



Australian Government

CPPREP4506 Manage offsite and lone worker safety in real estate

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.

Application

This unit specifies the skills and knowledge required to establish, maintain and evaluate real estate agency safety controls for offsite and lone workers.

The unit applies to industry professionals in real estate.

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. Develop safety controls.	1.1 Review existing safety controls for staff when travelling, working offsite and working alone in the agency. 1.2 Conduct safety risk assessments and develop safety controls for when travelling, working offsite and working alone in the agency. 1.3 Define the roles and responsibilities for all staff in maintaining their own safety and that of others. 1.4 Develop and document protocols for responding to safety incidents according to legislative requirements. 1.5 Examine policies and procedures to control risks.
2. Implement	2.1 Develop and document implementation strategy for safety

safety controls.	controls. 2.2 Facilitate implementation of safety controls and explain roles and responsibilities of all staff.
3. Review safety controls.	3.1 Plan and implement processes for monitoring the effectiveness of safety controls. 3.2 Create and monitor staff feedback system for safety controls. 3.3 Analyse and implement existing processes for controlling emerging risks, or develop processes as required.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

New unit of competency.

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 CPPREP4506 Manage offsite and lone worker safety in real estate

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Performance Evidence

To demonstrate competency in this unit, a person must develop, implement, monitor and review essential offsite and lone worker safety controls for a real estate agency.

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 offsite and lone worker safety
- ethical standards in real estate relevant to offsite and lone worker safety
- application of the hierarchy of risk control for offsite and lone worker safety
- principles and techniques for:
 - applying the hierarchy of risk control
 - conducting safety risk assessments and developing safety controls
 - defining roles and responsibilities in implementing safety controls
 - developing policies and procedures to control risks to safety
 - developing implementation strategies for safety controls
 - developing and implementing a staff feedback system for safety controls
 - reviewing safety controls.

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:

- documents for a real estate agency to allow risk assessment of working offsite and working alone
- role descriptions for people participating in role-play exercises
- equipment, communication and data access and storage technology.

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