



Australian Government

Assessment Requirements for CPPDSM4055 Maintain asset management system

Release: 1

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Modification History

Release 1.

Replaces superseded equivalent CPPDSM4055A Maintain asset management system.

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 set up a system that applies to all property assets of a department or organisation operating in the property industry. The system established can be manual, or it can be a computerised system using commercially available software.

In doing the above, the person must:

- determine the department or organisation's asset system requirements through consultation and analysis of business and operational plans
- classify and record assets using Australian accounting standards
- apply knowledge of legislative requirements and department or organisation's practices and ethical standards associated with setting up a system of control that applies to all property assets
- monitor and report on effectiveness of the asset management system.

Knowledge Evidence

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

- difference between tangible and intangible assets
- asset management principles
- asset management software systems, including their types, sources of information, and functions
- department or organisation's asset management policies and procedures
- key provisions of ISO 55000 Asset management - Overview, principles and terminology
- limitations of own work role, responsibilities and professional abilities in relation to maintaining an asset management system
- key financial record-keeping standards, practices and codes
- required asset financial record-keeping manuals
- relevant Australian standards and legislation, including Australian accounting standards
- key requirements of federal, state or territory legislation and local government regulations relating to asset management, including:
 - environmental issues

- financial probity
- property sales, leasing and management
- work health and safety (WHS).

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - asset classification in Australian accounting standards
 - baseline data on assets of department or organisation
 - organisation's asset management policies and procedures
 - guides on best practice in asset management for property-related organisations
 - ISO 55000 Asset management - Overview, principles and terminology
- materials:
 - asset management software
- 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>