Unit of Competency

CPPSCM3020 Source and extract information from strata plans

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPDSM3020 Source and extract information from strata plans. 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 read and interpret strata plans. It includes sourcing strata plans, extracting required information, identifying the features of strata communities from plans, and securely storing and retrieving strata plans

A person who has achieved this unit of competency is expected to take responsibility for organising and completing these tasks with a high degree of self-direction.

Depending on the jurisdiction of operation:

- strata community managers may also be known as strata managers, owners corporation managers or body corporate managers
- by-laws may also be known as rules or articles.

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. Source strata plan.	1.1 Obtain strata plan and relevant source documents according to workplace requirements. 1.2 Access information related to strata plan to confirm correct plan for strata community according to workplace requirements.
2. Extract information from strata plan.	2.1 Interpret administrative documentation for strata plan to identify administrative information, approvals, signatures and seals. 2.2 Interpret plan drawing documents to identify key features of strata community. 2.3 Read notations and schedules where provided, and identify and interpret lot boundaries and other aspects relevant to strata community. 2.4 Conduct routine calculations to measure scale and area related to strata community features. 2.5 Identify and note features of strata community omitted from

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	plan.
3. Store and retrieve strata plan.	3.1 Securely store strata plan and related documentation according to workplace requirements. 3.2 Use information technologies to retrieve strata plan and related documentation according to 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 CPPDSM3020 Source and extract information from strata plans

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 CPPSCM3020 Source and extract information from strata plans

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to source and extract information from one strata plan, and identify the information needed to respond to six routine workplace requests for information relating to each of the following features of strata communities:

- common property
- easements
- encroachments
- lot boundaries and areas
- name and address for service of notices
- schedule of unit entitlements and liabilities.

Knowledge Evidence

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

- codes, standards, legislation and regulations relating to strata plans in the jurisdiction of operation
- definition and types of common property
- contents and structure of strata plans
- location plans:
    - abbreviations, symbols and shading
    - content
    - orientation
    - purpose
    - scale
- lot entitlements and liabilities
- lot plans:
    - abbreviations, symbols and shading
    - boundaries
    - content
    - easements
    - encroachments
    - notations
    - orientation
    - purpose
    - scale
    - techniques for locating lots
- sources of information on strata plans

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- terms, symbols, abbreviations and shading used in strata plans
- types and purpose of information that can be extracted from administrative documentation for strata plans:
    - administrative information:
        - by-laws
        - name and address for service of notices
        - purpose or type of information
        - schedule of lot entitlement and liabilities
    - approvals for the plan:
        - registration
        - surveyor certificate
    - signatures
    - seals
- types and purpose of plan drawing documents:
    - location plan
    - lot plan:
        - common property
        - easements
        - encroachments
        - stairs
        - strata lots
        - voids
- types of source documents for strata plans:
    - building approvals
    - planning approvals
    - legislation: land titles and subdivision
- workplace requirements for sourcing and extracting information from strata plans:
    - documentation and records administration
    - information technologies used to source, store and retrieve strata plans and related 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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