Qualification

Qualification code CPP40521

Qualification title Certificate IV in Strata Community Management

Qualification description

This is a qualification for strata community managers who work independently using specialised knowledge to provide management services for strata communities. Strata community managers perform all functions associated with the administration of strata communities including facilitating meetings of strata community members, administering insurance for strata communities, handling strata community funds and maintaining business records and reporting on the financial activities of strata communities.

Occupational titles include:

- body corporate manager
- owners corporation manager
- strata community manager
- strata manager.

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.

Packaging rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
    - 14 core units
    - 4 elective units.

For the elective units:

- a minimum of 2 units must be selected from Group A
- the remaining 2 elective units may be selected from Group A and/or Group B or from any currently endorsed Training Package or accredited course where the unit is packaged in a Certificate IV or Diploma level qualification.

Core units

BSBINS309	Maintain business records
BSBOPS404	Implement customer service strategies
BSBWHS307	Apply knowledge of WHS laws in the workplace
CPPSCM3020	Source and extract information from strata plans
CPPSCM4009	Access and interpret legislation in strata community management
CPPSCM4034	Implement strata community management agreement
CPPSCM4040	Develop and monitor maintenance strategies that contribute to asset life cycle
CPPSCM4044	Coordinate repair and maintenance of strata community property and facilities

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CPPSCM4045	Facilitate strata community meetings
CPPSCM4047	Implement procurement processes in strata community management
CPPSCM4056	Manage conflicts and disputes in strata community management
CPPSCM4084	Administer insurance for strata communities
CPPSCM4086	Coordinate preparation of strata community budgets
CPPSCM4087	Facilitate operation of strata community committees

Elective units

Group A: Specialist electives

BSBPEF401	Manage personal health and wellbeing
BSBTEC403	Apply digital solutions to work processes
CPPCMN4008	Read plans, drawings and specifications for residential buildings
CPPCMN4012	Contribute to sustainable solutions throughout a building's lifecycle
CPPSCM4028	Identify and analyse risks in strata community management
CPPSCM4066	Conduct strata community site visits
CPPSCM4083	Terminate strata community
CPPSCM4085	Handle strata community funds held on trust
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

Group B: General electives

BSBCMM411	Make presentations
BSBOPS401	Coordinate business resources
BSBTWK401	Build and maintain business relationships
CPPCMN4013	Operate a sustainable business

QUALIFICATION MAPPING INFORMATION

CPP40521 Certificate IV in Strata Community Management supersedes and is equivalent to CPP40516 Certificate IV in Strata Community Management.

Links

An Implementation Guide to this Training Package is available at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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