



Australian Government

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.

Application

This unit specifies the skills and knowledge required to analyse, develop, implement, manage and evaluate compliance in the property industry.

The unit applies to industry professionals in property.

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. Determine compliance management requirements.	1.1 Identify all jurisdictional legislation, regulations, codes of conduct and ethics to which the agency must comply. 1.2 Analyse and document the requirements for the agency to meet compliance needs. 1.3 Conduct risk analysis for compliance and best practice to determine risk ratings and risk mitigation. 1.4 Determine and plan risk mitigation strategies through development of policies, procedures, work instructions, management and supervisory structures.
2. Develop and	2.1 Develop strategies and associated policies, procedures and

risk control strategies that manage compliance.	structures to support agency compliance. 2.2 Develop processes and controls to maintain records that demonstrate compliance and best practice. 2.3 Develop management structure and risk control strategies for monitoring and reviewing all compliance and best practice activities.
3. Manage compliance systems.	3.1 Clearly communicate to staff the best practice requirements for the agency. 3.2 Facilitate continuous monitoring, reviewing and adjustment of agency compliance practices. 3.3 Prepare periodic compliance reports to present a clear overview of compliance and agency best practice.
4. Evaluate compliance systems.	4.1 Analyse and review periodic compliance reports to evaluate agency overall compliance and best practice. 4.2 Use evaluation data to determine, document and implement improvements to improve compliance systems.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- reading skills to interpret workplace documentation
- writing skills to accurately record information
- interpersonal and communication skills to collaborate with colleagues
- planning and organisational skills to set goals and evaluate options to inform decision making.

Unit Mapping Information

No equivalent unit.

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

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>