



Australian Government

CPPDSM4063 Participate in developing and establishing property or facility contracts

Release: 1

CPPDSM4063 Participate in developing and establishing property or facility contracts

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4063A Participate in developing and establishing property or facilities contracts.

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

Application

This unit of competency specifies the outcomes required to participate in developing standard contracts for routine matters relating to property operations. It requires the ability to accurately determine and comply with contract specifications and guidelines, and to prepare and finalise contract documentation.

The unit supports the work of those involved in developing and establishing contracts relating to property operations. 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. Determine

1.1. ***Contract requirements*** are reviewed and agreed.

contract requirements.	1.2.	Consultative processes are used to negotiate and confirm contract specifications.
	1.3.	Information is sourced and assessed for currency, accuracy and relevance.
	1.4.	Own limitations in assessing contract requirements are identified and assistance is sought as required.
2. Prepare contract for routine services.	2.1.	Contract is prepared according to contract specifications and in required format, style and structure, using business equipment and technology.
	2.2.	Advice is sought to confirm that contract captures and addresses identified risks , protects contracted parties, and provides basis for due performance.
	2.3.	Contract is distributed to contract parties to check accuracy of information and that contract specifications and requirements are clearly addressed.
	2.4.	Situations requiring specialist advice are identified and assistance is sought as required.
3. Finalise contract.	3.1.	Feedback on suitability of contract is sought from contract parties and their advisers, and recommended improvements are incorporated into contract where appropriate.
	3.2.	Gaps or deficiencies are identified and appropriate actions implemented.
	3.3.	Contract is finalised.
	3.4.	Information is securely maintained with due regard to client confidentiality.

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 contracts relating to property operations.

- Numeracy skills to:
- interpret numerical information in property-related contracts.
- Oral communication skills to:
- ask questions on technical matters to clarify meaning of provisions in contracts relating to property operations.
- Reading skills to:
- access and interpret information in contracts relating to property operations.
- Writing skills to:
- prepare text associated with preparation of contracts relating to property operations.
- Technology skills to:
- use business technology to produce contract documents.

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.

- Contract requirements*** must include at least one of the following:
- facility management
 - property management
 - property-related maintenance operations
 - strata community management.

- Risks*** must include at least four of the following:
- changes to regulations and legislation
 - client and staff satisfaction
 - competition
 - emergencies and disasters
 - failure of a contracted party to comply with contract terms and conditions
 - fire and security
 - health and safety
 - loopholes in contracts
 - market influences
 - physical, financial or human resources
 - project control and cash flow
 - suppliers and contractors
 - time constraints.

Unit Mapping Information

CPPDSM4063A Participate in developing and establishing property or facilities contracts

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 CPPDSM4063 Participate in developing and establishing property or facility contracts

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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 participate in developing two standard contracts relating to one of the following operations:

- routine property operation
- strata community or facility management operation
- property maintenance operation.

In doing the above, the person must:

- finalise contract within agreed timeframes using obtained feedback to rectify gaps or deficiencies
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with developing contract
- seek advice as required to confirm contract specifications have been addressed
- use business equipment and technology to prepare contract documentation
- use consultative processes to review and confirm contract requirements and specifications.

Knowledge Evidence

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

- contract layout, format and presentation methods
- limitations of own work role, responsibilities and professional abilities
- principles of contract law with regard to property use and management
- key requirements of federal, and state or territory legislation and local government regulations relating to contracts, including:
 - anti-discrimination
 - consumer protection
 - privacy
 - property sales, leasing and management

- strata community 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:
 - organisational policies and procedures relating to contract preparation and finalisation
 - organisational templates for contracts
- physical conditions:
 - sources of specialist advice on property-related contracts
- specifications:
 - specifications for standard contracts relating to property 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.

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