Unit of Competency

CPPSCM4066 Conduct strata community site visits

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPDSM4066 Plan and coordinate property and facility inspection. Title changed and unit updated to reflect specific strata community management requirements. 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 conduct strata community site visits to familiarise with the site layout and location of buildings, facilities, shared spaces and services, and to monitor and report the general condition of the site to identify areas that may require specialist advice associated with maintenance or repair and existing or potential work health and safety (WHS) or civil liability concerns.

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. Plan strata community site visit.	1.1 Analyse relevant documentation to determine status and occupancy of strata community site to be visited. 1.2 Establish site visit context and purpose in consultation with relevant persons. 1.3 Obtain and review site drawings and documentation to plan visit according to workplace requirements. 1.4 Arrange access to strata community site and obtain approval for visit according to regulatory and workplace requirements.
2. Carry out strata community site visit.	2.1 Select and use personal protective equipment (PPE) for site visit according to workplace requirements. 2.2 Follow relevant drawings and documentation to understand site layout and locate buildings and facilities, shared spaces and services. 2.3 Recognise general condition of site and identify and note areas requiring further action for maintenance and/or repair.

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	2.4 Monitor use of shared facilities to identify and note areas requiring further action or improvement. 2.5 Identify and note existing or potential WHS and civil liability concerns requiring further action to comply with regulatory requirements.
3. Report on strata community site visit.	3.1 Document findings of site visit including general condition of site and issues requiring follow-up actions according to workplace requirements. 3.2 Consult with strata community committee and organise works or services required to address issues identified during site visit according to regulatory requirements. 3.3 Securely store all site visit 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 equivalent to CPPDSM4066 Plan and coordinate property and facility inspection

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 CPPSCM4066 Conduct strata community site visits

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit to conduct two strata community site visits on different occasions.

Knowledge Evidence

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

- compliance requirements of legislation, regulations, codes and Australian standards relevant to strata community site visits in the jurisdiction of operation:
    - civil liability
    - environmental protection (sustainability)
    - privacy
    - records management
    - work health and safety (WHS)
- general safety, hazards, pandemic, state of emergency and state of disaster requirements
- limitations of own work role, responsibilities and abilities and specialist services that can be consulted to address issues identified during site visits,
- processes for reporting and actioning works or services required to resolve concerns identified during site visits
- purpose of, and procedures for conducting strata community site familiarisation visits
- types of strata community buildings, facilities, shared spaces and resources
- typical building defects, repairs and maintenance associated with strata community sites
- workplace requirements for conducting strata community site visits:
    - systems for storing information and documentation
    - WHS and general risk management.

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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