



Australian Government

CPPDSM5026 Manage a consultant property project team

Release: 1

CPPDSM5026 Manage a consultant property project team

Modification History

Release 1.

Replaces superseded equivalent CPPDSM5026A Manage a consultant property project team.

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

Application

This unit of competency specifies the outcomes required to select and coordinate a consultancy team to complete property projects. It requires the ability to administer project contracts; select and appoint contractors; and monitor contractor compliance with contract requirements.

The unit supports the work of those involved in selecting and coordinating a consultancy team to complete property projects. It applies to real estate agents, strata community managers, stock and station agents, Nationwide House Energy Rating Scheme (NatHERS) assessors, and home sustainability assessors.

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 project requirements. | 1.1. Project specifications and other relevant documentation are obtained and analysed to establish <i>project requirements</i> . |
|------------------------------------|--|

- 1.2. Consultative processes are used to negotiate and confirm contract requirements with relevant people.
 - 1.3. Project plan is developed and contingencies are planned to ensure contract requirements are met.
 - 1.4. Financial, physical and human resource requirements are identified and organised according to project plan.
 - 1.5. Draft documentation is reviewed to ensure accuracy and relevance of information, and disseminated to relevant people for feedback.
2. Assess and select contractors.
 - 2.1. Project information is reviewed and assessed to determine selection process and types of contractors required.
 - 2.2. Selection criteria are developed according to project requirements, ensuring adherence to ***principles of value management***.
 - 2.3. ***Selection processes*** are implemented in line with agreed timeframes.
 - 2.4. Contractor assessment, selection and appointment processes are conducted.
 - 2.5. Selection decision is based on evaluation of sufficient evidence against specified selection criteria to enable a judgement to be made on the best candidate.
3. Monitor project.
 - 3.1. Project plan is monitored against contracts and work schedules to ensure completion within designated timeframes.
 - 3.2. Effective communication channels are used that facilitate regular and accurate communication flow and feedback with contractor.
 - 3.3. Expenditure and resource usage are monitored to ensure objectives are achieved within project budgetary parameters.
 - 3.4. Factors affecting achievement of scheduled work are identified, and variations to schedules are negotiated as required.
4. Finalise project.
 - 4.1. Notification of completed project is received and checked against contract and work schedules.

- 4.2. Inspection is arranged to confirm that project meets industry standards and contract and client requirements.
- 4.3. Faults, errors and omissions are identified and prompt remedial action is arranged.
- 4.4. Business equipment and technology are used to maintain relevant documentation securely.

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:	• evaluate information from a variety of sources to choose appropriate process for selecting and appointing consultant project team.
Numeracy skills to:	• check complex statistical and graphical information on projects.
Oral communication skills to:	• conduct selection interviews for consultant project teams undertaking complex tasks in the property industry • use language and concepts appropriate to cultural differences.
Reading skills to:	• evaluate written bids from potential project consultant teams.
Writing skills to:	• prepare specifications for consultant project team services.
Technology skills to:	• analyse effectiveness of different forms of social media communicating property industry-related information.

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.

<i>Project requirements</i> must include at least one of the following:	• create a new business product • create a new service • create an asset • develop a new business process • fit out a new or existing structure
--	---

- Principles of value management*** must include:
- improve service to clients
 - modify an existing structure
 - upgrade or modify an existing service.
 - adherence to costing constraints
 - attention to detail
 - coordination of services
 - effective selection of contractor and ancillary workforce
 - minimisation of variations.
- Selection processes*** must include at least one of the following:
- compulsory competitive tender
 - direct appointment
 - interview
 - public tender
 - selective tender.

Unit Mapping Information

CPPDSM5026A Manage a consultant property project team

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 CPPDSM5026 Manage a consultant property project team

Modification History

Release 1.

Replaces superseded equivalent CPPDSM5026A Manage a consultant property project team.

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 select and manage a consultant project team to undertake a project in the property industry that involves one of the following activities:

- creating an asset
- fitting out a new or existing structure
- modifying an existing structure
- creating a new service
- upgrading or modifying an existing service
- developing a new business process
- creating a new business product
- improving a service to clients.

In doing the above, the person must:

- establish contractor requirements through research of project specifications and consultation
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with selecting and coordinating a project consultancy team
- prepare selection criteria and conduct a contractor selection process
- monitor a project against the project plan
- inspect a completed project to confirm it meets project plan requirements.

Knowledge Evidence

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

- consultant project team roles and capabilities
- consultative processes used in property-related projects
- limitations of own work role, responsibilities and professional abilities in relation to managing consultant property project teams
- principles of value management relating to managing a consultant property project team

- processes for administering project contracts, including managing contract variations
- processes for selecting and monitoring project teams
- systems and procedures for project planning and scheduling
- type and scope of property-related projects
- types of contingencies in property-related projects
- work health and safety (WHS) issues and requirements associated with managing consultant project teams.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - specialist advice on managing consultant project teams
 - tools for monitoring projects
 - workplace policies and procedures on project management
 - workplace policies and procedures on selecting and using consultant project teams
 - project specifications
- 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>