

**Victorian Purchasing Guide  
for  
CPP07 Property Services Training Package  
Version No 14.1**

**February 2014**





© State of Victoria (Department of Education and Early Childhood Development) 2014.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (<http://creativecommons.org/licenses/by-nd/3.0/au/>). You are free to use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills Group, Department of Education and Early Childhood Development as the author, and you license any derivative work you make available under the same licence.

### **Disclaimer**

In compiling the information contained in and accessed through this resource, the Department of Education and Early Childhood Development (DEECD) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DEECD, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DEECD limits its liability to the extent permitted by law, for the resupply of the information.

### **Third party sites**

This resource may contain links to third party websites and resources. DEECD is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.



## Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Released	Comments
CPP07 Property Services Release 14.1	19 February 2014	<ul style="list-style-type: none"> <li>Minor correction to remove a duplicate element in CPPBDN5017A Produce 2-D drawings for building design projects using CAD software.</li> </ul>
CPP07 Property Services Release14		<p>NSSC endorsement for:</p> <ul style="list-style-type: none"> <li>Revision of three equivalent qualifications to meet revised Australian Qualifications Framework specifications:               <ul style="list-style-type: none"> <li>CPP80113 Graduate Certificate in Building Design</li> <li>CPP80213 Graduate Diploma of Building Design</li> <li>CPP80313 Graduate Diploma of Access Consulting</li> </ul> </li> <li>Addition of one new unit of competency: CPPBDN5017A Produce 2-D drawings for building design projects using CAD software.</li> </ul> <p>ISC upgrade to:</p> <ul style="list-style-type: none"> <li>add, revise or remove elective units in the following equivalent qualifications:               <ul style="list-style-type: none"> <li>CPP20212 Certificate II in Security Operations</li> <li>CPP30911 Certificate III in Pest Management</li> <li>CPP40611 Certificate IV in Property Services (Operations)</li> <li>CPP41212 Certificate IV in NatHERS Assessment</li> <li>CPP50511 Diploma of Property Services (Asset and Facility Management)</li> <li>CPP50911 Diploma of Building Design</li> </ul> </li> <li>revise two equivalent units:               <ul style="list-style-type: none"> <li>CPPCMN4013B Operate a sustainable business</li> <li>CPPPMT3018B Maintain equipment and chemical storage areas</li> </ul> </li> </ul>
CPP07 Property Services Version 13	22 March 2013	<p>NSSC endorsement for:</p> <ul style="list-style-type: none"> <li>addition of two new swimming pool and spa (SPS) qualifications:               <ul style="list-style-type: none"> <li>CPP31212 Certificate III in Swimming Pool and Spa Service</li> <li>CPP41312 Certificate IV in Swimming Pool and Spa Service</li> </ul> </li> <li>revision of one security qualification:               <ul style="list-style-type: none"> <li>CPP20212 Certificate II in Security Operations</li> </ul> </li> <li>addition of thirty new units of competency</li> </ul> <p>ISC upgrade to update superseded imported elective unit in CPP30411 Certificate III in Security Operations:</p>

Training Package Version	Date VPG Released	Comments
CPP07 Property Services Version 12	5 February 2013  (Please note, this VPG incorporates Versions 11 and 12 of the CPP07 Training Package).	NSSC endorsement for:  <b>Version 11</b> <ul style="list-style-type: none"> <li>• addition of two new home sustainability assessment (HSA) qualifications:               <ul style="list-style-type: none"> <li>○ CPP41212 Certificate IV in NatHERS Assessment</li> <li>○ CPP51012 Diploma of Residential Building Energy Assessment</li> <li>○ addition of sixteen new HSA units of competency</li> </ul> </li> </ul> <b>Version 12</b> <ul style="list-style-type: none"> <li>• addition of one new SSIS qualification:               <ul style="list-style-type: none"> <li>○ CPP60312 Advanced Diploma of Surveying</li> <li>○ the deletion of one SSIS unit of competency: CPPSIS3002A Store and retrieve basic spatial data</li> <li>○ the addition of 12 new SSIS units of competency</li> </ul> </li> <li>• revision of seven non-equivalent SSIS qualifications</li> <li>• revision of 80 existing SSIS units of competency to reflect industry requirements and sustainability policy changes since their first release (see unit mapping table for list of units and their changes), resulting in code changes and non-equivalence</li> </ul> ISC upgrade to update superseded imported units in existing SSIS qualifications

# CPP07 Property Services Training Package Victorian Purchasing Guide

## CONTENTS

---

<b>INTRODUCTION</b>	<b>6</b>
What is a Victorian Purchasing Guide?	6
Registration	6
<b>QUALIFICATIONS</b>	<b>7</b>
<b>UNITS OF COMPETENCY AND NOMINAL HOURS</b>	<b>9</b>
<b>SAMPLE TRAINING PROGRAMS</b>	<b>34</b>
<b>CONTACTS AND LINKS</b>	<b>92</b>
<b>GLOSSARY</b>	<b>95</b>

## INTRODUCTION

### ***What is a Victorian Purchasing Guide?***

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

### ***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

## QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
CPP10107	Certificate I in Security Operations	84	120
CPP10211	Certificate I in Cleaning Operations	N/A	65
CPP20112	Certificate II in Surveying and Spatial Information Services	125	235
CPP20212	Certificate II in Security Operations	195	373
CPP20307	Certificate II in Technical Security	236	252
CPP20411	Certificate II in Waste Management	160	290
CPP20511	Certificate II in Fire Protection Inspection and Testing	280	385
CPP20611	Certificate II in Cleaning Operations	132	325
CPP20711	Certificate II in Carpet Cleaning Operations	195	215
CPP30112	Certificate III in Surveying and Spatial Information Services	378	595
CPP30211	Certificate III in Property Services (Agency)	315	475
CPP30311	Certificate III in Property Services (Operations)	310	370
CPP30411	Certificate III in Security Operations	258	486
CPP30507	Certificate III in Technical Security	336	456
CPP30607	Certificate III in Investigative Services	332	417
CPP30711	Certificate III in Waste Management	223	695
CPP30811	Certificate III in Fire Protection Inspection and Testing	375	550
CPP30911	Certificate III in Pest Management	425	480
CPP31011	Certificate III in Cleaning Operations	258	575
CPP31111	Certificate III in Carpet Cleaning Operations	425	465
CPP31212	Certificate III in Swimming Pool and Spa Service	371	420
CPP40112	Certificate IV in Surveying	685	830
CPP40212	Certificate IV in Spatial Information Services	490	885
CPP40307	Certificate IV in Property Services (Real Estate)	525	1055
CPP40407	Certificate IV in Property Services (Stock and Station Agency)	565	760
CPP40507	Certificate IV in Property Services (Business Broking)	465	560
CPP40611	Certificate IV in Property Services (Operations)	465	675
CPP40707	Certificate IV in Security and Risk Management	472	632
CPP40811	Certificate IV in Access Consulting	749	960
CPP40911	Certificate IV in Waste Management	590	910
CPP41011	Certificate IV in Cleaning Management	450	540
CPP41110	Certificate IV in Home Sustainability Assessment	600	640
CPP41212	Certificate IV in NatHERS Assessment	676	930
CPP41312	Certificate IV in Swimming Pool and Spa Service	471	645
CPP50112	Diploma of Surveying	710	1452
CPP50212	Diploma of Spatial Information Services	830	1160
CPP50307	Diploma of Property Services (Agency Management)	810	1175
CPP50409	Diploma of Property Services (Business Broking)	1115	1185

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
CPP50511	Diploma of Property Services (Asset and Facility Management)	430	745
CPP50611	Diploma of Security and Risk Management	570	610
CPP50711	Diploma of Access Consulting	896	1360
CPP50811	Diploma of Waste Management	910	1140
CPP50911	Diploma of Building Design	1170	1585
CPP51012	Diploma of Residential Building Energy Assessment	610	680
CPP60112	Advanced Diploma of Spatial Information Services	690	1170
CPP60211	Advanced Diploma of Property Services (Asset and Facility Management)	635	680
CPP60312	Advanced Diploma of Surveying	610	930
CPP80113	Graduate Certificate in Building Design	415	455
CPP80213	Graduate Diploma of Building Design	705	775
CPP80313	Graduate Diploma of Access Consulting	730	810



## UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **CPP07 Property Services Training Package**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **CPP07 Property Services Training Package** is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

### Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
<b>Access Consulting</b>		
CPPACC4001A	Apply disability awareness to assessing access situations	40
CPPACC4002A	Apply building control legislation to assess small-scale buildings for access	60
CPPACC4003A	Assess construction plans	60
CPPACC4004A	Communicate effectively as an access consultant	40
CPPACC4005A	Conduct a building access audit	50
CPPACC4006A	Conduct a playground access audit	50
CPPACC4007A	Conduct a streetscape access audit	50
CPPACC4008A	Conduct a transport conveyance and boarding device access audit	60
CPPACC4009A	Conduct a transport premises access audit	50
CPPACC4010A	Conduct an aged care facility access audit	40
CPPACC4011A	Conduct an educational facility access audit	40
CPPACC4012A	Conduct an outdoor recreation area access audit	40
CPPACC4013A	Contribute effectively to building development teams	30
CPPACC4014A	Facilitate the development of Disability Discrimination Act Action Plans	60
CPPACC4015A	Follow site occupational health and safety requirements	40
CPPACC4016A	Manage risk	50
CPPACC4017A	Prepare access reports	30
CPPACC4018A	Prepare, deliver and evaluate public education sessions on access	50
CPPACC4019A	Provide access advice on building fitout	30
CPPACC4020A	Provide access advice on building renovations	50

Unit Code	Unit Title	Nominal Hours
CPPACC4021A	Provide access advice on the provision of services	50
CPPACC4022A	Work effectively as an access consultant	30
CPPACC5001A	Assess documentation of building work for access compliance	25
CPPACC5002A	Inspect access compliance during the building process	25
CPPACC5003A	Apply anthropometric principles to accessible building design and fitout	60
CPPACC5004A	Apply building codes and standards to accessible large-scale buildings	50
CPPACC5005A	Interpret and apply building control legislation when assessing large-scale buildings for access	50
CPPACC5006A	Apply ergonomic principles to accessible building design and fitout	50
CPPACC5007A	Apply mechanics of human body functions to accessible building design and fitout	50
CPPACC5008A	Assess the construction of existing buildings and new building work required to be accessible	60
CPPACC5009A	Evaluate materials for the construction of buildings for access	40
CPPACC5010A	Provide access advice on the design of the built environment	30
CPPACC5011A	Prepare a concept design for accessible building work	70
CPPACC5012A	Prepare a design brief for accessible building work	40
CPPACC5013A	Prepare and administer tender documentation for accessible building work	40
CPPACC5014A	Prepare contract documentation for accessible building work	50
CPPACC5015A	Prepare specification documentation for accessible building work	50
CPPACC5016A	Provide expert access advice on renovations to private dwellings	40
CPPACC5017A	Provide expert access advice on building renovations	40
CPPACC5018A	Provide expert access advice to a complainant or respondent	40
CPPACC5019A	Coordinate the development and implementation of Disability Discrimination Act Action Plans	40
CPPACC5020A	Undertake research on access issues	30
CPPACC6001A	Participate as an access expert on an Access Panel	20
CPPACC6002A	Apply performance-based codes and risk management principles to assessing buildings for access	30

Unit Code	Unit Title	Nominal Hours
CPPACC6003A	Apply unjustifiable hardship principles to Alternative Building Solutions for access	30
CPPACC8001A	Research and analyse access and use requirements for people with diverse disabilities	80
CPPACC8002A	Research and analyse access solutions for the built environment	80
CPPACC8003A	Provide advice on solutions to access and use issues	120
CPPACC8004A	Develop policies and briefs relating to access to and use of the built environment	120
CPPACC8005A	Develop and advise on policies and procedures to enable access for people with disabilities	100
CPPACC8006A	Give evidence relating to access and use	90
CPPACC8007A	Audit built environment and infrastructure for accessibility compliance and propose solutions	120
CPPACC8008A	Contribute to design of accessible built environment and infrastructure	100
<b>Building Design</b>		
CPPBDN5001A	Research construction materials and methods for small-scale residential building design projects	65
CPPBDN5002A	Research construction materials and methods for small-scale non-residential building design projects	65
CPPBDN5003A	Research compliance requirements for small-scale residential building design projects	40
CPPBDN5004A	Research compliance requirements for small-scale non-residential building design projects	50
CPPBDN5005A	Recommend sustainability solutions for small-scale building design projects	90
CPPBDN5006A	Consult with clients to produce approved small-scale building project design briefs	50
CPPBDN5007A	Inspect and analyse sites and produce measured drawings for small-scale building design projects	60
CPPBDN5008A	Develop concepts for small-scale building design projects and finalise solutions with clients	180
CPPBDN5009A	Produce compliant client-approved designs for small-scale building design projects	190
CPPBDN5010A	Negotiate and finalise planning approval for small-scale building design projects	80
CPPBDN5011A	Produce compliant client-approved working drawings for small-scale residential buildings	220

Unit Code	Unit Title	Nominal Hours
CPPBDN5012A	Produce and present 3-D models of small-scale building designs	60
CPPBDN5013A	Develop and collaborate on building information models for small-scale building design projects	100
CPPBDN5014A	Contribute to construction and building design project finalisation processes	60
CPPBDN5015A	Produce compliant client-approved working drawings for non-residential buildings	220
CPPBDN5016A	Produce and present rendered animations of 3-D models of small-scale building designs	50
CPPBDN5017A	Produce 2-D drawings for building design projects using CAD software	40
CPPBDN8001A	Research and evaluate construction materials and methods for complex building design projects	80
CPPBDN8002A	Research compliance requirements for complex building design projects	80
CPPBDN8003A	Scope and initiate large and complex building design projects	100
CPPBDN8004A	Lead the building design team	80
CPPBDN8005A	Manage the tendering and construction process for a client	60
CPPBDN8006A	Identify and manage new building design technologies	80
CPPBDN8007A	Manage the design of Type A constructions	195
<b>Carpet Cleaning</b>		
CPPCCL2001A	Use hot water extraction	25
CPPCCL2002A	Use bonnet cleaning	25
CPPCCL2003A	Use dry foam shampoo	15
CPPCCL2004A	Use dry absorbent compound	25
CPPCCL2005A	Use wet foam shampoo	15
CPPCCL2006A	Identify carpet fibre and construction	50
CPPCCL2007A	Perform basic stain removal	20
CPPCCL3008A	Mitigate water damage	25
CPPCCL3009A	Restore smoke damaged carpet	25
CPPCCL3010A	Apply odour control	25
CPPCCL3011A	Perform carpet repair and reinstallation	25
CPPCCL3012A	Perform carpet colour repair and restoration	25

