



Australian Government

Assessment Requirements for CPPDSM4049 Implement maintenance program for managed properties

Release: 1

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Modification History

Release 1.

Replaces superseded equivalent CPPDSM4049A Implement maintenance plan for managed properties.

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 develop and implement a maintenance program for one of the following managed properties:

- business property
- commercial property
- development property, including subdivision and multi-unit sites
- holiday rental
- industrial property
- investment property
- periodic rental property
- residential property
- retail property
- rural property
- strata community.

In doing the above, the person must:

- determine property maintenance requirements for managed properties
- develop a property maintenance program for managed properties that includes procedures for selecting maintenance contractors and maintaining safety and security of clients
- establish and maintain a key register for managed properties
- monitor security of managed properties
- apply knowledge of agency practice, ethical standards and legislative requirements associated with establishing, implementing and reviewing a maintenance program for managed properties
- review the property maintenance program for the above managed property.

Knowledge Evidence

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

- basic knowledge of property contracts and administrative requirements relating to implementing a property maintenance program
- building codes and Australian standards relating to implementing a property maintenance program
- building construction practices relating to implementing a property maintenance program
- common building styles
- common building faults
- common hazards to public and personal safety associated with particular types of maintenance work in buildings
- industry benchmarks and ethical standards for property maintenance procedures
- key register, including:
 - its purpose
 - operating procedures
 - risks associated with its inadequate management
- management strategies relating to different types of residential, industrial, commercial, rural and retail property
- work health and safety (WHS) issues and requirements relating to maintenance programs for managed properties
- property maintenance:
 - methods
 - programs
 - requirements
 - schedules
- property safety and security requirements
- key requirements of federal, and state or territory legislation and local government regulations relating to:
 - anti-discrimination and equal employment opportunity
 - consumer protection and trade practices
 - employment and industrial relations
 - environmental issues
 - financial services
 - industrial relations
 - leases and tenancy agreements
 - WHS
 - privacy
 - strata communities
 - taxation
- procedures for reporting repairs and maintenance to owners
- risks and risk management strategies associated with property maintenance

- register of tradespeople and service providers, including:
 - its location and procedures for accessing it
 - contact details of those on the register and the services they provide
 - procedures for selecting registered tradespeople and providers
- systems for implementing property maintenance requirements
- procedures for tendering repair and maintenance work to be undertaken at managed properties.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- physical conditions:
 - managed properties
 - specialist advice required to develop maintenance programs for managed properties
- specifications:
 - organisational policies and procedures relating to developing and implementing maintenance programs for managed properties
 - legislation and regulations impacting on maintenance programs for managed properties
- 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>