



Australian Government

CPPREP3105 Assist with property inspection

Release: 1

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Modification History

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

Supersedes but is not equivalent to CPPDSM3011 Monitor building facilities and CPPDSM3014A Undertake property inspection.

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

Application

This unit specifies the skills and knowledge required to assist with the inspection of property for condition and compliance with approved requirements.

The unit applies to support workers in real estate 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. Prepare for property inspection.	1.1 Determine purpose and type of property inspection according to client requirements and agency practice. 1.2 Prepare property documentation required for property inspection. 1.3 Negotiate and establish inspection procedure and time line. 1.4 Coordinate access arrangements people according to agency practice and legislative requirements.
2. Assist with	2.1 Implement procedures for property inspection, including

property inspection.	key control, according to agency practice. 2.2 Provide support to identify and record property condition details. 2.3 Assist in identifying situations requiring specialist advice according to agency practice.
3. Report property inspection findings.	3.1 Record inspection findings in a format suitable for analysis and dissemination. 3.2 Support inspection conclusions with evidence. 3.3 Distribute inspection report according to client 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:

- CPPDSM3011 Monitor building facilities
- CPPDSM3014A Undertake property inspection.

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 CPPREP3105 Assist with property inspection

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Performance Evidence

To demonstrate competency in this unit, a person must assist in completing inspections on two properties and prepare an inspection report in each case.

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 and local government regulations relating to undertaking property inspection in real estate
- ethical standards in real estate relating to undertaking property inspection in real estate
- inspection purposes
- verifiable evidence of property inspections:
 - inspection checklists, records and notes
- processes for:
 - planning, organising and conducting property inspections
- establishing and using databases
- selecting and using business equipment and technology to access, organise and store information
- ensuring security of information
- techniques for effective interpersonal communication:
 - active listening
 - providing opportunities for clarification of understanding
 - soft questioning and seeking feedback
 - summarising and paraphrasing to check understanding using appropriate body language.

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, staff and business documentation relating to undertaking property inspections
- equipment, communication and data access and storage technology required for undertaking property inspections
- two properties for which undertaking property inspection is required
- detailed information about accessing each property including:
 - agreements
 - building codes
 - checklists
 - contracts
 - licences
 - permits
 - plans
 - previous inspection reports
 - specifications
- materials and equipment meeting the operational requirements for a mid-size real estate agency, including:
 - policies, procedures, forms and records relating to undertaking property inspection
 - 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.

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