



Australian Government

Assessment Requirements for CPPREP4181 Manage onsite residential property

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:

- schedule and manage maintenance of property grounds and building areas, including communicating with individual property owners and owners' corporations for two residential complexes
- market, let and manage two short-term stay properties.
- prepare financial reports for one individual owner and one owners' corporation.

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 relevant to the onsite management of residential property
- roles and responsibilities in a residential complex:
 - caretaker
 - letting agent
- processes for managing financial reports in a residential complex:
 - individual owners
 - owners' corporation
 - trust account
- processes, in a residential complex, for managing:
 - maintenance and repairs in common property grounds and building areas
 - effective communication with property owners
 - compliance with by-laws
 - marketing of accommodation in the complex
 - reception, guest payment and support services for short-term stay guests
 - housekeeping services for short-term stays:
 - inspections

- cleaning
- inventory maintenance
- repairs.

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:

- sufficient residential complex documentation to prepare the documents required in the Performance Evidence
- role descriptions and information for people participating in role-play exercises
- equipment required to prepare documentation.

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>