



Australian Government

CPPREP3003 Access and process property information in real estate

Release: 1

CPPREP3003 Access and process property information in real estate

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes but is not equivalent to CPPDSM3006B Collect and process property information and CPPDSM3015B Use and maintain property and client information databases.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to access and process property information in a format that is suitable for day-to-day activities.

The unit applies to support workers in the real estate industry undertaking tasks with at least a moderate degree of autonomy and performing routine activities without close supervision.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Review property information requirements.	1.1 Confirm and document task requirements in consultation with relevant people. 1.2 Analyse information requirements and identify sources of information.
2. Access and collate property information.	2.1 Access databases using appropriate search techniques to locate and collect property information. 2.2 Access, retrieve and store required information in

	compliance with agency processes. 2.3 Collate and organise information according to agency requirements in a format suitable for analysis. 2.4 Check information for clarity, accuracy, currency and relevance.
3. Process information.	3.1 Enter information into databases and check for accuracy. 3.2 Prepare property information report according to agency reporting requirements and style guide. 3.3 Handle and store property information and reports securely, confidentially and according to legislative and agency requirements.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to:

- CPPDSM3006B Collect and process property information
- CPPDSM3015B Use and maintain property and client information databases.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPREP3003 Access and process property information in real estate

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes but is not equivalent to CPPDSM3006B Collect and process property information and CPPDSM3015B Use and maintain property and client information databases.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Performance Evidence

To demonstrate competency in this unit, a person must create a report of property information for three different types of property.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- Commonwealth and state or territory legislation relating to collecting and processing property information in real estate
- ethical standards in real estate relating to collecting and processing property information
- importance of accurate and complete property information and the implications of incorrect or incomplete property information
- types of property information
- processes for:
 - locating and accessing property information
 - selecting and using business equipment and technology to access, organise and enter information
 - ensuring security of information
- sources of property information:
 - internet and intranet
 - property and customer relationship management (CRM) databases
 - paper-based records.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- a real estate workplace or simulated workplace, staff and business documentation relating to collecting and processing property information
- equipment, communication and data access technology required for collecting and processing property information.
- details of three different types of property for which collecting, and processing property information is required
- materials and equipment meeting the operational requirements for a mid-size real estate agency, including:
 - policies and procedures relating to collecting and processing property information and preparing reports
 - position description including detailed roles and responsibilities for the role to be assumed by the person undergoing assessment
 - role descriptions for people participating in role-play exercises
- equipment, communication and data access technology required for collecting and processing property information.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>