Unit of Competency

CPPSCM4040 Develop and monitor maintenance strategies that contribute to asset life cycle

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPDSM4040 Contribute to asset life cycle maintenance strategy. Title changed to better reflect outcome. This version first released with CPP Property Services Training Package Release 15.0.

Application

This unit of competency specifies the skills and knowledge required to develop and monitor long-term maintenance strategies that contribute to the life cycle management of strata community assets. This work is limited to the routine administrative responsibilities of strata community managers. It includes identifying asset characteristics and performance requirements, developing asset maintenance strategies for different types of assets and monitoring the effectiveness of the strategies.

This unit is suitable for strata community managers who apply a broad range of skills and knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems. Strata community managers may also be known as strata managers, owners corporation managers or body corporate managers depending on the jurisdiction of operation.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some states and territories. For further information, check with the relevant regulatory authority.

Prerequisite Unit

None.

Unit Sector

Strata Community Management.

Elements and Performance Criteria

1. Determine asset requirements.	1.1 Source and analyse relevant documentation to determine the types of strata community building assets and system requirements. 1.2 Evaluate asset use, impact of failure, functionality, condition and financial performance. 1.3 Identify regulatory requirements for identifying, reporting and funding building assets. 1.4 Consult with relevant persons to obtain additional information required to clarify asset performance and life cycle needs.
2. Develop long-term asset maintenance strategy.	2.1 Prepare long-term maintenance strategy that incorporates asset life cycle strategies, breakdown impacts and replacement strategies according to regulatory and workplace requirements. 2.2 Identify and document appropriate maintenance methods and schedules to meet asset performance and life cycle requirements.

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	2.3 Consult with relevant persons to prioritise strategies and conduct calculations to anticipate long-term maintenance requirements and identify risks and opportunities to improve quality or cost efficiency of asset. 2.4 Identify situations requiring specialist advice and seek assistance as required to develop asset maintenance strategy. 2.5 Present cost-effective long-term maintenance solutions that contribute to the asset life cycle according to workplace requirements.
3. Monitor long-term asset maintenance strategy.	3.1 Consult with relevant persons to monitor and evaluate the effectiveness of the long-term asset maintenance strategy. 3.2 Use feedback to identify and develop future strategies to improve asset life cycle maintenance. 3.3 Review the life cycle plan and financial statements to finalise annual report including works completed and anticipated. 3.4 Present report to strata community committee and respond to questions to clarify long-term maintenance strategies and their contribution to the asset life cycle. 3.5 Securely store long-term maintenance strategy and associated asset information according to regulatory and workplace requirements.

Foundation skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to CPPDSM4040 Contribute to asset life cycle maintenance strategy

Links

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPSCM4040 Develop and monitor maintenance strategies that contribute to asset life cycle

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to develop and monitor maintenance strategies that contribute to the asset life cycle of two different types of strata community assets selected from the list below:

- buildings
- community facilities
- furniture, fixtures and fittings
- grounds and surrounds
- plant and equipment
- utilities services (conduits, cabinets and pipework).

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- common hazards to people and property associated with maintenance work in buildings
- compliance requirements of legislation and regulations relevant to the development and monitoring of maintenance strategies that contribute to the life cycle of strata community assets in the jurisdiction of operation:
    - civil liability
    - environmental protection (sustainability)
    - equal opportunity, anti-discrimination and disability discrimination
    - fair trading and consumer protection
    - financial probity
    - identifying, reporting and funding building assets
    - long-term maintenance planning/capital works
    - privacy
    - records management
    - work health and safety (WHS)
- methods for developing long-term asset maintenance strategies that account for:
    - asset replacement
    - emergency lighting and security
    - energy efficiency
    - fire equipment
    - housekeeping
    - painting, cleaning and waste disposal
    - pest control
    - plumbing and electrical

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    - risk
- interpersonal communication strategies and techniques used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- key stages of asset life cycles and types of assets relevant to strata community management:
    - buildings
    - community facilities
    - furniture, fixtures and fittings
    - grounds and surrounds
    - plant and equipment
    - utilities services (conduits, cabinets and pipework)
- limitations of own work role, responsibilities and abilities
- meaning of common property in relation to strata community management
- methods for evaluating asset performance:
    - certifications and warranties
    - financial performance
    - functionality
    - physical condition
    - use
- presentation techniques
- strategic considerations for developing maintenance strategies that contribute to the asset life cycle:
    - design-specific or regulatory requirements for aesthetics
    - effect and risks associated with not maintaining an asset
    - future use plans for the asset
    - how long the asset will be required to be in operation
    - risks associated with current condition of asset
    - serviceability requirements of the asset
- workplace requirements for developing and monitoring maintenance strategies that contribute to the asset life cycle:
    - content and format of maintenance strategies
    - systems for storing information and documentation.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

Links

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