



Australian Government

Assessment Requirements for CPPREP4232 Manage commercial property financial reports

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, for two separate commercial properties, develop financial reports for the lessor. These reports must include:

- income and expenditure report
- cashflow projection
- statutory reporting.

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:

- legislation and regulations governing management of commercial property financial reports in the state or territory of operation
- arrears recovery procedures
- basic accounting techniques used to calculate income, expenditure and cash flow
- budgeting process for commercial property financial management
- information to be contained in financial reports for commercial property
- methods for collecting and recording income for commercial property
- methods for controlling and paying expenditure for commercial property
- methods for setting up and administering budgets for commercial property
- outgoings recovery and management processes for commercial property
- ethical standards, regulatory requirements and role of agents in managing commercial property financial reports
- types, purpose and reporting periods of commercial property financial reports.

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:

- materials and equipment meeting the operational requirements for a real estate agency:
 - policies, procedures and documentation relating to managing commercial property financial reports
 - legislation in the state or territory of operation relating to managing commercial property financial reports
 - equipment, communication and data access and storage technology required to prepare a range of required commercial property financial reports
- accountant or other professional to assist in the preparation of commercial property financial reports.

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>