



Australian Government

Assessment Requirements for CPPREP5001 Manage compliance in the property industry

Release: 1

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Modification History

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

Supersedes but is not equivalent to CPPDSM5009 Coordinate risk management systems in the property industry.

Updated to meet industry currency.

Performance Evidence

To demonstrate competency in this unit, a person must document a strategy to manage compliance in an agency by:

- analysing and determining compliance management for:
 - a minimum of two legislative requirements
 - two internal areas of best practice
- developing and implementing risk control strategies to manage compliance for each of the above legislative requirements and areas of best practice
- communicating ethics, standards, culture, compliance and best practice requirements to agency staff on two separate occasions
- managing the effectiveness and evaluation of compliance systems on two separate occasions, including continuous monitoring, reviewing and adjustment of agency and department compliance practices.

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 regulations relating to compliance in real estate
- property industry codes of conduct and ethics
- agency policies, procedures and standards
- industry and agency best practice and quality standards
- methods and tools for recording and reporting on compliance
- range of analysis techniques to interpret operational and feedback data relating to compliance
- compliance requirements relating to trust accounts
- processes for:

- identifying financial, strategic, personal and reputational risks in the property industry
- identifying risks to achieving best practice in the property industry
- analysing and rating identified risks in terms of likelihood and consequences
- preparing risk controls and risk mitigation strategies
- incorporating risk controls and risk mitigation strategies in policies, procedures and business strategies in the property industry
- management and communication techniques for leading, mentoring and motivating teams in the property industry.

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 property agency:
 - business plans, strategies, policies and procedures relating to property industry compliance
 - records relating to all aspects of property industry compliance
 - position descriptions for employees, including detailed roles and responsibilities
 - legislation in the state or territory of operation relating to compliance
 - equipment required to prepare documentation and to manage processes and teams in a property agency.

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>