Unit Code	Unit Title	Nominal Hours
CPPCCL3013A	Clean leather upholstery	10
CPPCCL3014A	Clean fabric upholstery	25
CPPCCL3015A	Perform advanced stain removal	10
CPPCCL3016A	Apply topical treatments	20
CPPCCL3017A	Identify upholstery fibre and construction	30
CPPCCL3018A	Inspect sites with water damage	25
CPPCCL3019A	Inspect sites prior to cleaning or treatment	25
CPPCCL3020A	Develop a plan to mitigate water damage and restore carpet	25
<b>Cleaning Operations</b>		
CPPCLO1040A	Prepare for work in the cleaning industry	25
CPPCLO1041A	Apply basic communication skills	15
CPPCLO2001A	Maintain hard floor surfaces	15
CPPCLO2004A	Maintain carpeted floors	8
CPPCLO2009A	Clean glass surfaces	10
CPPCLO2010A	Clean ceiling surfaces and fittings	8
CPPCLO2015A	Maintain furniture, fittings and room dressing	8
CPPCLO2017A	Clean wet areas	20
CPPCLO2019A	Sort and remove waste and recyclable materials	10
CPPCLO2033A	Plan for safe and efficient cleaning activities	15
CPPCLO2035A	Maintain cleaning storage areas	15
CPPCLO2037A	Clean external surfaces	10
CPPCLO2043A	Clean using microfibre techniques	8
CPPCLO2044A	Prepare rooms for guests and residents	25
CPPCLO3002A	Restore hard floor surfaces	15
CPPCLO3003A	Replace a hard floor finish	20
CPPCLO3013A	Clean window coverings	10
CPPCLO3014A	Maintain 'clean room' environments	10
CPPCLO3016A	Wash furniture and fittings	6
CPPCLO3020A	Clean using pressure washing	10

Unit Code	Unit Title	Nominal Hours
CPPCLO3021A	Clean industrial machinery	10
CPPCLO3036A	Clean at high levels	10
CPPCLO3038A	Clean food-handling areas	20
CPPCLO3039A	Support leadership in the workplace	50
CPPCLO3044A	Clean using steam sanitising techniques	10
CPPCLO4022A	Organise and monitor cleaning operations	20
CPPCLO4024A	Control the supply of resources to the work site	25
CPPCLO4025A	Provide quotation for cleaning services	25
<b>Common</b>		
CPPCMN2001B	Control and direct traffic	20
CPPCMN2002A	Participate in workplace safety arrangements	25
CPPCMN2003A	Provide effective client service	40
CPPCMN3001B	Participate in environmentally sustainable work practices	20
CPPCMN3002A	Develop a traffic management plan	30
CPPCMN3003A	Contribute to workplace safety arrangements	30
CPPCMN3004A	Respond to enquiries and complaints	20
CPPCMN3005A	Complete client documentation	15
CPPCMN4001B	Develop workplace policy and procedures for sustainability	40
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	40
CPPCMN4004B	Facilitate effective client relationships	40
CPPCMN4005A	Facilitate effective teamwork	50
CPPCMN4006A	Facilitate effective workplace relationships	50
CPPCMN4007A	Manage workplace safety arrangements	50
CPPCMN4008A	Read and extract information from plans, drawings and specifications for residential buildings	30
CPPCMN4009A	Develop team understanding of and commitment to sustainability	40
CPPCMN4010A	Cost and quote sustainable product and service provision	60
CPPCMN4011A	Communicate and market sustainable solutions	40
CPPCMN4012A	Contribute to sustainable solutions throughout a building's life cycle	50

Unit Code	Unit Title	Nominal Hours
CPPCMN4013B	Operate a sustainable business	50
CPPCMN5001A	Plan for a sustainable business.	40
CPPCMN8001A	Lead the strategic planning process for an enterprise	80
CPPCMN8002A	Identify and develop business opportunities	50
<b>Sales &amp; Management</b>		
CPPDSM3001A	Assist in listing properties for lease	20
CPPDSM3002A	Assist in listing properties for sale	20
CPPDSM3003A	Assist in marketing properties for lease	20
CPPDSM3004A	Assist in marketing properties for sale	20
CPPDSM3005A	Assist with the sale of properties	20
CPPDSM3006B	Collect and process property information	25
CPPDSM3007B	Identify risks and opportunities in the property industry	10
CPPDSM3008A	Maintain and protect condition of managed properties	25
CPPDSM3009A	Maintain workplace safety in the property industry	35
CPPDSM3010B	Meet customer needs and expectations in the property industry	30
CPPDSM3011B	Monitor building facilities	30
CPPDSM3013A	Perform and record property management activities and transactions	40
CPPDSM3014A	Undertake property inspection	30
CPPDSM3015B	Use and maintain property and client information databases	20
CPPDSM3016A	Work in the property industry	50
CPPDSM3017A	Work in the strata/community management sector	35
CPPDSM3018B	Identify risks to agency operations	30
CPPDSM3019B	Communicate with clients as part of agency operations	25
CPPDSM4001A	Act as a buyer's agent	20
CPPDSM4002A	Apply knowledge of state or territory legislative and regulatory framework to complete agency work	50
CPPDSM4003A	Appraise property	40
CPPDSM4004A	Conduct auction	10
CPPDSM4005A	Establish and build client–agency relationships	20

Unit Code	Unit Title	Nominal Hours
CPPDSM4006A	Establish and manage agency trust accounts	60
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	30
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	30
CPPDSM4009B	Interpret legislation to complete agency work	30
CPPDSM4010A	Lease property	50
CPPDSM4011A	List property for lease	25
CPPDSM4012A	List property for sale	30
CPPDSM4013A	Market property for lease	25
CPPDSM4014A	Market property for sale	30
CPPDSM4015B	Minimise agency and consumer risk	30
CPPDSM4016A	Monitor and manage lease or tenancy agreement	50
CPPDSM4017A	Negotiate effectively in property transactions	20
CPPDSM4018A	Prepare and present property reports	30
CPPDSM4019A	Prepare for auction and complete sale	20
CPPDSM4020A	Present at tribunals	20
CPPDSM4021A	Sell and finalise sale of rural property by private treaty	50
CPPDSM4022A	Sell and finalise the sale of property by private treaty	50
CPPDSM4023A	Act as a tenant's agent	30
CPPDSM4024A	Advise clients on livestock sale and purchase options	25
CPPDSM4025A	Advise on performance of asset	25
CPPDSM4026A	Analyse property and facility information	20
CPPDSM4027A	Analyse resource use in building operations	20
CPPDSM4028A	Identify and analyse risks and opportunities in the property industry	20
CPPDSM4029A	Appraise business	60
CPPDSM4030A	Appraise rural property	40
CPPDSM4031A	Arrange lease of space	20
CPPDSM4032A	Arrange valuation of facilities and assets	10
CPPDSM4033A	Assess and value goods, chattels, plant and equipment	30



Unit Code	Unit Title	Nominal Hours
CPPDSM4034A	Assess and implement strata/community management agreement	20
CPPDSM4036A	Broker sale of industrial, commercial and retail property	60
CPPDSM4037A	Conduct auction of rural property	10
CPPDSM4038A	Conduct goods, chattels or equipment clearing sale or auction	40
CPPDSM4039A	Conduct livestock sale by auction	25
CPPDSM4040A	Contribute to life cycle maintenance strategy	20
CPPDSM4041A	Contribute to development of a tenancy mix strategy	30
CPPDSM4042A	Coordinate construction contract	25
CPPDSM4043A	Coordinate fit-out of property and facilities	20
CPPDSM4044A	Coordinate maintenance and repair of properties and facilities	20
CPPDSM4045A	Facilitate meetings in the property industry	20
CPPDSM4046A	Manage tenancy disputes	20
CPPDSM4047A	Implement and monitor procurement process	20
CPPDSM4048B	Implement customer service strategies in the property industry	40
CPPDSM4049A	Implement maintenance plan for managed properties	25
CPPDSM4050A	Lease industrial, commercial and retail property	40
CPPDSM4051A	Lease rural property	40
CPPDSM4052A	List and market rural property for sale or lease	50
CPPDSM4053A	List business for sale	20
CPPDSM4055A	Maintain asset management system	10
CPPDSM4056A	Manage conflict and disputes in the property industry	20
CPPDSM4057A	Monitor a safe workplace in the property industry	40
CPPDSM4058A	Monitor service requirements in the property industry	25
CPPDSM4059A	Monitor space use in the property industry	10
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement	80
CPPDSM4061A	Obtain prospects for listing	20
CPPDSM4062A	Occupy space	20
CPPDSM4063A	Participate in developing and establishing property or facilities contracts	30
CPPDSM4064A	Participate in research of property investment	30

Unit Code	Unit Title	Nominal Hours
CPPDSM4066A	Plan and coordinate property and facility inspection	30
CPPDSM4067A	Plan for and complete sale of rural property by auction	15
CPPDSM4068A	Prepare livestock for sale at saleyards	20
CPPDSM4069A	Promote and market listed business	20
CPPDSM4071A	Promote process improvement in the property industry	30
CPPDSM4072A	Provide leadership in the property industry	30
CPPDSM4073A	Provide rural property management services	40
CPPDSM4074A	Select and appoint contractors in the property industry	10
CPPDSM4075A	Select livestock for sale	30
CPPDSM4077A	Sell livestock by private sale	25
CPPDSM4078A	Sell rural property by tender	25
CPPDSM4079A	Work in the business broking sector	40
CPPDSM4080A	Work in the real estate industry	20
CPPDSM4081A	Work in the stock and station agency sector	20
CPPDSM5001A	Advise on use and design of facilities	20
CPPDSM5002A	Advise on property investment strategy	25
CPPDSM5004A	Assess viability of regeneration options in the property industry	30
CPPDSM5005A	Contribute to a detailed property feasibility study	25
CPPDSM5006A	Coordinate customer service activities in the property industry	30
CPPDSM5007A	Coordinate construction or renovation of facilities	25
CPPDSM5008A	Coordinate fit-out of premises for user occupation	40
CPPDSM5009A	Coordinate risk management system in the property industry	25
CPPDSM5010A	Determine needs of customer populations in the property industry	35
CPPDSM5011A	Determine space utilisation	30
CPPDSM5012A	Develop a strategic business plan in the real estate industry	50
CPPDSM5013A	Develop a tenancy mix strategy	10
CPPDSM5014A	Develop property marketing and sales strategy	25
CPPDSM5016A	Develop strata/community management agreement	30
CPPDSM5017A	Dispose of property	30

Unit Code	Unit Title	Nominal Hours
CPPDSM5018A	Ensure a safe workplace in the property industry	40
CPPDSM5019A	Identify and secure a property opportunity	50
CPPDSM5020A	Manage and monitor effective client service in the real estate industry	20
CPPDSM5021A	Implement asset maintenance strategy	30
CPPDSM5022A	Implement asset management plan	25
CPPDSM5023A	Implement facilities management plan	25
CPPDSM5024A	Implement facilities procurement systems	25
CPPDSM5025A	Maintain public relations in the property industry	50
CPPDSM5026A	Manage a consultant property project team	25
CPPDSM5027A	Provide facilities and amenities for property users	20
CPPDSM5029A	Manage client relationships and networks in the property industry	25
CPPDSM5030A	Manage projects in the property industry	80
CPPDSM5032A	Market the agency	50
CPPDSM5033A	Merge or acquire a business	40
CPPDSM5034A	Monitor performance of property or facility portfolio	20
CPPDSM5036A	Prepare tender documentation in the property industry	30
CPPDSM5038A	Value a business	80
CPPDSM6001A	Determine viability of regeneration options in the property industry	20
CPPDSM6002A	Conduct a property investment feasibility study	30
CPPDSM6003A	Contract to invest in property	30
CPPDSM6004A	Determine performance of assets and facilities	30
CPPDSM6005A	Develop a property investment strategy	30
CPPDSM6006A	Develop facilities procurement system	25
CPPDSM6007A	Develop life cycle asset management plan	20
CPPDSM6008A	Develop strategic facilities management plan	30
CPPDSM6009A	Manage facilities portfolio	25
CPPDSM6010A	Manage performance of property investment	20
CPPDSM6011A	Negotiate partnership arrangements in the property industry	25
CPPDSM6012A	Plan property portfolio management	30

Unit Code	Unit Title	Nominal Hours
CPPDSM6013A	Prepare project design brief and documentation in the property industry	20
<b>Fire Equipment</b>		
CPPFES2003A	Safely move loads and dangerous goods	25
CPPFES2004A	Identify types of installed fire safety equipment and systems	35
CPPFES2005A	Demonstrate first attack firefighting equipment	15
CPPFES2006A	Prepare for installation and servicing operations	25
CPPFES2007A	Maintain quality of work and promote continuous improvement	20
CPPFES2010A	Inspect and test fire hose reels	20
CPPFES2011A	Install portable fire extinguishers and fire blankets	25
CPPFES2016A	Inspect, test and maintain delivery lay flat fire hoses	20
CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets	35
CPPFES2021A	Inspect, test and maintain fire extinguishers	30
CPPFES2025A	Inspect, test and maintain gaseous fire-suppression systems	45
CPPFES2026A	Inspect and test emergency and exit lighting systems	25
CPPFES2027A	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems	50
CPPFES2029A	Conduct functional tests on fire detection, warning and intercommunication devices	100
CPPFES2035A	Identify, inspect and test fire and smoke doors	30
CPPFES2037A	Inspect and test fire hydrant systems	20
CPPFES2039A	Identify, inspect and test passive fire and smoke containment products and systems	40
CPPFES2043A	Prevent ozone depleting substance and synthetic greenhouse gas emissions	15
CPPFES2047A	Inspect and test control and indicating equipment	25
CPPFES2048A	Receive and dispatch scheduled gaseous fire-extinguishing agents	20
CPPFES2049A	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents	25
CPPFES2050A	Monitor storage operations for scheduled gaseous fire-extinguishing agents	20
CPPFES3024A	Inspect and maintain portable foam-generating equipment	30

