



Australian Government

Assessment Requirements for CPPREP4141

Establish and maintain property management portfolio

Release: 1

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Modification History

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

New unit of competency.

Performance Evidence

To demonstrate competency in this unit, a person must:

- research and develop one prospecting strategy for a geographical area, including:
 - property demand in the area
 - socio-economic climate for the area
 - growth expectations for the area
 - prospecting strategies
- develop a report on the optimum capacity of an agency, including:
 - current agency profile and forward projections for agency
 - maximum/minimum property management scope and scale
 - resources required to manage properties
- develop a report with recommendations to adjust property management portfolio mix.

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:

- real estate property management services
- property management portfolio of the agency
- indicators of high- and low-performing property management services and properties within the property management portfolio
- resources required to provide property management services
- role of the business development manager in representing and promoting agency services to potential clients
- clients for property management
- personal and agency brand
- ethical practices in selling and marketing real estate property management services
- property market profiling:
 - analysis of comparable market analysis (CMA)

- projected growth
- socio-economic factors
- potential landlord profile
- prospecting methods
- networks and the use of networks to identify and generate potential clients
- legislation affecting property management services of residential property in the state or territory of operation.

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:

- agency records and databases
- property profiles for a geographical area
- property and socio-economic trends for a geographical area
- procedures and resources for property management.

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>