



**Australian Government**

# **CPPDSM4066 Plan and coordinate property and facility inspection**

**Release: 1**

# CPPDSM4066 Plan and coordinate property and facility inspection

## Modification History

Release 1.

Replaces superseded equivalent CPPDSM4066A Plan and coordinate property and facility inspection.

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

## Application

This unit of competency specifies the outcomes required to plan and coordinate a property or facility inspection to evaluate its condition, worth and redevelopment requirements. It requires the ability to plan and document work activities effectively, monitor and conduct inspection tasks, and record and report results of the inspection.

The unit supports the work of those involved in planning and coordinating property and facility inspections. 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. Plan property or | 1.1. <b><i>Property or facility</i></b> information is researched and |
|---------------------|-----------------------------------------------------------------------|

- |                                              |      |                                                                                                                                                                                          |
|----------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| facility inspection.                         |      | analysed to determine status and occupancy details.                                                                                                                                      |
|                                              | 1.2. | Context and <b><i>purpose of inspection</i></b> are determined.                                                                                                                          |
|                                              | 1.3. | <b><i>Property or facility inspection plan</i></b> is developed.                                                                                                                         |
|                                              | 1.4. | Business equipment and technology are used to access, organise and monitor information.                                                                                                  |
|                                              | 1.5. | Property or facility access arrangements and approvals required to conduct inspection are determined.                                                                                    |
| 2. Inspect property or facility.             | 2.1. | Property or facility is inspected according to inspection plan, using reliable inspection processes and ensuring all relevant aspects of the property or facility are sighted and noted. |
|                                              | 2.2. | Variations to inspection plan are determined and implemented to meet changing circumstances and improve service delivery.                                                                |
|                                              | 2.3. | Condition of features associated with property or facility is recorded.                                                                                                                  |
|                                              | 2.4. | Situations requiring specialist advice are identified and assistance is sought as required.                                                                                              |
| 3. Review and report on inspection outcomes. | 3.1. | Inspection outcomes are reported and reviewed against inspection plan.                                                                                                                   |
|                                              | 3.2. | Recommendations and issues are prepared in required format and in style and structure suitable for review and interpretation.                                                            |
|                                              | 3.3. | Feedback on client satisfaction with inspection outcomes is sought using valid methods and verifiable data.                                                                              |
|                                              | 3.4. | Relevant documentation is completed and processed.                                                                                                                                       |
|                                              | 3.5. | 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:           | <ul style="list-style-type: none"> <li>maintain current knowledge of property and facility inspection procedures.</li> </ul>                                                                           |
| Numeracy skills to:           | <ul style="list-style-type: none"> <li>take measurements and perform calculations associated with building and facilities inspection.</li> </ul>                                                       |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>ask questions to clarify and seek further information on aspects of building or facility condition and performance as part of inspection procedures.</li> </ul> |
| Reading skills to:            | <ul style="list-style-type: none"> <li>access and interpret information from building or facility's technical and financial reports as part of the inspection process.</li> </ul>                      |
| Writing skills to:            | <ul style="list-style-type: none"> <li>prepare technical reports on the conditions and performance of buildings and facilities.</li> </ul>                                                             |

## 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.

|                                                                                |                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Property or facility</i></b> must include at least one of the following: | <ul style="list-style-type: none"> <li>commercial</li> <li>industrial</li> <li>mixed use</li> <li>residential</li> <li>retail</li> <li>strata community</li> <li>special use property, such as health, education or other community facility.</li> </ul>    |
| <b><i>Purpose of inspection</i></b> must:                                      | <ul style="list-style-type: none"> <li>be defined through a contract between organisation providing inspection service and legal entity commissioning the service</li> <li>form part of internal procedures of property management organisation.</li> </ul> |
| <b><i>Property or facility inspection plan</i></b> must:                       | <ul style="list-style-type: none"> <li>include range of suitable inspection activities and timelines</li> <li>be sufficiently flexible and adaptable to accommodate unforeseen contingencies that arise.</li> </ul>                                         |

## Unit Mapping Information

CPPDSM4066A Plan and coordinate property and facility inspection

## 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 CPPDSM4066 Plan and coordinate property and facility inspection

## Modification History

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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 plan and coordinate the inspection of two of the following different properties or facilities to evaluate their condition, worth or redevelopment requirements:

- commercial
- industrial
- mixed use
- residential
- retail
- strata community
- special use property, such as health, education or other community facility.

In doing the above, the person must:

- conduct a property or facility inspection under normal industry conditions ensuring condition of features is recorded
- apply knowledge of organisational practices, ethical standards and legislative requirements associated with inspecting a property or facility, and assessing its condition
- report inspection conclusions and recommendations, including client feedback on level of satisfaction with service
- undertake sufficient research of property or facility to develop an inspection plan detailing a range of suitable inspection activities and incorporating appropriate contingency arrangements.

## Knowledge Evidence

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

- basic knowledge of property and facility contracts and administrative requirements
- building construction principles
- key features of building drawings

- common building defects
- inspection methods for different property and facility types
- limitations of own work role, responsibilities and professional abilities
- local regulations affecting use and conditions of above properties or facilities
- organisational and professional procedures, ethical practices and business standards relating to inspecting properties and facilities
- principles of business and property law, and specific precedents likely to influence conduct of inspection
- building codes relevant to properties and facilities being inspected
- key requirements of federal, state or territory legislation and local government regulations relating to:
  - anti-discrimination
  - consumer protection
  - environmental issues
  - financial probity
  - franchise and business structures
  - industrial relations
  - property sales, leasing and management
  - work health and safety (WHS)
- risks and risk management procedures to be followed during building and facility inspections
- sources of information and assistance for property or facility
- WHS issues and requirements for property and facilities inspections.

## Assessment Conditions

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

- equipment:
  - computer system with internet, email and printing facilities
- materials:
  - buildings or facilities to be inspected
  - sources of specialist advice on building and facility inspections
- specifications:
  - organisational policies and procedures relating to inspecting buildings and facilities
  - organisational templates for inspection findings
  - specifications for building or facility to be inspected
  - WHS requirements to be met during inspections of buildings and facilities
- 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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