Unit Code	Unit Title	Nominal Hours
CPPFES3032A	Conduct enclosure integrity testing	40
CPPFES3038A	Inspect, test and maintain portable fire monitors	15
CPPFES3040A	Install passive fire and smoke containment systems	40
CPPFES3042A	Install and commission pre-engineered fire-suppression systems	50
CPPFES3044A	Interpret installation requirements for gaseous fire-suppression systems	30
CPPFES3045A	Install gaseous agent containers and actuators	45
CPPFES3046A	Decommission gaseous agent containers and actuators	30
<b>Home Sustainability</b>		
CPPHSA4001A	Assess household energy use	120
CPPHSA4002A	Assess household waste generation and management	40
CPPHSA4003A	Assess household water use	60
CPPHSA4004A	Assess thermal performance of existing residences using non-rating tools and techniques	80
CPPHSA4005A	Minimise health, safety and security risks when assessing home sustainability	30
CPPHSA4006A	Manage own work, professional development and ethical behaviour as a home sustainability assessor	60
CPPHSA4007A	Promote the adoption of home sustainability practices by residents	60
CPPHSA4008A	Apply sustainability principles, legislation and information on government programs	40
CPPHSA4010A	Estimate the cost of home sustainability measures	40
CPPHSA4011A	Collect information to support NatHERS assessment	60
CPPHSA4012A	Conduct NatHERS assessment of planned residential buildings	60
CPPHSA4013A	Conduct NatHERS assessment of existing residential buildings	60
CPPHSA4014A	Meet regulatory requirements when completing NatHERS assessments	40
CPPHSA4015A	Assess impact of building elements on thermal performance of residential buildings	60
CPPHSA4016A	Advise on options for enhancing thermal performance of residential buildings	30
CPPHSA4017A	Cost measures to improve thermal performance of residential buildings	40
CPPHSA4018A	Manage own work, professional development and ethical behaviour	40
CPPHSA4019A	Inform clients about thermal performance of residential buildings	40

Unit Code	Unit Title	Nominal Hours
CPPHSA4020A	Operate computer systems to support NatHERS assessment	40
CPPHSA5001A	Assess thermal performance of complex residential buildings	60
CPPHSA5002A	Assess thermal performance and energy efficiency of residential buildings	60
CPPHSA5003A	Manage quality assurance of NatHERS assessments	30
CPPHSA5004A	Educate clients about thermal efficiency of residential buildings	30
CPPHSA5005A	Peer review NatHERS assessments	40
CPPHSA5006A	Promote low and zero carbon energy technologies in residential buildings	50
<b>Pest Management</b>		
CPPPMT3002A	Assess pest management options	25
CPPPMT3005A	Modify environment to manage pests	60
CPPPMT3006A	Apply pesticides to manage pests	90
CPPPMT3007A	Implement pest management plans	20
CPPPMT3008A	Inspect and report on timber pests	40
CPPPMT3009A	Advise clients on pest management options	15
CPPPMT3010A	Control timber pests	40
CPPPMT3011A	Conduct fumigation	60
CPPPMT3017A	Repair and maintain service equipment	10
CPPPMT3018B	Maintain equipment and chemical storage areas	60
CPPPMT3019A	Organise and monitor pest management operations	25
CPPPMT3026A	Select and obtain pest management vehicles, equipment and materials	15
CPPPMT3029A	Plan and schedule pest management operations	30
CPPPMT3042A	Install physical termite barriers	30
CPPPMT3043A	Prepare and present pest management proposals	25
<b>Security</b>		
CPPSEC1001A	Identify and report security risk situations	8
CPPSEC1002A	Apply retail security procedures	8
CPPSEC1003A	Apply security procedures for the responsible service of alcohol	4
CPPSEC1004A	Apply health care security procedures	16

Unit Code	Unit Title	Nominal Hours
CPPSEC1005A	Apply critical infrastructure protection procedures	40
CPPSEC1006A	Apply x-ray image interpretation procedures	16
CPPSEC1007A	Apply walk through metal detection procedures	4
CPPSEC1008A	Apply hand-held metal detection procedures	4
CPPSEC1009A	Apply Explosive Trace Detection (ETD) procedures	8
CPPSEC2001A	Communicate effectively in the security industry	20
CPPSEC2002A	Follow workplace safety procedures in the security industry	20
CPPSEC2003B	Work effectively in the security industry	40
CPPSEC2004B	Respond to security risk situation	35
CPPSEC2005A	Work as part of a security team	8
CPPSEC2006B	Provide security services to clients	8
CPPSEC2007A	Screen people	24
CPPSEC2008A	Screen items	30
CPPSEC2009A	Give evidence in court	10
CPPSEC2010A	Protect safety of persons	16
CPPSEC2011B	Control access to and exit from premises	8
CPPSEC2012A	Monitor and control individual and crowd behaviour	20
CPPSEC2013A	Protect valuables in transit	8
CPPSEC2014A	Operate basic security equipment	12
CPPSEC2015A	Patrol premises	8
CPPSEC2016A	Contribute to investigative activities	16
CPPSEC2017A	Protect self and others using basic defensive tactics	24
CPPSEC2018A	Monitor electronic reporting facility	16
CPPSEC2019A	Monitor biometrics equipment and systems	16
CPPSEC2020A	Provide technical security services to clients	20
CPPSEC2021A	Install security equipment and systems	40
CPPSEC2022A	Install mechanical lock and locking system	16
CPPSEC2023A	Install CCTV equipment and system	20
CPPSEC2024A	Implement electronic monitoring procedures	4

Unit Code	Unit Title	Nominal Hours
CPPSEC2025A	Sell security products and services	8
CPPSEC2026A	Perform routine maintenance on security equipment and system	32
CPPSEC2027A	Load and unload cash in transit in a secured environment	20
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3002A	Manage conflict through negotiation	16
CPPSEC3003A	Determine response to security risk situation	24
CPPSEC3004A	Lead small teams in the security industry	10
CPPSEC3005A	Prepare and present security documentation and reports	20
CPPSEC3006A	Coordinate a quality security service to customers	16
CPPSEC3007A	Maintain security of environment	20
CPPSEC3008A	Control security risk situations using firearms	40
CPPSEC3009A	Prepare and present evidence in court	24
CPPSEC3010A	Manage dogs for security functions	100
CPPSEC3011A	Handle dogs for security patrol	30
CPPSEC3012A	Store and protect information	10
CPPSEC3013A	Control persons using empty hand techniques	24
CPPSEC3014A	Control persons using baton	30
CPPSEC3015A	Restrain persons using handcuffs	30
CPPSEC3016A	Defend persons using spray	20
CPPSEC3017A	Plan and conduct evacuation of premises	16
CPPSEC3018A	Provide for the safety of persons at risk	40
CPPSEC3019A	Operate specialised security equipment	10
CPPSEC3020A	Monitor security from control room	40
CPPSEC3021A	Maintain and use security database	16
CPPSEC3022A	Maintain biometrics database	20
CPPSEC3023A	Coordinate biometric equipment and systems	8
CPPSEC3024A	Install biometric equipment and systems	80
CPPSEC3025A	Identify and diagnose biometric system fault	30
CPPSEC3026A	Work effectively in investigative services	20



Unit Code	Unit Title	Nominal Hours
CPPSEC3027A	Develop investigative plan	25
CPPSEC3028A	Compile investigative report	20
CPPSEC3029A	Provide quality investigative services to clients	8
CPPSEC3030A	Conduct surveillance	30
CPPSEC3031A	Organise and operate a surveillance vehicle	10
CPPSEC3032A	Gather information by factual investigation	30
CPPSEC3033A	Conduct interviews and take statements	30
CPPSEC3034A	Operate information gathering equipment	10
CPPSEC3035A	Identify technical security requirements	8
CPPSEC3036A	Program security equipment and system	30
CPPSEC3037A	Test installed security equipment and system	12
CPPSEC3038A	Commission and decommission security equipment and system	16
CPPSEC3039A	Identify and diagnose electronic security equipment and system fault	20
CPPSEC3040A	Plan and coordinate installation of security equipment and system	20
CPPSEC3041A	Maintain and service security equipment and system	24
CPPSEC3042A	Identify and diagnose CCTV equipment and system fault	24
CPPSEC3043A	Establish and set up electronic monitoring parameters	8
CPPSEC3044A	Maintain and repair mechanical lock and locking system	16
CPPSEC3045A	Determine security equipment and system modifications	16
CPPSEC3046A	Configure a security system	30
CPPSEC3047A	Provide estimate and quote on security system	20
CPPSEC3048A	Maintain effective relationships with security clients	20
CPPSEC3049A	Modify and repair security equipment and system	30
CPPSEC3050A	Load and unload cash in transit in an unsecured environment	30
CPPSEC3051A	Implement cash-in-transit security procedures	40
CPPSEC3052A	Inspect and test cash-in-transit security equipment	30
CPPSEC4001A	Manage a safe workplace in the security industry	30
CPPSEC4002A	Implement effective communication techniques	30
CPPSEC4003A	Advise on security needs	30

Unit Code	Unit Title	Nominal Hours
CPPSEC4004A	Monitor and review security operations	30
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	12
CPPSEC4006A	Assess risks	60
CPPSEC4007A	Assess threat	40
CPPSEC4008A	Prepare a detailed tender	20
CPPSEC4009A	Interpret information from advanced security equipment	20
CPPSEC4010A	Manage monitoring centres	60
CPPSEC4011A	Coordinate field staff activity from control room	20
CPPSEC4012A	Identify and assess security of assets	40
CPPSEC4013A	Undertake case management of investigations	30
CPPSEC4014A	Commission and decommission networked security system	10
CPPSEC4015A	Maintain networked security system	10
CPPSEC4016A	Install networked security system	30
CPPSEC4017A	Determine security system configurations	30
CPPSEC4018A	Configure security devices on IT networks	20
CPPSEC4019A	Identify and diagnose security system or network fault	20
CPPSEC4020A	Advise on the application of biometrics	50
CPPSEC4021A	Prepare standard operating procedures for the use of biometrics technology	40
CPPSEC5001A	Establish and maintain an occupational health and safety system	40
CPPSEC5002A	Coordinate security operations	30
CPPSEC5003A	Assess security risk management options	30
CPPSEC5004A	Prepare security risk management plan	40
CPPSEC5005A	Implement security risk management plan	40
CPPSEC5006A	Determine strategy for the implementation of biometrics technology	50
CPPSEC5007A	Assess biometrics system	40
<b>Spatial</b>		
CPPSIS2011A	Prepare for work in the spatial information services industry	20
CPPSIS2012A	Assist in the collection of spatial data	10

Unit Code	Unit Title	Nominal Hours
CPPSIS2013A	Assist in the storage and retrieval of spatial data	10
CPPSIS2014A	Assist in the selection, operation and maintenance of equipment and supplies	10
CPPSIS2015A	Assist in field activity	10
CPPSIS2016A	Assist with load transfer	20
CPPSIS2017A	Use information technology for spatial information services activity	30
CPPSIS3011A	Apply map presentation principles	30
CPPSIS3013A	Support spatial process improvement	10
CPPSIS3014A	Respond to client spatial enquiry	15
CPPSIS3015A	Collect spatial data	60
CPPSIS3016A	Provide field support services	40
CPPSIS3017A	Select, operate and maintain equipment and supplies	40
CPPSIS3018A	Transfer personnel and loads	40
CPPSIS3019A	Perform basic drafting	40
CPPSIS3020A	Perform basic surveying computations	100
CPPSIS4021A	Maintain spatial systems	50
CPPSIS4022A	Store and retrieve spatial data	50
CPPSIS4023A	Facilitate effective spatial client relationships	15
CPPSIS4024A	Collect and set out spatial data	100
CPPSIS4025A	Collect basic GNSS data	20
CPPSIS4026A	Read and interpret image data	40
CPPSIS4027A	Organise field services	30
CPPSIS4028A	Organise equipment and supplies	30
CPPSIS4029A	Collect and set out basic surveying data	60
CPPSIS4030A	Operate surveying equipment	100
CPPSIS4031A	Perform surveying computations	60
CPPSIS4032A	Plan and conduct survey expeditions	40
CPPSIS4033A	Participate in spatial process improvement	20
CPPSIS4034A	Maintain spatial data	60

Unit Code	Unit Title	Nominal Hours
CPPSIS4035A	Apply GIS software to problem-solving techniques	70
CPPSIS4036A	Operate spatial software applications	80
CPPSIS4037A	Produce computer-aided drawings	80
CPPSIS4038A	Prepare and present GIS data	40
CPPSIS5031A	Plan spatial data collection and validation	40
CPPSIS5032A	Capture new spatial data	100
CPPSIS5033A	Implement a spatial information services project plan	50
CPPSIS5034A	Determine spatial data requirements	30
CPPSIS5035A	Obtain and validate spatial data	20
CPPSIS5036A	Integrate spatial datasets	60
CPPSIS5037A	Maintain complex spatial data systems	60
CPPSIS5038A	Develop a complex spatial and aspatial database	60
CPPSIS5039A	Produce spatial project deliverables	100
CPPSIS5040A	Collate and interpret spatial data	20
CPPSIS5041A	Monitor and control the spatial components of projects	60
CPPSIS5042A	Maintain effective internal and external spatial communication networks	30
CPPSIS5043A	Design a spatial data storage system	60
CPPSIS5044A	Develop a subdivision survey design for local government approval	120
CPPSIS5045A	Undertake spatial process improvement to reduce costs and improve service	40
CPPSIS5046A	Design a stormwater system	120
CPPSIS5047A	Conduct an advanced GNSS data collection and set out survey	40
CPPSIS5048A	Conduct an engineering survey	40
CPPSIS5049A	Conduct an engineering surveying project	60
CPPSIS5050A	Create engineering drawings	80
CPPSIS5051A	Apply land and planning law to surveying	60
CPPSIS5052A	Integrate surveying datasets	40
CPPSIS5053A	Perform advanced surveying computations	80
CPPSIS5054A	Perform geodetic surveying computations	60

