physical conditions:
 - spaces to lease and associated client requirements
 - potential tenants
- 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

Companion Volume implementation guides are found in VETNet -

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