



**Australian Government**

# **Assessment Requirements for CPPREP5003 Manage ethical practice in the property industry**

**Release: 1**

# Assessment Requirements for CPPREP5003 Manage ethical practice in the property industry

## 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 manage, monitor and evaluate ethical practices in a property agency. The person must analyse, determine and evaluate ethical practice management systems, including reporting processes, for a minimum of two areas of ethical best practice.

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:

- impact of Commonwealth and state or territory legislation and regulations relating to ethical practice in the property industry
- property industry codes and principles of ethical practice
- property agency policies, procedures and standards
- industry best practice and quality standards
- methods and tools for recording and reporting on ethical practice in the property industry
- range of analysis techniques to interpret operational and feedback data relating to ethical practice
- processes for:
  - identifying personal and agency reputational risks in the property industry
  - identifying risks to achieving ethical best practice in the property industry
  - analysing and rating identified risks in terms of likelihood and consequences
  - preparing risk control and risk mitigation strategies
  - incorporating risk control and risk mitigation strategies into 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:
- policies, procedures and documentation relating to ethical practice in a property agency
- legislation in the state or territory of operation relating to ethical practice in the property industry
- equipment, communication and data access and storage technology required to prepare documentation and maintain records.

## 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>