Unit Code	Unit Title	Nominal Hours
CPPSIS5055A	Plan and conduct major survey expeditions	160
CPPSIS5056A	Design road and railway	100
CPPSIS5057A	Carry out a precision survey	40
CPPSIS5058A	Conduct geodetic surveying	60
CPPSIS5059A	Determine suitable information sources to create new spatial datasets	20
CPPSIS5060A	Use complex spreadsheets for spatial information	40
CPPSIS5061A	Locate underground services in surveying practice	60
CPPSIS5062A	Conduct photogrammetric mapping	40
CPPSIS5063A	Produce GIS data	80
CPPSIS5064A	Manipulate and analyse GIS data	60
CPPSIS6021A	Conduct open mine pit surveying	140
CPPSIS6022A	Create mine drawings	60
CPPSIS6023A	Determine client spatial requirements	40
CPPSIS6024A	Design a spatial project plan	60
CPPSIS6025A	Apply quality control measures to spatial information services industry	40
CPPSIS6026A	Develop and maintain spatial information services contractual relationships	40
CPPSIS6027A	Design spatial information services project deliverables	100
CPPSIS6028A	Conduct design and set out survey	60
CPPSIS6029A	Educate the public on spatial information services	40
CPPSIS6030A	Undertake spatial information services research and development	80
CPPSIS6031A	Carry out basic mine design	60
CPPSIS6032A	Conduct an advanced GNSS control survey	70
CPPSIS6033A	Conduct underground mine surveying	140
CPPSIS6034A	Conduct mining geology operations	70
CPPSIS6035A	Conduct complex engineering set out surveys	120
CPPSIS6036A	Monitor complex engineering surveying structures	120
CPPSIS6037A	Conduct advanced remote sensing analysis	120
CPPSIS6038A	Design spatial networks and geocoding	100

Unit Code	Unit Title	Nominal Hours
CPPSIS6039A	Develop distributed mapping applications	160
CPPSIS6040A	Develop 2-D and 3-D terrain visualisations	160
CPPSIS6041A	Compile mine survey plans	60
CPPSIS6042A	Coordinate information gathering and GIS development	100
CPPSIS6043A	Develop, monitor and maintain geographic information systems	60
CPPSIS6044A	Manage GIS data	60
<b>Swimming Pool and Spa</b>		
CPPSPS3001A	Handle, transport and store swimming pool and spa chemicals safely	15
CPPSPS3002A	Perform basic swimming pool and spa measurements and calculations	20
CPPSPS3003A	Routinely maintain swimming pools and spas	30
CPPSPS3004A	Routinely maintain swimming pool and spa water circulation and filtration systems	25
CPPSPS3005A	Routinely maintain swimming pool and spa dosing systems	25
CPPSPS3006A	Routinely maintain swimming pool and spa cleaning and vacuuming systems	25
CPPSPS3007A	Routinely maintain swimming pool and spa heating systems	25
CPPSPS3008A	Work in the swimming pool and spa servicing industry	15
CPPSPS3009A	Maintain swimming pool and spa stock	25
CPPSPS3010A	Sell swimming pool and spa products and services	20
CPPSPS3011A	Use and maintain business technology related to swimming pool and spa servicing	30
CPPSPS3012A	Read and apply information from swimming pool and spa technical manuals	25
CPPSPS4001A	Assess and treat water problems in swimming pools and spas	15
CPPSPS4002A	Install, service and repair swimming pool and spa circulation and filtration systems	35
CPPSPS4003A	Install, service and repair swimming pool and spa dosing systems	35
CPPSPS4004A	Install, service and repair swimming pool and spa cleaning and vacuuming systems	35
CPPSPS4005A	Install, service and repair swimming pool and spa heating systems	25
CPPSPS4006A	Install, service and repair low voltage swimming pool and spa lighting systems	15

Unit Code	Unit Title	Nominal Hours
CPPSPS4007A	Inspect, service and repair aquatic facility plant and equipment	30
CPPSPS4008A	Install, service and repair spas	40
CPPSPS4009A	Estimate cost of swimming pool and spa products and services	25
CPPSPS4010A	Manage own role as a swimming pool and spa technician	30
CPPSPS4011A	Comply with regulatory requirements for swimming pool and spa servicing	50
CPPSPS4012A	Design, install and service automated systems for swimming pools and spas	40
CPPSPS4013A	Establish maintenance plans for swimming pools and spas	35
CPPSPS4014A	Drain and acid wash swimming pools and spas	15
CPPSPS4015A	Maintain spa water quality	15
CPPSPS4016A	Advise on swimming pool and spa products and services	20
CPPSPS4017A	Detect leaks in swimming pools and spas	30
<b>Waste Management</b>		
CPPWMT2001A	Prepare for work in the waste management industry	30
CPPWMT2034A	Maintain equipment and consumables storage area	20
CPPWMT2047A	Assist with resource recovery	10
CPPWMT2048A	Prepare work areas for waste sorting	10
CPPWMT2049A	Identify waste emergency	15
CPPWMT3005A	Identify and segregate waste	25
CPPWMT3011A	Respond to waste emergencies	20
CPPWMT3013A	Receive waste	10
CPPWMT3014A	Manually sort waste	10
CPPWMT3015A	Move waste using loadshifting equipment	40
CPPWMT3016A	Operate waste processing plant	40
CPPWMT3017A	Store waste	15
CPPWMT3018A	Dispatch processed waste	10
CPPWMT3019A	Prepare waste for re-use	10
CPPWMT3020A	Place and compact waste	25

Unit Code	Unit Title	Nominal Hours
CPPWMT3021A	Cover waste	25
CPPWMT3023A	Maintain waste disposal sites	40
CPPWMT3025A	Monitor contained waste	40
CPPWMT3038A	Process waste	60
CPPWMT3041A	Identify operational requirements of waste management industry	30
CPPWMT3042A	Follow environmental policies and procedures when transporting waste	20
CPPWMT3044A	Identify wastes and hazards	15
CPPWMT3046A	Conduct resource recovery	30
CPPWMT3051A	Dispose of waste water to sewer	30
CPPWMT3054A	Maintain credit control	15
CPPWMT3059A	Plan and conduct waste assessments	15
CPPWMT3063A	Apply safe operational practices when vehicles contact overhead wires	20
CPPWMT4001A	Plan waste audits	50
CPPWMT4002A	Carry out waste audits	15
CPPWMT4003A	Review, evaluate and document waste assessment findings	40
CPPWMT4006A	Organise waste recovery	15
CPPWMT4007A	Implement waste management plans	20
CPPWMT4022A	Monitor waste disposal sites	40
CPPWMT4027A	Select and obtain waste management plant, equipment and materials	30
CPPWMT4030A	Determine waste management services	20
CPPWMT4032A	Inform and educate clients on waste management issues	20
CPPWMT4035A	Undertake waste process audits	40
CPPWMT4037A	Conduct minor maintenance and repairs on waste processing plant and equipment	20
CPPWMT4050A	Deliver training in hazard identification and waste emergency responses	50
CPPWMT4052A	Organise waste management operations	30
CPPWMT4053A	Conduct and monitor waste management operations	30
CPPWMT4055A	Develop waste management proposals	50
CPPWMT4056A	Implement landfill rehabilitation plans	30



<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CPPWMT4060A	Apply lean management techniques	60
CPPWMT4062A	Apply waste avoidance techniques	60
CPPWMT5004A	Develop waste management strategies	40
CPPWMT5031A	Prepare detailed tenders	40
CPPWMT5033A	Educate public on waste management issues	40
CPPWMT5036A	Develop waste management plans	40
CPPWMT5043A	Develop and implement an environmental management strategy	80
CPPWMT5045A	Develop site safety plans	80
CPPWMT5057A	Develop landfill rehabilitation plans	40
CPPWMT5058A	Develop emergency response plans	30
CPPWMT5061A	Plan resource recovery	60

## SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **CPP07 Property Services Training Package**, but are by no means mandatory.

<b>Occupation / Work Function</b>	<b>Assistant Field Hand or GIS Field Assistant</b>	
<b>Qualification Title</b>	<b>Certificate II in Surveying and Spatial Information Services</b>	
<b>Qualification Code</b>	<b>CPP20112</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCMN2002A	Participate in workplace safety arrangements	25
CPPSIS2011A	Prepare for work in the spatial information services industry	20
CPPSIS2012A	Assist in the collection of spatial data	10
CPPSIS2013A	Assist in the storage and retrieval of spatial data	10
<b>Electives</b>		
BSBSUS201A	Participate in environmentally sustainable work practices	20
CPPSIS2015A	Assist in field activity	10
CPPSIS2017A	Use information technology for spatial information services activity	30
PSPGOV202B	Use routine workplace communication techniques	30
<b>Total hours:</b>		<b>155</b>

<b>Occupation</b>	<b>Security Guard - Unarmed Guard</b>	
<b>Qualification Title</b>	<b>Certificate II in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP20211</b>	
<b>Description</b>	All units listed below must be completed to satisfy licensing requirements for Unarmed Guards.	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training Package, all core units and 5 electives must be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSEC2001A	Communicate effectively in the security industry	20
CPPSEC2002A	Follow workplace safety procedures in the security industry	20
CPPSEC2003B	Work effectively in the security industry	40
CPPSEC2004B	Respond to security risk situation	35
CPPSEC2005A	Work as part of a security team	8
CPPSEC2006B	Provide security services to clients	8
HLTFA301C	Apply first aid	18
<b>Electives</b>		
CPPSEC2011B	Control access to and exit from premises	8
CPPSEC2014A	Operate basic security equipment	12
CPPSEC2015A	Patrol premises	8
CPPSEC2017A	Protect self and others using basic defensive tactics	24
CPPSEC3002A	Manage conflict through negotiation	16
TLIE707B	Use communication systems	20
<b>Total hours for licensing:</b>		<b>237</b>

<b>Occupation</b>	<b>Crowd Controller</b>	
<b>Qualification Title</b>	<b>Certificate II in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP20212</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for Crowd Controllers.</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training Package, all core units and 5 electives must be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSEC2001A	Communicate effectively in the security industry	20
CPPSEC2002A	Follow workplace safety procedures in the security industry	20
CPPSEC2003B	Work effectively in the security industry	40
CPPSEC2004B	Respond to security risk situation	35
CPPSEC2005A	Work as part of a security team	8
CPPSEC2006B	Provide security services to clients	8
HLTFA311A	Apply first aid	18
<b>Electives</b>		
CPPSEC1003A	Apply security procedures for the responsible service of alcohol	4
CPPSEC2010A	Protect safety of persons	16
CPPSEC2011B	Control access to and exit from premises	8
CPPSEC2012A	Monitor and control individual and crowd behaviour	20
CPPSEC2014A	Operate basic security equipment	12
CPPSEC2017A	Protect self and others using basic defensive tactics	24
CPPSEC3002A	Manage conflict through negotiation	16
CPPSEC3005A	Prepare and present security documentation and reports	20
CPPSEC3013A	Control persons using empty hand techniques	24
CPPSEC3017A	Plan and conduct evacuation of premises	16
<b>Total hours for licensing:</b>		<b>309</b>

<b>Occupation</b>	<b>Security Guard – Control Room Operator</b>	
<b>Qualification Title</b>	<b>Certificate II in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP20212</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for Control Room Operators.</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training Package, all core units and 5 electives must be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSEC2001A	Communicate effectively in the security industry	20
CPPSEC2002A	Follow workplace safety procedures in the security industry	20
CPPSEC2003B	Work effectively in the security industry	40
CPPSEC2004B	Respond to security risk situation	35
CPPSEC2005A	Work as part of a security team	8
CPPSEC2006B	Provide security services to clients	8
HLTFA311A	Apply first aid	18
<b>Electives</b>		
CPPSEC2014A	Operate basic security equipment	12
CPPSEC2018A	Monitor electronic reporting facility	16
CPPSEC3012A	Store and protect information	10
CPPSEC3020A	Monitor security from control room	40
CPPSEC3021A	Maintain and use security database	16
TLIE707B	Use communication systems	20
<b>Total hours for licensing:</b>		<b>263</b>

<b>Occupation</b>	<b>Assistant Security Technician</b>	
<b>Qualification Title</b>	<b>Certificate II in Technical Security</b>	
<b>Qualification Code</b>	<b>CPP20307</b>	
<b>Notes:</b>	<b>This qualification is not subject to licensing requirements.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core Units:</b>		
CPPSEC2020A	Provide technical security services to clients	20
CPPSEC2021A	Install security equipment and systems	40
CPPSEC2001A	Communicate effectively in the security industry	20
CPPSEC2002A	Follow workplace safety procedures in the security industry	20
CPPSEC2003B	Work effectively in the security industry	40
ICTCBL2136A	Install, maintain and modify customer premises communications cabling: ACMA Restricted Rule	60
CPPSEC2026A	Perform routine maintenance on security equipment and system	32
<b>Elective units:</b>		
CPPSEC2023A	Install CCTV equipment and system	20
<b>Total hours:</b>		<b>252</b>

<b>Occupation/Work Function</b>	<b>Sorter</b>	
<b>Qualification Code</b>	<b>CPP20411</b>	
<b>Qualification Title</b>	<b>Certificate II in Waste Management</b>	
<b>Description</b>	The tasks of the Sorter entail sorting through resources to identify products that will go to landfill and those that may be recycled for retail purposes in a waste management retail centre. There is considerable emphasis on following policies, strategies and plans in relation to environmental waste disposal.	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCMN2002A	Participate in workplace safety arrangements	25
CPPCMN3001B	Participate in environmentally sustainable work practices	20
CPPWMT2001A	Prepare for work in the waste management industry	30
CPPWMT3044A	Identify wastes and hazards	15
<b>Group A Electives</b>		
CPPWMT2047A	Assist with resource recovery	10
CPPWMT2048A	Prepare work areas for waste sorting	10
<b>Group B Electives</b>		
BSBCMM201A	Communicate in the workplace	40
TLID2003A	Handle dangerous goods/hazardous substances	40
<b>From CPP30711 Certificate III in Waste Management</b>		
CPPWMT3005A	Identify and segregate waste	25
<b>Total</b>		<b>215</b>

<b>Occupation</b>	<b>Fire Protection Technician inspecting, testing and installing fire protection equipment</b>	
<b>Qualification Code</b>	<b>CPP20511</b>	
<b>Qualification Title</b>	<b>Certificate II in Fire Protection Inspection and Testing</b>	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBWOR202A	Organise and complete daily work activities	20
CPPCMN2002A	Participate in workplace safety arrangements	25
CPPCMN2003A	Provide effective client service	40
CPPFES2004A	Identify types of installed fire safety equipment and systems	35
CPPFES2005A	Demonstrate first attack firefighting equipment	15
CPPFES2006A	Prepare for installation and servicing operations	25
CPPFES2007A	Maintain quality of work and promote continuous improvement	20
<b>Group A Electives</b>		
CPPFES2003A	Safely move loads and dangerous goods	25
CPPFES2010A	Inspect and test fire hose reels	20
CPPFES2011A	Install portable fire extinguishers and fire blankets	25
CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets	35
CPPFES2021A	Inspect, test and maintain fire extinguishers	30
CPPFES2026A	Inspect and test emergency and exit lighting systems	25
<b>Total</b>		<b>340</b>



