



RTO Provider Number: 91585

CPP40516 – Certificate IV in Strata Community Management

Course outline - NSW



There are no Pre-requisite units required to undertake this qualification, however, literacy requirements will require you to undertake a basic literacy course as part of the enrolment process.

The qualification consists of twenty (20) units of competency comprising of thirteen (13) core and seven (7) elective units of competency.

Unique Training Providers has developed a program that meets the requirements of the qualification, as shown below.

The qualification is nationally recognised and can only be delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment.

Upon successful completion of the course assessments you will be awarded a:

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Participants who exit the training program without completing all assessments will be issued with a statement of attainment for those units in which they have demonstrated competency.

Prior to enrolment, a Pre-assessment Form will be completed by each participant. This form identifies potential recognition of prior learning opportunity as well as areas where further training is required.

Recognition of Prior Learning (RPL) is an assessment process which assesses the individual's non-accredited training and informal learning to determine the extent to which that individual has achieved the required learning or competency outcomes. Additional information on our RPL process is available from the Unique Training Providers Office.

To enable Unique Training Providers to meet special needs, i.e. disability, numeracy and literacy needs, we encourage candidates to bring this to our attention so as we can support you.

Unique Training Providers offers support to all Participants with their learning needs. We can tailor the training and assessment program to assist people with learning issues and, to a more limited degree, personal issues.

Fees and Charges:

The course fee can be obtained by contacting our office or talk to one of our representatives. Course fees include all texts, training and assessment material. This course does not attract GST as it leads to a qualification.

Our Refund policy is also detailed in our Participant Handbook, which is available on our website. Requests for refund should be addressed to the CEO.

Why choose Unique Training Providers?

- ❖ We are a respected Registered Training Organisation and deliver training for Strata Community Management licensing.
- ❖ Our trainers are industry leaders in their field of real estate
- ❖ Our training material is up to date and includes all the latest industry-specific information
- ❖ Our delivery is workplace based with regular face to face training to suit your needs
- ❖ We also offer a distance learning option
- ❖ Our friendly team is available to offer comprehensive advice about the training
- ❖ We deliver state wide training

The licensing courses are based on national competency standards and have been approved by NSW Fair Trading as the education requirement for the granting of a licence.

Licence Eligibility:

In addition to obtaining the required qualifications, NSW Fair Trading has additional eligibility requirements before the granting of a licence. The applicants must satisfy the Commission for Fair Trading that he/she is:

- ❖ At least 18 years of age
- ❖ A fit and proper person to hold a licence. Any person in partnership with a licensee in a property agency must also be a fit and property person
- ❖ Has the requirement competencies for the licence
- ❖ Is not a disqualified person
- ❖ Has paid the relevant contribution to the Property Services Compensation Fund.

Unique Training Providers is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

Our Participant Handbook details our complaints and appeal procedure, our discipline policy, and our access and equity policy, including the contact for any access and equity issues.

A list of units required by NSW Fair Trading for the issuance of a Strata Community Manager Licence is listed on the following page

Units of competency	National code	Title	Core / Elective / Common
	BSBFIA402	Report on financial activity	Core
	BSBRKG304	Maintain business records	Core
	CPPCMN4008	Read plans, drawings and specifications for residential buildings	Core
	CPPDSM3016	Work in the property industry	Core
	CPPDSM3017	Work in the strata community management sector	Core
	CPPDSM3019	Communicate with clients as part of agency operations	Core
	CPPDSM4009	Interpret legislation to complete agency work	Core
	CPPDSM4044	Coordinate maintenance and repair of properties and facilities	Core
	CPPDSM4045	Facilitate meetings in the property industry	Core
	CPPDSM4056	Manage conflicts and disputes in the property industry	Core
	CPPDSM4057	Monitor a safe workplace in the property industry	Core
	CPPDSM4084	Administer insurance for strata communities	Core
	CPPDSM4085	Handle strata community funds held on trust	Core
	BSBLED401	Develop teams and individuals	Elective
	CPPDSM4028	Identify and analyse risks and opportunities in the property industry	Elective
	CPPDSM4034	Negotiate and implement strata community management agreement	Elective
	CPPDSM4047	Implement and monitor procurement process	Elective
	CPPDSM4048	Implement customer services strategies in the property industry	Elective
	CPPDSM4063	Participate in developing and establishing property or facility contracts	Elective
	CPPDSM4074	Select and appoint contractors in the property industry	Elective

To Enrol

Please contact us at:

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