



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM4031A Arrange lease of space

Release: 1

CPPDSM4031A Arrange lease of space

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to arrange and formalise lease arrangements for the use of space. It requires the ability to determine lease requirements, coordinate lease documentation and formalise and review lease processes.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of those involved in arranging and formalising lease arrangements for the use of space.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <i>bold italicised</i> text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Establish lease requirements.

- 1.1 *Space* lease requirements are determined in consultation with **relevant people** according to **organisational requirements**.
- 1.2 Appropriate **interpersonal techniques** are used to confirm and clarify **client needs**.
- 1.3 Lease terms and conditions are identified from **relevant documentation** and compared with appropriate market evidence.
- 1.4 Retention strategies are devised and marketed to selected tenants according to client, organisational and **legislative requirements**.
- 1.5 Situations requiring **specialist advice** are identified and assistance is sought as required according to organisational requirements.

2 Arrange lease agreement.

- 2.1 **Lease agreement** is arranged according to applicable organisational and legislative requirements.
- 2.2 Appropriate interpersonal techniques are used to facilitate an accurate and relevant exchange of information with legal advisers.
- 2.3 Lease documentation is reviewed to ensure it is accurate and meets client, legal and organisational requirements.
- 2.4 Necessary amendments to documents are arranged prior to lease execution according to legal and organisational requirements.

3 Formalise lease arrangements.

- 3.1 Lease arrangements are implemented according to client, organisational and legal requirements.
- 3.2 Lease documentation is distributed to relevant people to enable necessary stamping and registration to occur.
- 3.3 Copies of lease contracts are distributed to contracting parties to confirm respective obligations according to legislative and organisational requirements.
- 3.4 Agents are appointed to facilitate the completion of leasing arrangements according to organisational requirements.
- 3.5 Lease records and relevant information are securely stored according to legislative and organisational requirements.

4 Review leasing arrangements.

- 4.1 Leasing arrangements and documentation are reviewed according to client, legislative and organisational requirements.

ELEMENT**PERFORMANCE CRITERIA**

- 4.2 Variations to leasing requirements are identified and negotiated with relevant people and amendments made according to client, legislative and organisational requirements.
- 4.3 Lease arrangements are monitored to ensure they meet the obligations of the lease agreement and relevant legislative and organisational requirements.
- 4.4 ***Business equipment and technology*** are used to maintain relevant documentation securely and according to legislative and organisational requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- analytical skills to interpret property plans and lease documentation, analyse and assess lease requirements and terms, and devise retention strategies
- communication skills to clarify lease requirements, interpret written and oral information, negotiate lease arrangements and prepare reports
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- technical skills to prepare and complete reports.

Required knowledge and understanding:

- common lease terms and conditions
- contract law applied to property lease
- government duties and taxes as applied to lease documentation
- industry practices and processes
- legal operations for lease preparation
- limitations of work role, responsibility and professional abilities
- OHS issues and requirements
- organisational and professional procedures, ethical practices and business standards
- relevant federal and state or territory legislation and local government regulations

REQUIRED SKILLS AND KNOWLEDGE

related to:

- anti-discrimination and equal employment opportunity (EEO)
- consumer protection
- environmental issues
- financial probity
- franchise and business structures
- industrial relations
- OHS
- privacy
- property sales, leasing and management
- types of property leases.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit of competency could be assessed through practical demonstration of arranging and formalising lease arrangements for the use of space. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- determining requirements for lease of space through an accurate assessment of client needs and identification of lease terms and conditions
- devising and marketing retention strategies to selected tenants
- implementing lease arrangements, including appointing an agent to facilitate the completion of

leasing arrangements

- knowledge of organisation's practices, ethical standards and legislative requirements associated with the lease of space
- monitoring lease arrangements against lease agreement requirements, and safely and securely maintaining all relevant documentation
- organising the preparation of lease documentation, reviewing for accuracy and arranging necessary amendments as required.

Context of and specific resources for assessment

Resource implications for assessment include:

- access to suitable simulated or real opportunities and resources to demonstrate competence
- assessment instruments that may include personal planner and assessment record book
- access to a registered provider of assessment services.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based

activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Space may include:

- buildings
- car parking
- facilities
- land
- lettable areas
- properties.

Relevant people may include:

- agents
- clients
- colleagues
- designated OHS representatives
- government personnel
- legal representatives
- management
- members of industry associations
- property owners
- site personnel
- supervisors
- tenants.

Organisational requirements may be outlined and reflected in:

- access and equity principles and practice guidelines
- business and performance plans
- complaint and dispute resolution procedures
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- mission statements and strategic plans
- OHS policies, procedures and programs
- policies and procedures in relation to client service
- quality and continuous improvement processes and standards
- quality assurance and procedure manuals.

Interpersonal techniques may include:

- active listening
- clear presentation of options
- consultation methods

- culturally inclusive and sensitive engagement techniques
 - questioning to clarify and confirm understanding
 - seeking feedback
 - two-way interaction
 - using language and concepts appropriate to cultural differences
 - verbal or non-verbal language.
- Clients** may include:
- bankers
 - company management
 - fund managers
 - fund providers
 - government and legal instruments and agencies
 - institutions
 - internal and external property groups
 - owner-occupiers
 - private investors
 - property agents
 - property owners
 - tenants.
- Client needs** may relate to:
- developing fit-out guidelines for builders
 - facilitating transaction by separately meeting with fit-out and legal advisers
 - managing fit-outs to preserve building services
 - observing building rules.
- Relevant documentation** may include:
- building codes
 - contracts
 - instruments of agreement
 - lease agreements
 - licences
 - maps
 - permits
 - plans
 - spatial guidelines
 - specifications.
- Legislative requirements** may be outlined and reflected in:
- Australian standards
 - codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas and electricity), and contract or common law
 - environmental and zoning laws affecting access security, access and property use

- general duty of care to clients
- home building requirements
- local regulations and by-laws
- privacy laws applying to owners, contractors and tenants
- quality assurance and certification requirements
- relevant federal, and state or territory legislation that affects organisational operation, including:
 - anti-discrimination and diversity
 - environmental issues
 - EEO
 - industrial relations
 - OHS

Specialist advice may be sought from:

- strata, community and company titles
- tenancy agreements
- trade practices laws and guidelines.
- architects
- bankers and financiers
- builders
- business consultants
- government officials
- investment consultants
- members of industry associations
- planners
- real estate agents
- solicitors
- subcontractors
- technical experts
- valuers.

Lease agreements may include:

- acceptance and consideration
- agreement to lease
- building rules
- existing partitioned space
- fit-outs
- heads of agreement
- lessee and lessor obligations
- letters of intent
- negotiations containing offers.

Business equipment and technology may include:

- computers
- data storage devices
- email
- facsimile machines

- internet, extranet and intranet
- photocopiers
- printers
- scanners
- software applications, such as databases and word applications.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development