<b>Occupation</b>	<b>Cleaner</b>	
<b>Qualification Code</b>	<b>CPP20611</b>	
<b>Qualification Title</b>	<b>Certificate II in Cleaning Operations</b>	
<b>Description</b>	Suitable for people working in a professional cleaning organisation, resort, and casino or hotel industry.	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCLO2033A	Plan for safe and efficient cleaning activities	15
CPPCLO2035A	Maintain cleaning storage areas	15
CPPCMN2002A	Participate in workplace safety arrangements	25
<b>Group A Electives</b>		
CPPCCL2007A	Perform basic stain removal	20
CPPCLO2001A	Maintain hard floor surfaces	15
CPPCLO2004A	Maintain carpeted floors	8
CPPCLO2009A	Clean glass surfaces	10
CPPCLO2010A	Clean ceiling surfaces and fittings	8
CPPCLO2015A	Maintain furniture, fittings and room dressing	8
CPPCLO2017A	Clean wet areas	20
CPPCLO2019A	Sort and remove waste and recyclable materials	10
<b>Total</b>		<b>159</b>

<b>Occupation</b>	<b>Carpet Cleaner</b>	
<b>Qualification Code</b>	<b>CPP20711</b>	
<b>Qualification Title</b>	<b>Certificate II in Carpet Cleaning Operations</b>	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCCL2006A	Identify carpet fibre and construction	50
CPPCCL2007A	Perform basic stain removal	20
CPPCLO2033A	Plan for safe and efficient cleaning activities	15
CPPCLO2035A	Maintain cleaning storage areas	15
CPPCMN2002A	Participate in workplace safety arrangements	25
CPPCMN2003A	Provide effective client service	40
<b>Group A Electives</b>		
CPPCCL2001A	Use hot water extraction	25
CPPCCL2002A	Use bonnet cleaning	25
CPPCCL3011A	Perform carpet repair and reinstallation	25
<b>Total</b>		<b>240</b>

<b>Occupation / Work Function</b>	<b>Technical Assistant in the Spatial Industry</b>	
<b>Qualification Title</b>	<b>Certificate III in Surveying and Spatial Information Services</b>	
<b>Qualification Code</b>	<b>CPP30112</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCMN3003A	Contribute to workplace safety arrangements	30
CPPSIS3014A	Respond to client spatial enquiry	15
CPPSIS3015A	Collect spatial data	60
CPPSIS3020A	Perform basic surveying computations	100
RIISTD201A	Read and interpret maps	40
<b>Electives</b>		
CPPSIS2011A	Prepare for work in the spatial information services industry	20
CPPSIS3016A	Provide field support services	40
CPPSIS3011A	Apply map presentation principles	30
CPPSIS4026A	Read and interpret image data	40
TLIC2025A	Operate four wheel drive vehicle	40
CPPCMN3001B	Participate in environmentally sustainable work practices	20
<b>Total hours:</b>		<b>435</b>

<b>Occupation / Work Function</b>	<b>Assistant to a sales agent in a Real Estate office</b>	
<b>Qualification Title</b>	<b>Certificate III in Property Services (Agency)</b>	
<b>Qualification Code</b>	<b>CPP30211</b>	
<b>Notes</b>	<b>The units marked in bold must be completed to satisfy the requirements for licensing as an Agents' Representative</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPDSM3009A	Maintain workplace safety in the property industry	35
CPPDSM3010B	Meet customer needs and expectations in the property industry	30
CPPDSM3015B	Use and maintain property and client information databases	20
CPPDSM3018B	Identify risks to agency operations	30
<b>CPPDSM4080A</b>	<b>Work in the real estate industry</b>	<b>20</b>
<b>Electives</b>		
<b>CPPDSM4007A</b>	<b>Identify legal and ethical requirements of property management to complete agency work</b>	<b>30</b>
<b>CPPDSM4008A</b>	<b>Identify legal and ethical requirements of property sales to complete agency work</b>	<b>30</b>
CPPDSM3006B	Collect and process property information	25
CPPDSM4017A	Negotiate effectively in property transactions	20
CPPDSM4005A	Establish and build client–agency relationships	20
CPPDSM3002A	Assist in listing properties for sale	20
CPPDSM3004A	Assist in marketing properties for sale	20
CPPDSM3005A	Assist with the sale of properties	20
CPPDSM4014A	Market property for sale	30
<b>or</b>		
CPPDSM4022A	Sell and finalise the sale of property by private treaty	50
<b>Total hours:</b>		<b>350 or 370</b>

<b>Occupation / Work Function</b>	Trainee Strata/Community Manager	
<b>Qualification Title</b>	Certificate III in Property Services (Operations)	
<b>Qualification Code</b>	CPP30311	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBFLM303C	Contribute to effective workplace relationships	40
CPPDSM3006B	Collect and process property information	25
CPPDSM3007B	Identify risks and opportunities in the property industry	10
CPPDSM3009A	Maintain workplace safety in the property industry	35
CPPDSM3010B	Meet customer needs and expectations in the property industry	30
CPPDSM3011B	Monitor building facilities	30
CPPDSM3016A	Work in the property industry	50
<b>Electives</b>		
CPPDSM3014A	Undertake property inspection	30
CPPDSM3017A	Work in the strata/community management sector	35
CPPDSM3019B	Communicate with clients as part of agency operations	25
BSBFIA301A	Maintain financial records	60
<b>Total hours:</b>		<b>370</b>

<b>Occupation</b>	<b>Security Guard – Armed Guard</b>	
<b>Qualification Title</b>	<b>Certificate III in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP30411</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for Armed Security Guards.</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training package, all core units and 6 electives must be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBFLM303C	Contribute to effective workplace relationships	40
BSBWOR301A	Organise personal work priorities and development	30
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3002A	Manage conflict through negotiation	16
CPPSEC3003A	Determine response to security risk situation	24
CPPSEC3005A	Prepare and present security documentation and reports	20
CPPSEC3006A	Coordinate a quality security service to customers	16
CPPSEC3007A	Maintain security of environment	20
<b>Electives</b>		
CPPSEC3008A	Control security risk situations using firearms	40
CPPSEC3009A	Prepare and present evidence in court	24
CPPSEC3013A	Control persons using empty hand techniques	24
CPPSEC3014A	Control persons using baton	30
CPPSEC3015A	Restrain persons using handcuffs	30
CPPSEC3017A	Plan and conduct evacuation of premises	16
HLTFA311A	Apply first aid	18
<b>Total hours for licensing:</b>		<b>378</b>

<b>Occupation</b>	<b>Security Guard – with a Dog</b>	
<b>Qualification Title</b>	<b>Certificate III in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP30411</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for Security Guards with a Dog.</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training package, all core units and 6 electives must be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBFLM303C	Contribute to effective workplace relationships	40
BSBWOR301A	Organise personal work priorities and development	30
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3002A	Manage conflict through negotiation	16
CPPSEC3003A	Determine response to security risk situation	24
CPPSEC3005A	Prepare and present security documentation and reports	20
CPPSEC3006A	Coordinate a quality security service to customers	16
CPPSEC3007A	Maintain security of environment	20
<b>Electives</b>		
CPPSEC2003B	Work effectively in the security industry	40
CPPSEC2011B	Control access to and exit from premises	8
CPPSEC2014A	Operate basic security equipment	12
CPPSEC2015A	Patrol premises	8
CPPSEC3010A	Manage dogs for security functions	100
CPPSEC3011A	Handle dogs for security patrol	30
HLTFA311A	Apply first aid	18
<b>Total hours for Licensing</b>		<b>412</b>

<b>Occupation</b>	<b>Security Guard – Cash-in-transit</b>	
<b>Qualification Title</b>	<b>Certificate III in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP30411</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for Armed Security Guard (Cash-in-transit). The number of units specified for licensing also satisfies the requirements for the award of the qualification.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBFLM303C	Contribute to effective workplace relationships	40
BSBWOR301A	Organise personal work priorities and development	30
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3002A	Manage conflict through negotiation	16
CPPSEC3003A	Determine response to security risk situation	24
CPPSEC3005A	Prepare and present security documentation and reports	20
CPPSEC3006A	Coordinate a quality security service to customers	16
CPPSEC3007A	Maintain security of environment	20
<b>Electives</b>		
CPPSEC3008A	Control security risk situations using firearms	40
CPPSEC3013A	Control persons using empty hand techniques	24
HLTFA311A	Apply first aid	18
CPPSEC3050A	Load and unload cash in transit in an unsecured environment	30
CPPSEC3051A	Implement cash-in-transit security procedures	40
CPPSEC3052A	Inspect and test cash-in-transit security equipment	30
<b>Total hours for licensing:</b>		<b>378</b>



<b>Occupation</b>	<b>Bodyguard</b>	
<b>Qualification Title</b>	<b>Certificate III in Security Operations</b>	
<b>Qualification Code</b>	<b>CPP30411</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for a Bodyguard.</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification, as per the qualification packaging rules as stated in the CPP07 Training Package, all core units and 6 electives must be completed. This will require an additional two elective units to be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBFLM303C	Contribute to effective workplace relationships	40
BSBWOR301A	Organise personal work priorities and development	30
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3002A	Manage conflict through negotiation	16
CPPSEC3003A	Determine response to security risk situation	24
CPPSEC3005A	Prepare and present security documentation and reports	20
CPPSEC3006A	Coordinate a quality security service to customers	16
CPPSEC3007A	Maintain security of environment	20
<b>Electives</b>		
CPPSEC3013A	Control persons using empty hand techniques	24
CPPSEC3017A	Plan and conduct evacuation of premises	16
CPPSEC3018A	Provide for the safety of persons at risk	40
HLTFA311A	Apply first aid	18
<b>Total hours for licensing:</b>		<b>294</b>

<b>Occupation</b>	<b>Security Technician</b>	
<b>Qualification Title</b>	<b>Certificate III in Technical Security</b>	
<b>Qualification Code</b>	<b>CPP30507</b>	
<b>Notes:</b>	<b>This qualification is not subject to licensing requirements.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Pre-requisite Core Unit:</b>		
ICTCBL2136A	Install, maintain and modify customer premises communications cabling: ACMA Restricted Rule	60
<b>Core Units:</b>		
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3006A	Coordinate a quality security service to customers	16
CPPSEC3035A	Identify technical security requirements	8
CPPSEC3036A	Program security equipment and system	30
CPPSEC3037A	Test installed security equipment and system	12
CPPSEC3038A	Commission and decommission security equipment and system	16
CPPSEC3039A	Identify and diagnose electronic security equipment and system fault	20
CPPSEC3040A	Plan and coordinate installation of security equipment and system	20
CPPSEC3041A	Maintain and service security equipment and system	24
ICTCBL2137A	Install, maintain and modify customer premises communications cabling: ACMA Open Rule	100
<b>Elective units:</b>		
CPPSEC3045A	Determine security equipment and system modifications	16
CPPSEC3046A	Configure a security system	30
CPPSEC3047A	Provide estimate and quote on security system	20
CPPSEC3048A	Maintain effective relationships with security clients	20
<b>Total hours:</b>		<b>422</b>

<b>Occupation</b>	Investigator	
<b>Qualification Title</b>	Certificate III in Investigative Services	
<b>Qualification Code</b>	CPP30607	
<b>Description</b>	All of the units listed below must be completed to satisfy licensing requirements for an Investigator. The number of units specified for licensing also satisfies the requirements for the award of the qualification.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>

<b>Core</b>		
BSBFLM303C	Contribute to effective workplace relationships	40
BSBWOR301A	Organise personal work priorities and development	30
CPPSEC3001A	Maintain workplace safety in the security industry	30
CPPSEC3009A	Prepare and present evidence in court	24
CPPSEC3026A	Work effectively in investigative services	20
CPPSEC3027A	Develop investigative plan	25
CPPSEC3028A	Compile investigative report	20
CPPSEC3029A	Provide quality investigative services to clients	8
CPPSEC3030A	Conduct surveillance	30
CPPSEC3031A	Organise and operate a surveillance vehicle	10
CPPSEC3032A	Gather information by factual investigation	30
CPPSEC3033A	Conduct interviews and take statements	30
<b>Electives</b>		
CPPSEC3012A	Store and protect information	10
CPPSEC3034A	Operate information gathering equipment	10
FNSMERC304B	Locate subjects	15
<b>Total hours:</b>		<b>332</b>

<b>Occupation</b>	<b>Landfill Operator</b>	
<b>Qualification Code</b>	<b>CPP30711</b>	
<b>Qualification Title</b>	<b>Certificate III in Waste Management</b>	
<b>Description</b>	This position involves advising potential users of waste facilities regarding the suitability and placement of waste and recyclables. This position involves public contact and informing the public on sound environmental practices.	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCMN3001B	Participate in environmentally sustainable work practices	20
CPPCMN3003A	Contribute to workplace safety arrangements	30
CPPCMN3004A	Respond to enquiries and complaints	20
CPPWMT3041A	Identify operational requirements of waste management industry	30
CPPWMT3044A	Identify wastes and hazards	15
<b>Group A Electives</b>		
CPPWMT3013A	Receive waste	10
CPPWMT3020A	Place and compact waste	25
CPPWMT3021A	Cover waste	25
CPPWMT3015A	Move waste using loadshifting equipment	40
CPPWMT3025A	Monitor contained waste	40
CPPWMT3038A	Process waste	60
CPPWMT3046A	Conduct resource recovery	30
CPPWMT3023A	Maintain waste disposal sites	40
CPPWMT3059A	Plan and conduct waste assessments	15
<b>Units from CPP40911 Certificate IV in Waste Management (Group A)</b>		
CPPWMT4032A	Inform and educate clients on waste management issues	20
CPPWMT4062A	Apply waste avoidance techniques	60
<b>Total</b>		<b>480</b>

<b>Occupation</b>	<b>Fire Protection Technician installing and commissioning pre-engineered fire-suppression systems</b>	
<b>Qualification Code</b>	<b>CPP30811</b>	
<b>Qualification Title</b>	<b>Certificate III in Fire Protection Inspection and Testing</b>	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBWOR301A	Organise personal work priorities and development	30
CPPCMN2002A	Participate in workplace safety arrangements	25
CPPFES2004A	Identify types of installed fire safety equipment and systems	35
CPPFES2005A	Demonstrate first attack firefighting equipment	15
CPPFES2006A	Prepare for installation and servicing operations	25
CPPFES2007A	Maintain quality of work and promote continuous improvement	20
<b>Group A Electives</b>		
CPPFES2003A	Safely move loads and dangerous goods	25
CPPFES2047A	Inspect and test control and indicating equipment	25
CPPFES3032A	Conduct enclosure integrity testing	40
CPPFES3042A	Install and commission pre-engineered fire-suppression systems	50
CPPFES3044A	Interpret installation requirements for gaseous fire-suppression systems	30
CPPFES3045A	Install gaseous agent containers and actuators	45
CPPFES3046A	Decommission gaseous agent containers and actuators	30
<b>Group B Electives</b>		
CPPCMN3001B	Participate in environmentally sustainable work practices	20
BSBCM311B	Maintain workplace safety	40
BSBCUS301A	Deliver and monitor a service to customers	35
<b>Total</b>		<b>490</b>

