



Australian Government

Assessment Requirements for CPPREP4234 Manage lessor relationships - commercial

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 prepare and action a documented plan and communication schedule to manage at least 2 lessor relationships involving commercial property from two of the following categories:

- industrial
- office
- retail.

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:

- agency documentation required to be completed when managing lessor relationships for commercial property
- legal rights, responsibilities and obligations of lessors in a commercial property lease
- legislation relating to the lease of commercial property in the state or territory of operation
- methods for preparing a tenancy schedule
- needs of lessors in different types of commercial property:
 - industrial
 - office
 - retail
- ethical standards, regulatory requirements and role of agents when managing lessor relationships for commercial property
- types and purpose financial reports to be prepared for lessors of commercial property
- types of outgoings required to be paid by lessors of a commercial property
- types of securities, guarantees and insurance required to protect lessors of commercial property.

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 for managing lessor relationships for commercial property
- legislation in the state or territory of operation relating to lease of commercial property
- equipment, communication and data access and storage technology required to develop, manage and monitor lessor relationships
- two lessors and arrangements for the lease of two different types of commercial property.

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>