Unit of Competency

CPPSCM4028 Identify and analyse risks in strata community management

Modification history

Release	Comments
1	Supersedes and is not equivalent to CPPDSM4028 Identify and analyse risks and opportunities in the property industry. Unit updated to reflect specific strata community management requirements. Skills and knowledge to identify and analyse opportunities removed. 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 identify and analyse potential risks to ensure safe and effective strata community management and compliance with regulatory requirements. It includes establishing terms of reference, developing an effective action plan and structure for risk analysis and assessment, assessing the level of potential risk against agreed assessment criteria and documenting the findings.

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. Identify strata community risks.	1.1 Source and collate information on actual and potential risks associated with management of the strata community and assess for currency, accuracy and relevance. 1.2 Assess identified risks to determine validity and reliability according to risk management objectives for strata community. 1.3 Develop a structured plan for identifying and assessing the likelihood of same strata community management risks according to workplace requirements. 1.4 Identify situations requiring specialist advice and seek assistance as required to effectively identify strata community management risks.
2. Analyse strata community risks.	2.1 Develop terms of reference for risk analysis. 2.2 Develop assessment criteria for measuring level of potential or existing risk together with an assessment of consequences

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	according to terms of reference. 2.3 Identify gaps in assessment methodology and consult with relevant persons to implement actions required to ensure thorough risk assessment. 2.4 Analyse valid and relevant data against assessment criteria to determine level of potential strata community risk and consequence assessment.
3. Document findings of strata community risk analysis.	3.1 Document findings of strata community risk analysis according to workplace requirements. 3.2 Seek feedback from relevant persons to ensure findings are accurate and relevant and update document for future strata community decision making. 3.3 Securely store all risk information and documentation 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 not equivalent to CPPDSM4028 Identify and analyse risks and opportunities in the property industry

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 CPPSCM4028 Identify and analyse risks in strata community management

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to identify and analyse risks for one strata community. Identified risks must relate to three risk areas selected from the list below:

- civil liability
- deliberate, natural, accidental or perceived risks
- equipment malfunction
- industry special risks
- loss of goodwill, reputation or credibility
- loss of profits
- loss, disclosure, destruction or compromise of asset
- public liability
- regulatory compliance
- trade practices issues.
- work health and safety (WHS).

Knowledge Evidence

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

- concept of litigation relevant to strata community management
- compliance requirements of legislation, regulations, codes and Australian standards relevant to the role of strata community managers in identifying and analysing strata community risks in the jurisdiction of operation:
    - civil liability
    - digital meetings
    - environmental protection (sustainability)
    - equal opportunity, anti-discrimination and disability discrimination
    - fair trading and consumer protection
    - financial probity
    - privacy
    - records management
    - WHS
- limitations of own work role, responsibilities and professional abilities
- meaning of 'residual risk'
- mechanisms to obtain and analyse feedback on findings of risk analysis

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- principles of risk management and techniques for identifying and measuring risks and consequences
- risk assessment techniques and processes
- types of strata community risks and associated consequences:
    - civil liability
    - deliberate, natural, accidental or perceived risks
    - equipment malfunction
    - industry special risks
    - loss of goodwill, reputation or credibility
    - loss of profits
    - loss, disclosure, destruction or compromise of asset
    - public liability
    - regulatory compliance
    - trade practices issues.
    - WHS
- strata community insurance policies required by law and risks associated with non-disclosure and insufficient coverage
- workplace requirements for identifying and analysing strata community risks:
    - content and format of risk management plans and reports
    - 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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