<b>Occupation</b>	<b>Pest Management Technician</b>	
<b>Qualification Code</b>	<b>CPP30911</b>	
<b>Qualification Title</b>	<b>Certificate III in Pest Management</b>	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCMN3004A	Respond to enquiries and complaints	20
CPPPMT3002A	Assess pest management options	25
CPPPMT3005A	Modify environment to manage pests	60
CPPPMT3006A	Apply pesticides to manage pests	90
CPPPMT3007A	Implement pest management plans	20
CPPPMT3009A	Advise clients on pest management options	15
CPPPMT3017A	Repair and maintain service equipment	10
CPPPMT3018B	Maintain equipment and chemical storage areas	60
CPPPMT3026A	Select and obtain pest management vehicles, equipment and materials	15
CPPPMT3043A	Prepare and present pest management proposals	25
<b>Group A Electives</b>		
CPPPMT3008A	Inspect and report on timber pests	40
CPPPMT3010A	Control timber pests	40
CPPPMT3029A	Plan and schedule pest management operations	30
<b>Total</b>		<b>450</b>

<b>Occupation</b>	<b>Cleaning Supervisor</b>	
<b>Qualification Code</b>	<b>CPP31011</b>	
<b>Qualification Title</b>	<b>Certificate III in Cleaning Operations</b>	
<b>Description</b>	This qualification will further develop the practical skills and knowledge required in the appropriate use of chemicals and cleaning methods and techniques. It also covers some leadership in the resolution of specific problems, training staff and is a good knowledge base for operating own business.	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCLO2033A	Plan for safe and efficient cleaning activities	15
CPPCLO2035A	Maintain cleaning storage areas	15
CPPCLO3039A	Support leadership in the workplace	50
CPPCMN3003A	Contribute to workplace safety arrangements	30
<b>Group A Electives</b>		
CPPCLO3002A	Restore hard floor surfaces	15
CPPCLO3003A	Replace a hard floor finish	20
CPPCLO3014A	Maintain 'clean room' environments	10
CPPCCL2002A	Use bonnet cleaning	25
CPPCCL2003A	Use dry foam shampoo	15
CPPCCL2005A	Use wet foam shampoo	15
CPPCCL2004A	Use dry absorbent compound	25
CPPCLO3013A	Clean window coverings	10
CPPCLO3016A	Wash furniture and fittings	6
CPPCMN3001B	Participate in environmentally sustainable work practices	20
CPPCLO3038A	Clean food-handling areas	20
HLTIN301C	Comply with infection control policies and procedures	20
HLTIN403B	Implement and monitor infection control policy and procedures	50
TAEDEL301A	Provide work skill instruction	40
CPPCMN3004A	Respond to enquiries and complaints	20
<b>Total</b>		<b>421</b>

<b>Occupation</b>	<b>Carpet Cleaning Technician</b>	
<b>Qualification Code</b>	<b>CPP31111</b>	
<b>Qualification Title</b>	<b>Certificate III in Carpet Cleaning Operations</b>	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCCL2006A	Identify carpet fibre and construction	50
CPPCCL3015A	Perform advanced stain removal	10
CPPCLO2033A	Plan for safe and efficient cleaning activities	15
CPPCLO2035A	Maintain cleaning storage areas	15
CPPCMN3001B	Participate in environmentally sustainable work practices	20
CPPCMN3004A	Respond to enquiries and complaints	20
CPPCMN3003A	Contribute to workplace safety arrangements	30
<b>Group A Electives</b>		
CPPCCL3016A	Apply topical treatments	20
CPPCCL3008A	Mitigate water damage	25
CPPCCL3010A	Apply odour control	25
CPPCCL3011A	Perform carpet repair and reinstallation	25
CPPCCL3013A	Clean leather upholstery	10
CPPCCL3014A	Clean fabric upholstery	25
CPPCCL3017A	Identify upholstery fibre and construction	30
CPPCCL3020A	Develop a plan to mitigate water damage and restore carpet	25
CPPCCL3009A	Restore smoke damaged carpet	25
CPPCCL3012A	Perform carpet colour repair and restoration	25
CPPCCL3018A	Restore smoke damaged carpet	25
<b>Total</b>		<b>420</b>



<b>Occupation</b>	<b>Service Technician</b>	
<b>Qualification Title</b>	<b>Certificate III in Swimming Pool and Spa Service</b>	
<b>Qualification Code</b>	<b>CPP31212</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBWOR301B	Organise personal work priorities and development	30
CPPCMN3005A	Complete client documentation	15
CPPDSM3009A	Maintain workplace safety in the property industry	35
CPPSPS3001A	Handle, transport and store swimming pool and spa chemicals safely	15
CPPSPS3002A	Perform basic swimming pool and spa measurements and calculations	20
CPPSPS3003A	Routinely maintain swimming pools and spas	30
CPPSPS3004A	Routinely maintain swimming pool and spa water circulation and filtration systems	25
CPPSPS3005A	Routinely maintain swimming pool and spa dosing systems	25
CPPSPS3006A	Routinely maintain swimming pool and spa cleaning and vacuuming systems	25
CPPSPS3008A	Work in the swimming pool and spa servicing industry	15
SISCAQU201A	Monitor pool water quality	5
SISCAQU304A	Maintain pool water quality	15
<b>Electives</b>		
CPPSPS3010A	Sell swimming pool and spa products and services	20
CPPSPS3009A	Maintain swimming pool and spa stock	25
CPPSPS3011A	Use and maintain business technology related to swimming pool and spa servicing	30
HLTFA311A	Apply first aid	18
CPPSPS3007A	Routinely maintain swimming pool and spa heating systems	25
CPPSPS3012A	Read and apply information from swimming pool and spa technical manuals	25
<b>Total:</b>		<b>398</b>

<b>Occupation / Work Function</b>	<b>Surveyor's Assistant</b>	
<b>Qualification Title</b>	<b>Certificate IV in Surveying</b>	
<b>Qualification Code</b>	<b>CPP40112</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSIS4022A	Store and retrieve spatial data	50
CPPSIS4025A	Collect basic GNSS data	20
CPPSIS4026A	Read and interpret image data	40
CPPSIS4029A	Collect and set out basic surveying data	60
CPPSIS4030A	Operate surveying equipment	100
CPPSIS4031A	Perform surveying computations	60
CPPSIS4037A	Produce computer-aided drawings	80
<b>Electives</b>		
ICADBS502A	Design a database	50
CPPSIS4027A	Organise field services	30
CPPSIS4028A	Organise equipment and supplies	30
BSBWOR402A	Promote team effectiveness	50
LGAPLEM404A	Prepare and present geographic information systems data	30
MNQGEN400A	Apply site risk management system	40
CPPCMN4006A	Facilitate effective workplace relationships	50
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	40
<b>Total hours:</b>		<b>730</b>

<b>Occupation / Work Function</b>	<b>Technical Officer in the Spatial Information industry</b>	
<b>Qualification Title</b>	<b>Certificate IV in Spatial Information Services</b>	
<b>Qualification Code</b>	<b>CPP40212</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPDSM3009A	Maintain workplace safety in the property industry	35
CPPSIS4021A	Maintain spatial systems	50
CPPSIS4022A	Store and retrieve spatial data	50
CPPSIS4025A	Collect basic GNSS data	20
CPPSIS4026A	Read and interpret image data	40
CPPSIS4034A	Maintain spatial data	60
CPPSIS5035A	Obtain and validate spatial data	20
<b>Electives</b>		
RIISTD201A	Read and interpret maps	40
CPPSIS4036A	Operate spatial software applications	80
CPPSIS4028A	Organise equipment and supplies	30
CPPSIS4038A	Prepare and present GIS data	40
CPPSIS4030A	Operate surveying equipment	100
BSBWOR402A	Promote team effectiveness	50
CPPSIS4024A	Collect and set out basic spatial data	100
CPPSIS4037A	Produce computer-aided drawings	50
<b>Total hours:</b>		<b>705</b>

<b>Occupation</b>	Real Estate Agent	
<b>Qualification Title</b>	Certificate IV in Property Services (Real Estate)	
<b>Qualification Code</b>	CPP40307	
<b>Notes</b>	All of the competencies listed below must be completed in order to satisfy licensing requirements	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	30
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	30
CPPDSM4009B	Interpret legislation to complete agency work	30
CPPDSM4015B	Minimise agency and consumer risk	30
CPPDSM4080A	Work in the real estate industry	20
<b>Electives</b>		
<b>Property sales and management units</b>		
CPPDSM4001A	Act as a buyer's agent	20
CPPDSM4003A	Appraise property	40
CPPDSM4004A	Conduct auction	10
CPPDSM4005A	Establish and build client–agency relationships	20
CPPDSM4006A	Establish and manage agency trust accounts	60
CPPDSM4010A	Lease property	50
CPPDSM4011A	List property for lease	25
CPPDSM4012A	List property for sale	30
CPPDSM4013A	Market property for lease	25
CPPDSM4014A	Market property for sale	30
CPPDSM4016A	Monitor and manage lease or tenancy agreement	50
CPPDSM4018A	Prepare and present property reports	30
CPPDSM4019A	Prepare for auction and complete sale	20

<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CPPDSM4020A	Present at tribunals	20
CPPDSM4022A	Sell and finalise the sale of property by private treaty	50
CPPDSM4049A	Implement maintenance plan for managed properties	25
<b>Common</b>		
CPPDSM4056A	Manage conflict and disputes in the property industry	20
BSBRKG304B	Maintain business records	30
BSBSMB406A	Manage small business finances	60
<b>Total hours:</b>		<b>755</b>

<b>Occupation / Work Function</b>	<b>Real Estate Agent or Agent's Representative specialising in the sale of businesses</b>	
<b>Qualification Title</b>	<b>Certificate IV in Property Services (Business Broking)</b>	
<b>Qualification Code</b>	<b>CPP40507</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPDSM4006A	Establish and manage agency trust accounts	60
CPPDSM4015B	Minimise agency and consumer risk	30
CPPDSM4029A	Appraise business	60
CPPDSM4053A	List business for sale	20
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement	80
CPPDSM4061A	Obtain prospects for listing	20
CPPDSM4069A	Promote and market listed business	20
CPPDSM4079A	Work in the business broking sector	40
<b>Electives</b>		
BSBSMB403A	Market the small business	50
BSBSMB404A	Undertake small business planning	50
BSBMKG401B	Profile the market	50
BSBCMM401A	Make a presentation	30
<b>Total hours:</b>		<b>520</b>

<b>Occupation / Work Function</b>	<b>Strata Community Manager</b>	
<b>Qualification Title</b>	<b>Certificate IV in Property Services (Operations)</b>	
<b>Qualification Code</b>	<b>CPP40611</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBREL401A	Establish networks	35
CPPDSM4028A	Identify and analyse risks and opportunities in the property industry	20
CPPDSM4044A	Coordinate maintenance and repair of properties and facilities	20
CPPDSM4047A	Implement and monitor procurement process	20
CPPDSM4048B	Implement customer service strategies in the property industry	40
CPPDSM4057A	Monitor a safe workplace in the property industry	40
CPPDSM4063A	Participate in developing and establishing property or facilities contracts	30
CPPDSM4072A	Provide leadership in the property industry	30
<b>Electives</b>		
<b>Group A Common units</b>		
BSBSMB406A	Manage small business finances	60
BSBLED401A	Develop teams and individuals	40
BSBFIA402A	Report on financial activity	30
BSBRKG304B	Maintain business records	30
BSBSUS301A	Implement and monitor environmentally sustainable work practices	40
<b>Group B Specialist units</b>		
CPPDSM4074A	Select and appoint contractors in the property industry	10
CPPDSM4056A	Manage conflict and disputes in the property industry	20
CPPDSM4034A	Assess and implement strata/community management agreement	20
CPPDSM4045A	Facilitate meetings in the property industry	20
CPPDSM4042A	Coordinate construction contract	25
<b>Total hours:</b>		<b>530</b>

<b>Qualification Title</b>	<b>Certificate IV in Security and Risk Management</b>	
<b>Qualification Code</b>	<b>CPP40707</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for a Business that will operate as a Monitoring Centre or Control Room.</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training package, all core units and 4 electives must be completed.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBWOR401A	Establish effective workplace relationships	50
BSBWOR402A	Promote team effectiveness	50
BSBWOR404A	Develop work priorities	40
CPPSEC4001A	Manage a safe workplace in the security industry	30
CPPSEC4002A	Implement effective communication techniques	30
CPPSEC4003A	Advise on security needs	30
CPPSEC4004A	Monitor and review security operations	30
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	12
CPPSEC4006A	Assess risks	60
CPPSEC4007A	Assess threat	40
CPPSEC4012A	Identify and assess security of assets	40
<b>Electives</b>		
CPPSEC4009A	Interpret information from advanced security equipment	20
BSBCUS401A	Coordinate implementation of customer service strategies	40
BSBITS401A	Maintain business technology	40
CPPSEC4010A	Manage monitoring centres	60
CPPSEC4011A	Coordinate field staff activity from control room	20
<b>Total hours for licensing:</b>		<b>592</b>



<b>Qualification Title</b>	<b>Certificate IV in Security and Risk Management</b>	
<b>Qualification Code</b>	<b>CPP40707</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for a Business that will employ Crowd Controllers or Security Guards</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training package, all core units and 4 electives must be completed. The number of units specified for licensing also satisfies the requirements for the award of the qualification.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBWOR401A	Establish effective workplace relationships	50
BSBWOR402A	Promote team effectiveness	50
BSBWOR404A	Develop work priorities	40
CPPSEC4001A	Manage a safe workplace in the security industry	30
CPPSEC4002A	Implement effective communication techniques	30
CPPSEC4003A	Advise on security needs	30
CPPSEC4004A	Monitor and review security operations	30
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	12
CPPSEC4006A	Assess risks	60
CPPSEC4007A	Assess threat	40
CPPSEC4012A	Identify and assess security of assets	40
<b>Electives</b>		
BSBADM409A	Coordinate business resources	30
BSBCUS401A	Coordinate implementation of customer service strategies	40
BSBINN301A	Promote innovation in a team environment	40
BSBMGT403A	Implement continuous improvement	40
<b>Total hours:</b>		<b>562</b>

