



Australian Government

Department of Education, Employment and Workplace Relations

CPP60211 Advanced Diploma of Property Services (Asset and Facility Management)

Release: 1

CPP60211 Advanced Diploma of Property Services (Asset and Facility Management)

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • apply literacy skills to interpret written and oral information, complete documentation, report findings, access and interpret relevant information, evaluate performance of assets and facilities and prepare advice and recommendations • apply communication skills to include relevant people in the planning process, discuss issues that may impact on others and receive feedback • apply literacy skills to access and interpret relevant information and prepare required documentation and information for those involved in portfolio management activities • communicate to clarify ideas and perspectives • communicate to negotiate client requirements and consult with industry experts and others • document and implement strategies to improve portfolio management system • evaluate portfolio in consultation with relevant people using appropriate communication strategies • report on property portfolio management activities to relevant people • use technical skills to develop reports
Teamwork	<ul style="list-style-type: none"> • apply interpersonal skills to obtain feedback that enables a review and evaluation of plan and to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities • define and document roles and responsibilities associated with implementation of portfolio management plan • identify and explain to relevant people variations between performance expectations and actual performance according to organisational procedures • ensure that roles and responsibilities associated with implementation of facilities management plan are clearly defined and

Employability Skills Qualification Summary	
	documented

Employability Skills Qualification Summary

Problem solving

- apply problem solving skills to identify potential barriers to implementation of the plan and establish contingencies
- apply sound reasoning to ensure consistency of interpretations based on available and reliable information
- prepare evaluation results in required format, style and structure for dissemination to relevant people
- review evaluation results and recommendations for modification of plan and incorporate corrective actions as required into facilities management plan
- use reliable evaluation methods to make efficient use of time and resources
- use problem solving skills to anticipate factors that may affect asset regeneration and to assess risk

Initiative and enterprise

- apply analytical skills to interpret documentation, evaluate plan, analyse risk and estimate costings and budget needs
- analyse relevant industry benchmarks to assess expected performance of assets in varying market conditions
- analyse economic trends and market developments in terms of potential implications and impact on regeneration objectives
- analyse and determine regeneration options for property and assets
- establish systematic review processes and use suitable evaluation methods to evaluate facilities management plan outcomes
- identify and address situations requiring specialist advice
- undertake life cycle analysis and plan capital investment strategies
- research and evaluate to source asset management information and resource requirements
- research, analyse and interpret property investment documentation and identify relevant sources of information
- use research skills to collect reliable and valid

Employability Skills Qualification Summary	
	information and match forecasting models and techniques with specific asset or facility requirements

Employability Skills Qualification Summary	
Planning and organising	<ul style="list-style-type: none"> • apply technical skills to design facilities or asset management plan, schedule tasks and report outcomes • apply organisational skills to schedule and meet time lines and client requirements, assess risk, and plan management requirements and resource use • determine and confirm portfolio reporting requirements in consultation with client • monitor and report arrangements for asset management activities • prepare a detailed budget outlining resource requirements to support asset management activities • provide advice and recommendations on a preferred regeneration option using client feedback within agreed timeframes • review information to ensure accuracy and prepare a detailed budget • use technical skills to formulate and present an asset management plan • use organising processes to formulate, review and evaluate an asset management strategy
Self-management	<ul style="list-style-type: none"> • identify and address situations requiring specialist advice • develop key performance criteria for measuring the achievement of objectives and strategies and incorporate into asset management plan • follow organisational and professional procedures, ethical practices and business standards • identify limitations of work role, responsibility and professional abilities • interpret and comply with applicable industry, organisational and legislative requirements • interpret and apply applicable legal, ethical and organisational requirements • review constructive feedback and make adjustments to portfolio management plan as required
Learning	<ul style="list-style-type: none"> • apply knowledge of organisation's practices, ethical standards and legislative requirements

Employability Skills Qualification Summary	
	<p>associated with monitoring the ongoing performance of an asset or facility portfolio</p> <ul style="list-style-type: none">• apply knowledge of organisation's practices, ethical standards and legislative requirements associated with developing and implementing facilities management plans

Employability Skills Qualification Summary

Technology

- apply computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- apply technical skills to use software for planning and scheduling tasks, use financial and assessment software and spreadsheets efficiently, and access market information
- use business equipment and technology to present advice and recommendations in appropriate format, style and structure

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules

To achieve this qualification, the candidate must demonstrate competency in:

- 15 units of competency:
- 7 Group A units
- 8 Group B units.

The Group A units are chosen as follows:

- 7 units from Group A
- 2 of the units may be chosen from:
- Diploma of Property Services (Asset and Facility Management)
- any Advanced Diploma qualification in CPP07 or another current Training Package.

The Group B elective units are chosen as follows:

- 8 units from Group B
- 2 of the units may be chosen from:
- Diploma of Property Services (Asset and Facility Management)
- any Advanced Diploma qualification in CPP07 or another current Training Package or state accredited course, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome.

Packaging rules	
Group A Common units	
BSBINM601A	Manage knowledge and information
BSBMGT605B	Provide leadership across the organisation
BSBMGT608B	Manage innovation and continuous improvement
BSBMGT616A	Develop and implement strategic plans
BSBMGT617A	Develop and implement a business plan
BSBRISK501A	Manage risk
BSBSUS501A	Develop workplace policy and procedures for sustainability
Group B Specialist units	
Asset and facility management	
CPPDSM6004A	Determine performance of assets and facilities
CPPDSM6006A	Develop facilities procurement system
CPPDSM6007A	Develop life cycle asset management plan
CPPDSM6008A	Develop strategic facilities management plan
CPPDSM6009A	Manage facilities portfolio
CPPDSM6013A	Prepare project design brief and documentation in the property industry
Investment	
CPPDSM6001A	Determine viability of regeneration options in the property industry
CPPDSM6002A	Conduct a property investment feasibility study
CPPDSM6003A	Contract to invest in property
CPPDSM6005A	Develop a property investment strategy
CPPDSM6010A	Manage performance of property investment
CPPDSM6011A	Negotiate partnership arrangements in the property industry

Packaging rules	
CPPDSM6012A	Plan property portfolio management