<b>Qualification Title</b>	<b>Certificate IV in Security and Risk Management</b>	
<b>Qualification Code</b>	<b>CPP40707</b>	
<b>Description</b>	<b>All units listed below must be completed to satisfy licensing requirements for a Business that will employ Investigators</b>	
<b>Notes</b>	<b>To satisfy the requirements for the award of the qualification only, as per the qualification packaging rules as stated in the CPP07 Training package, all core units and 4 electives must be completed. The number of units specified for licensing also satisfies the requirements for the award of the qualification.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBWOR401A	Establish effective workplace relationships	50
BSBWOR402A	Promote team effectiveness	50
BSBWOR404A	Develop work priorities	40
CPPSEC4001A	Manage a safe workplace in the security industry	30
CPPSEC4002A	Implement effective communication techniques	30
CPPSEC4003A	Advise on security needs	30
CPPSEC4004A	Monitor and review security operations	30
CPPSEC4005A	Facilitate workplace briefing and debriefing processes	12
CPPSEC4006A	Assess risks	60
CPPSEC4007A	Assess threat	40
CPPSEC4012A	Identify and assess security of assets	40
<b>Electives</b>		
BSBADM409A	Coordinate business resources	30
BSBFIA402A	Report on financial activity	30
BSBITS401A	Maintain business technology	40
BSBSMB401A	Establish legal and risk management requirements of small business	60
<b>Total hours:</b>		<b>572</b>

<b>Occupation</b>	<b>Access Auditor for buildings and parks.</b>	
<b>Qualification Title</b>	<b>Certificate IV in Access Consulting</b>	
<b>Qualification Code</b>	<b>CPP40811</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBMED301B	Interpret and apply medical terminology appropriately	60
BSBWOR402A	Promote team effectiveness	50
HLTHIR403B	Work effectively with culturally diverse clients and co-workers	20
CHCPOL3A	Undertake research activities	50
CPPACC4001A	Apply disability awareness to assessing access situations	40
CPPACC4002A	Apply building control legislation to assess small-scale buildings for access	60
CPPACC4004A	Communicate effectively as an access consultant	40
CPPACC4015A	Follow site occupational health and safety requirements	40
CPPACC4016A	Manage risk	50
CPPACC4017A	Prepare access reports	30
CPPACC4022A	Work effectively as an access consultant	30
PSPREG402C	Promote client compliance	40
<b>Elective units – Group A</b>		
CPPACC4002A	Apply building control legislation to assess small-scale buildings for access	60
CPPACC4003A	Assess construction plans	60
CPPACC4005A	Conduct a building access audit	50
CPPACC4006A	Conduct a playground access audit	50
CPPACC4007A	Conduct a streetscape access audit	50
CPPACC4010A	Conduct an aged care facility access audit	40
CPPACC4011A	Conduct an educational facility access audit	40
CPPACC4012A	Conduct an outdoor recreation area access audit	40
<b>Total hours:</b>		<b>900</b>

<b>Occupation</b>	<b>Depot Supervisor</b>	
<b>Qualification Code</b>	<b>CPP40911</b>	
<b>Qualification Title</b>	<b>Certificate IV in Waste Management</b>	
<b>Description</b>	This position involves supervising the day to day operations of a waste management facility. The position involves business planning, financial management and the organisation of a waste depot. Duties will include team leadership, human resource supervision.	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	40
CPPCMN4004B	Facilitate effective client relationships	40
CPPCMN4005A	Facilitate effective teamwork	50
CPPCMN4006A	Facilitate effective workplace relationships	50
CPPCMN4007A	Manage workplace safety arrangements	50
CPPWMT4030A	Determine waste management services	20
CPPWMT4050A	Deliver training in hazard identification and waste emergency responses	50
<b>Group A Electives</b>		
CPPWMT4003A	Review, evaluate and document waste assessment findings	40
CPPWMT4006A	Organise waste recovery	15
CPPWMT4007A	Implement waste management plans	20
CPPWMT4027A	Select and obtain waste management plant, equipment and materials	30
CPPWMT4035A	Undertake waste process audits	40
CPPWMT3059A	Plan and conduct waste assessments	15
CPPWMT4060A	Apply lean management techniques	60
CPPWMT4062A	Apply waste avoidance techniques	60
BSBLED401A	Develop teams and individuals	40
TLIF3063A	Administer the implementation of fatigue management strategies	50
BSBHRM401A	Review human resources functions	40
<b>Total</b>		<b>710</b>

<b>Occupation</b>	<b>Cleaning Manager</b>	
<b>Qualification Code</b>	<b>CPP41011</b>	
<b>Qualification Title</b>	<b>Certificate IV in Cleaning Management</b>	
<b>Description</b>	This position involves managing a cleaning company. Duties include instructing staff on safe cleaning techniques and the appropriate use of chemicals. It also entails building business by promoting cleaning activity and providing quotations and providing leadership	
<b>Core</b>		
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
BSBHRM402A	Recruit, select and induct staff	50
BSBRSK501A	Manage risk	60
CPPCLO4022A	Organise and monitor cleaning operations	20
CPPCLO4024A	Control the supply of resources to the work site	25
CPPCLO4025A	Provide quotation for cleaning services	25
CPPCMN4004B	Facilitate effective client relationships	40
CPPCMN4006A	Facilitate effective workplace relationships	50
CPPCMN4007A	Manage workplace safety arrangements	50
<b>Group A Electives</b>		
CPPCMN4001B	Develop workplace policy and procedures for sustainability	40
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	40
CPPCMN4005A	Facilitate effective teamwork	50
TAEDEL404A	Mentor in the workplace	30
CPPCMN3004A	Respond to enquiries and complaints	20
<b>Total</b>		<b>500</b>

<b>Occupation</b>	<b>Home Sustainability Assessor</b>	
<b>Qualification Title</b>	<b>Certificate IV in Home Sustainability Assessment</b>	
<b>Qualification Code</b>	<b>CPP41110</b>	
<b>Core Units</b>		
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CPPCMN4004A	Facilitate effective client relationships	40
CPPHSA4001A	Assess household energy use	120
CPPHSA4002A	Assess household waste generation and management	40
CPPHSA4003A	Assess household water use	60
CPPHSA4004A	Assess thermal performance of existing residences using non-rating tools and techniques	80
CPPHSA4005A	Minimise health, safety and security risks when assessing home sustainability	30
CPPHSA4006A	Manage own work, professional development and ethical behaviour as a home sustainability assessor	60
CPPHSA4007A	Promote the adoption of home sustainability practices by residents	60
<b>Electives</b>		
CPPCMN3001B	Participate in environmentally sustainable work practices	20
CPPCMN4008A	Read and extract information from plans, drawings and specifications for residential buildings	30
CPPHSA4008A	Apply sustainability principles, legislation and information on government programs	40
CPPHSA4010A	Estimate the cost of home sustainability measures	40
<b>Total hours</b>		<b>620</b>

<b>Occupation</b>	<b>Thermal Performance Assessor</b>	
<b>Qualification Title</b>	<b>Certificate IV in NatHERS Assessment</b>	
<b>Qualification Code</b>	<b>CPP41212</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBR SK401A	Identify risk and apply risk management processes	50
CPPACC4015A	Follow site occupational health and safety requirements	40
CPPCMN4008A	Read and extract information from plans, drawings and specifications for residential buildings	30
CPPHSA4011A	Collect information to support NatHERS assessment	60
CPPHSA4012A	Conduct NatHERS assessment of planned residential buildings	60
CPPHSA4013A	Conduct NatHERS assessment of existing residential buildings	60
CPPHSA4014A	Meet regulatory requirements when completing NatHERS assessments	40
CPPHSA4015A	Assess impact of building elements on thermal performance of residential buildings	60
CPPHSA4016A	Advise on options for enhancing thermal performance of residential buildings	30
CPPHSA4017A	Cost measures to improve thermal performance of residential buildings	40
CPPHSA4018A	Manage own work, professional development and ethical behaviour	40
<b>Group A electives</b>		
CPPHSA4001A	Assess household energy use	120
CPPHSA4003A	Assess household water use	60
CPPHSA4004A	Assess thermal performance of existing residences using non-rating tools and techniques	80
CPPHSA4020A	Operate computer systems to support NatHERS assessment	40
<b>Group B electives</b>		
CPPCMN3004A	Respond to enquiries and complaints	20
CPPCMN4004B	Facilitate effective client relationships	40
<b>Total:</b>		<b>870</b>

<b>Occupation</b>	<b>Senior Service Technician</b>	
<b>Qualification Title</b>	<b>Certificate IV in Swimming Pool and Spa Service</b>	
<b>Qualification Code</b>	<b>CPP41312</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBRSK401A	Identify risk and apply risk management processes	50
CPPACC4015A	Follow site occupational health and safety requirements	40
CPPSPS3012A	Read and apply information from swimming pool and spa technical manuals	25
CPPSPS4001A	Assess and treat water problems in swimming pools and spas	15
CPPSPS4002A	Install, service and repair swimming pool and spa circulation and filtration systems	35
CPPSPS4003A	Install, service and repair swimming pool and spa dosing systems	35
CPPSPS4004A	Install, service and repair swimming pool and spa cleaning and vacuuming systems	35
CPPSPS4009A	Estimate cost of swimming pool and spa products and services	25
CPPSPS4010A	Manage own role as a swimming pool and spa technician	30
CPPSPS4011A	Comply with regulatory requirements for swimming pool and spa servicing	50
SISCAQU201A	Monitor pool water quality	5
SISCAQU304A	Maintain pool water quality	15
<b>Electives</b>		
CPPSPS3011A	Use and maintain business technology related to swimming pool and spa servicing	30
CPPSPS4016A	Advise on swimming pool and spa products and services	20
CPPSPS4005A	Install, service and repair swimming pool and spa heating systems	25
CPPSPS4007A	Inspect, service and repair aquatic facility plant and equipment	30
CPPSPS4008A	Install, service and repair spas	40
CPPSPS4012A	Design, install and service automated systems for swimming pools and spas	40
CPPSPS4013A	Establish maintenance plans for swimming pools and spas	35
SISCAQU303A	Operate aquatic facility plant and equipment	15
<b>Total:</b>		<b>595</b>



<b>Occupation / Work Function</b>	<b>Survey Technician</b>	
<b>Qualification Title</b>	<b>Diploma of Surveying</b>	
<b>Qualification Code</b>	<b>CPP50112</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSIS5031A	Plan spatial data collection and validation	40
CPPSIS5047A	Conduct an advanced GNSS data collection and set out survey	40
CPPSIS5048A	Conduct an engineering survey	40
CPPSIS5050A	Create engineering drawings	80
CPPSIS5053A	Perform advanced surveying computations	80
CPPSIS5054A	Perform geodetic surveying computations	60
CPPSIS5058A	Conduct geodetic surveying	60
<b>Electives</b>		
CPPSIS5057A	Carry out a precision survey	40
CPPSIS5040A	Collate and interpret spatial data	20
CPPSIS5044A	Develop a subdivision survey design for local government approval	120
CPPSIS5049A	Conduct an engineering surveying project	60
CPPSIS5056A	Design road and railway	100
BSBOHS509A	Ensure a safe workplace	60
AHCLPW404A	Produce maps for land management purposes	120
CPPSIS5055A	Plan and conduct major survey expeditions	160
CPCCSV5007A	Undertake site surveys and set out procedures to building projects	72
<b>Total hours:</b>		<b>1152</b>

<b>Occupation / Work Function</b>	<b>GIS Officer</b>	
<b>Qualification Title</b>	<b>Diploma of Spatial Information Services</b>	
<b>Qualification Code</b>	<b>CPP50212</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSIS5031A	Plan spatial data collection and validation	40
CPPSIS5032A	Capture new spatial data	100
CPPSIS5033A	Implement a spatial information services project plan	50
CPPSIS5036A	Integrate spatial datasets	60
CPPSIS5039A	Produce spatial project deliverables	100
CPPSIS5059A	Determine suitable information sources to create new spatial datasets	20
CPPSIS6040A	Develop 2-D and 3-D terrain visualisations	160
<b>Electives</b>		
CPPSIS5037A	Maintain complex spatial data systems	60
CPPSIS5038A	Develop a complex spatial and aspatial database	60
CPPSIS5043A	Design a spatial data storage system	60
CPPSIS5040A	Collate and interpret spatial data	20
AHCLPW404A	Produce maps for land management purposes	120
CPPSIS5064A	Manipulate and analyse data within geographic information systems	40
CPPSIS5063A	Produce GIS data	80
CPPCMN4002B	Implement and monitor environmentally sustainable work practices	40
BSBOHS509A	Ensure a safe workplace	60
<b>Total hours:</b>		<b>1070</b>

<b>Occupation</b>	<b>Manager of an Agency</b>	
<b>Qualification Title</b>	<b>Diploma of Property Services (Agency Management)</b>	
<b>Qualification Code</b>	<b>CPP50307</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPDSM4006A	Establish and manage agency trust accounts	60
CPPDSM4007A	Identify legal and ethical requirements of property management to complete agency work	30
CPPDSM4008A	Identify legal and ethical requirements of property sales to complete agency work	30
CPPDSM4009B	Interpret legislation to complete agency work	30
CPPDSM4015B	Minimise agency and consumer risk	30
CPPDSM4080A	Work in the real estate industry	20
<b>Common units</b>		
BSBMGT502B	Manage people performance	70
CPPDSM4005A	Establish and build client–agency relationships	20
CPPDSM5009A	Coordinate risk management system in the property industry	25
CPPDSM5032A	Market the agency	50
<b>Elective units</b>		
CPPDSM4001A	Act as a buyer’s agent	20
CPPDSM4003A	Appraise property	40
CPPDSM4004A	Conduct auction	10
CPPDSM4005A	Establish and build client–agency relationships	20
CPPDSM4006A	Establish and manage agency trust accounts	60
CPPDSM4010A	Lease property	50
CPPDSM4011A	List property for lease	25
CPPDSM4012A	List property for sale	30
CPPDSM4013A	Market property for lease	25
CPPDSM4014A	Market property for sale	30

<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CPPDSM4016A	Monitor and manage lease or tenancy agreement	50
CPPDSM4018A	Prepare and present property reports	30
CPPDSM4019A	Prepare for auction and complete sale	20
CPPDSM4020A	Present at tribunals	20
CPPDSM4022A	Sell and finalise the sale of property by private treaty	50
CPPDSM4049A	Implement maintenance plan for managed properties	25
<b>Total hours:</b>		<b>870</b>

<b>Occupation / Work Function</b>	<b>Business Broker</b>	
<b>Qualification Title</b>	<b>Diploma of Property Services (Business Broking)</b>	
<b>Qualification Code</b>	<b>CPP50409</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBFIA401A	Prepare financial reports	50
BSBFIM501A	Manage budgets and financial plans	70
BSBFIM502A	Manage payroll	30
BSBHRM402A	Recruit, select and induct staff	50
BSBLED501A	Develop a workplace learning environment	60
BSBMGT502B	Manage people performance	70
BSBMGT617A	Develop and implement a business plan	60
BSBSMB404A	Undertake small business planning	50
BSBWOR502A	Ensure team effectiveness	60
CPPDSM4006A	Establish and manage agency trust accounts	60
CPPDSM4015B	Minimise agency and consumer risk	30
CPPDSM4029A	Appraise business	60
CPPDSM4053A	List business for sale	20
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement	80
CPPDSM4061A	Obtain prospects for listing	20
CPPDSM4069A	Promote and market listed business	20
CPPDSM4079A	Work in the business broking sector	40
CPPDSM5006A	Coordinate customer service activities in the property industry	30
CPPDSM5014A	Develop property marketing and sales strategy	25
CPPDSM5033A	Merge or acquire a business	40
CPPDSM5038A	Value a business	80

Unit Code	Unit Title	Nominal Hours
<b>Electives</b>		
FNSACCT501A	Provide financial and business performance information	60
FNSACCT507A	Provide management accounting information	60
CPPDSM4072A	Provide leadership in the property industry	30
<b>Total hours:</b>		<b>1155</b>

<b>Occupation / Work Function</b>	Person working in a large building in charge of facility operational team	
<b>Qualification Title</b>	Diploma of Property Services (Asset and Facility Management)	
<b>Qualification Code</b>	CPP50511	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Group A Common</b>		
CPPDSM5009A	Coordinate risk management system in the property industry	25
CPPDSM5030A	Manage projects in the property industry	80
CPPDSM5029A	Manage client relationships and networks in the property industry	25
CPPDSM5014A	Develop property marketing and sales strategy	25
BSBHRM402A	Recruit, select and induct staff	50
CPPDSM5010A	Determine needs of customer populations in the property industry	35
CPPDSM5029A	Manage client relationships and networks in the property industry	25
CPPDSM5018A	Ensure a safe workplace in the property industry	40
<b>Group B Specialist</b>		
<b>Development</b>		
CPPDSM5008A	Coordinate fit-out of premises for user occupation	40
CPPDSM5011A	Determine space utilisation	30
CPPDSM5026A	Manage a consultant property project team	25
<b>Management</b>		
CPPDSM5021A	Implement asset maintenance strategy	30
CPPDSM5022A	Implement asset management plan	25
<b>Facilities</b>		
CPPDSM5027A	Provide facilities and amenities for property users	20
CPPDSM5001A	Advise on use and design of facilities	20
CPPDSM5007A	Coordinate construction or renovation of facilities	25
<b>Total hours:</b>		<b>520</b>

<b>Occupation</b>	<b>Security Operations Manager</b>	
<b>Qualification Title</b>	<b>Diploma of Security and Risk Management</b>	
<b>Qualification Code</b>	<b>CPP50611</b>	
<b>Notes:</b>	<b>This qualification is not subject to licensing requirements.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core Units:</b>		
CPPSEC5001A	Establish and maintain an occupational health and safety system	40
CPPSEC5002A	Coordinate security operations	30
CPPSEC5003A	Assess security risk management options	30
BSBCUS501A	Manage quality customer service	40
BSBMGT502B	Manage people performance	70
BSBWOR501A	Manage personal work priorities and professional development	60
BSBWOR502A	Ensure team effectiveness	60
<b>Elective units:</b>		
BSBINN502A	Build and sustain an innovative work environment	50
BSBMGT617A	Develop and implement a business plan	60
BSBHRM402A	Recruit, select and induct staff	50
BSBFIM501A	Manage budgets and financial plans	70
BSBMKG609A	Develop a marketing plan	50
<b>Total hours:</b>		<b>610</b>



<b>Occupation</b>	<b>Access Consultant providing Access Audits of residential and commercial buildings</b>	
<b>Qualification Title</b>	<b>Diploma of Access Consulting</b>	
<b>Qualification Code</b>	<b>CPP50711</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBR501A	Manage risk	60
CPCCV5004A	Apply legislation to urban development and building controls	36
CPPACC4001A	Apply disability awareness to assessing access situations	40
CPPACC4002A	Apply building control legislation to assess small-scale buildings for access	60
CPPACC4004A	Communicate effectively as an access consultant	40
CPPACC4005A	Conduct a building access audit	50
CPPACC4015A	Follow site occupational health and safety requirements	40
CPPACC4017A	Prepare access reports	30
CPPACC4022A	Work effectively as an access consultant	30
CPPACC5003A	Apply anthropometric principles to accessible building design and fitout	60
CPPACC5004A	Apply building codes and standards to accessible large-scale buildings	50
CPPACC5006A	Apply ergonomic principles to accessible building design and fitout	50
CPPACC5007A	Apply mechanics of human body functions to accessible building design and fitout	50
CPPACC5010A	Provide access advice on the design of the built environment	30
CPPACC5020A	Undertake research on access issues	30
<b>Group A – Access Consulting</b>		
CPPACC4010A	Conduct an aged care facility access audit	40
<b>Group B – General electives</b>		
CPPACC5012A	Prepare a design brief for accessible building work	40

<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CPPACC5017A	Provide expert access advice on building renovations	40
CPPACC5005A	Interpret and apply building control legislation when assessing large-scale buildings for access	50
CPPACC5014A	Prepare contract documentation for accessible building work	50
CPPACC5015A	Prepare specification documentation for accessible building work	50
BSBMED301B	Interpret and apply medical technology appropriately	60
BSBWOR402A	Promote team effectiveness	50
PSPREG402C	Promote client compliance	40
HLTHIR403B	Work effectively with culturally diverse clients and co-workers	20
<b>Total hours:</b>		<b>1096</b>

<b>Occupation</b>	<b>Waste &amp; resource recovery education manager</b>	
<b>Qualification Code</b>	<b>CPP50811</b>	
<b>Qualification Title</b>	<b>Diploma of Waste Management</b>	
<b>Description</b>	This position involves managing advice to clients on waste management and sustainability issues and waste management goods and services. The position may be in a medium to large company managing internal and external operational waste management /sustainability issues, or in a small company that provides an educational service to external clients. Employees manage emerging opportunities for the waste management industry	
<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBLED502A	Manage programs that promote personal effectiveness	60
BSBOHS509A	Ensure a safe workplace	60
BSBR501A	Manage risk	60
CPPCMN4001B	Develop workplace policy and procedures for sustainability	40
CPPWMT5004A	Develop waste management strategies	40
CPPWMT5036A	Develop waste management plans	40
CPPWMT5045A	Develop site safety plans	80
CPPWMT5058A	Develop emergency response plans	30
<b>Group A Electives</b>		
BSBMGT615A	Contribute to organisation development	60
CPPWMT5033A	Educate public on waste management issues	40
CPPWMT5043A	Develop and implement an environmental management strategy	80
CPPWMT5061A	Plan resource recovery	60
BSBATS1W416C	Obtain and manage consultancy services	50
BSBCCO604A	Develop and maintain a service level strategy	80
BSBINM501A	Manage an information or knowledge management system	60
BSBINN502A	Build and sustain an innovative work environment	50
BSBMKG608A	Develop organisational marketing objectives	60
LGACOM602B	Coordinate and facilitate a change process	40
BSBWOR501B	Manage personal work priorities and professional development	60
<b>Total</b>		<b>830</b>

<b>Occupation / Work Function</b>	<b>Building Designers, except designers of Construction Type A Buildings</b>	
<b>Qualification Title</b>	<b>Diploma of Building Design</b>	
<b>Qualification Code</b>	<b>CPP50911</b>	
<b>Notes</b>	<b>Refer to the Building Commission of Victoria for registration requirements to work as a registered building designer. Note: This qualification does not meet the Building Commission's minimum requirements for registration.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Mandatory core units</b>		
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPPBDN5001A	Research construction materials and methods for small-scale residential building design projects	65
CPPBDN5003A	Research compliance requirements for small-scale residential building design projects	40
CPPBDN5005A	Recommend sustainability solutions for small-scale building design projects	90
CPPBDN5008A	Develop concepts for small-scale building design projects and finalise solutions with clients	180
CPPBDN5009A	Produce compliant client-approved designs for small-scale building design projects	190
CPPBDN5011A	Produce compliant client-approved working drawings for small-scale residential buildings	220
<b>Electives Group A</b>		
CPCCSV5013A	Apply principles of energy efficient design to buildings	36
CPPBDN5002A	Research construction materials and methods for small-scale non-residential building design projects	65
CPPBDN5004A	Research compliance requirements for small-scale non-residential building design projects	50
CPPBDN5006A	Consult with clients to produce approved small-scale building project design briefs	50
CPPBDN5013A	Develop and collaborate on building information models for small-scale building design projects	100
CPPBDN5015A	Produce compliant client-approved working drawings for non-residential buildings	220
CPPBDN5016A	Produce and present rendered animations of 3-D models of small-scale building designs	50
<b>Electives Group B</b>		
CPPACC5011A	Prepare a concept design for accessible building work	70
LMFID5014A	Use CAD applications to complete models and documentation for interior design projects	80
CPPBDN5007A	Inspect and analysis sites and produce measured drawings for small scale building design projects	60
<b>Total hours</b>		<b>1586</b>

<b>Occupation / Work Function</b>	<b>GIS Data Manager</b>	
<b>Qualification Title</b>	<b>Advanced Diploma of Spatial Information Services</b>	
<b>Qualification Code</b>	<b>CPP60112</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBR501A	Manage risk	60
CPP6003A	Determine client spatial requirements	40
CPP6004A	Design a spatial project plan	60
CPP6005A	Apply quality control measures to spatial information services industry	40
CPP6007A	Design spatial information services project deliverables	100
CPP6010A	Undertake spatial information services research and development	80
<b>Electives</b>		
LGAP610A	Manage data within council's geographic information system	35
CPP5036A	Prepare tender documentation in the property industry	30
BSBF501A	Manage budgets and financial plans	70
CPP6017A	Conduct advanced remote sensing analysis	120
CPP6006A	Develop and maintain spatial information services contractual relationships	40
CPP6020A	Develop 2-D and 3-D terrain visualisations	160
BSBMGT605B	Provide leadership across the organisation	60
<b>Total hours:</b>		<b>895</b>

<b>Occupation / Work Function</b>	Surveyor	
<b>Qualification Title</b>	Advanced Diploma of Spatial Information Services	
<b>Qualification Code</b>	CPP60112	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBR501A	Manage risk	60
CPPSIS6003A	Determine client spatial requirements	40
CPPSIS6004A	Design a spatial project plan	60
CPPSIS6005A	Apply quality control measures to spatial information services industry	40
CPPSIS6007A	Design spatial information services project deliverables	100
CPPSIS6010A	Undertake spatial information services research and development	80
<b>Electives</b>		
BSBFIM501A	Manage budgets and financial plans	70
CPPDSM5036A	Prepare tender documentation in the property industry	30
CPPSIS6020A	Develop 2-D and 3-D terrain visualisations	160
CPPSIS6008A	Conduct design and set out survey	60
CPPSIS6012A	Conduct an advanced GPS control survey	70
CPPSIS6015A	Conduct complex engineering set out surveys	120
CPPCMN4001A	Develop workplace policy and procedures for sustainability	40
<b>Total hours:</b>		<b>930</b>

<b>Occupation / Work Function</b>	<b>Senior Manager in a large facility management organisation with responsibilities throughout the state</b>	
<b>Qualification Title</b>	<b>Advanced Diploma of Property Services (Asset and Facility Management)</b>	
<b>Qualification Code</b>	<b>CPP602011</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
BSBINM601A	Manage knowledge and information	80
BSBMGT605B	Provide leadership across the organisation	60
BSBMGT608A	Manage innovation and continuous improvement	70
BSBMGT616A	Develop and implement strategic plans	80
BSBMGT617A	Develop and implement a business plan	60
BSBR501A	Manage risk	60
BSBSUS501A	Develop workplace policy and procedures for sustainability	50
<b>Electives</b>		
CPPDSM6013A	Prepare project design brief and documentation in the property industry	20
CPPDSM6008A	Develop strategic facilities management plan	30
CPPDSM6009A	Manage facilities portfolio	25
CPPDSM6007A	Develop life cycle asset management plan	20
CPPDSM6004A	Determine performance of assets and facilities	30
CPPDSM6006A	Develop facilities procurement system	25
CPPDSM6012A	Plan property portfolio management	30
CPPDSM6011A	Negotiate partnership arrangements in the property industry	25
<b>Total hours:</b>		<b>655</b>

<b>Occupation</b>	<b>Underground Mine Surveyor</b>	
<b>Qualification Title</b>	<b>Advanced Diploma of Surveying</b>	
<b>Qualification Code</b>	<b>CPP60312</b>	
<b>Description</b>	<b>Establishing and maintaining underground survey control; preparing and maintaining mine plans; conducting volume computations; maintaining and preparing work plans; maintaining survey equipment; ensuring all survey work complies with legislative requirements; liaising with relevant stakeholders; and promoting company environmental health, safety and operational policies and procedures.</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPSIS6023A	Determine client spatial requirements	40
CPPSIS6032A	Conduct an advanced GNSS control survey	70
CPPSIS6035A	Conduct complex engineering set out surveys	120
CPPSIS6036A	Monitor complex engineering surveying structures	120
<b>Elective units</b>		
BSBR501B	Manage risk	60
CPPSIS6025A	Apply quality control measures to spatial information services industry	40
CPPSIS5031A	Plan spatial data collection and validation	40
CPPSIS6041A	Compile mine survey plans	60
CPPSIS6033A	Conduct underground mine surveying	140
<b>Total:</b>		<b>690</b>



<b>Qualification/Work Function</b>	<b>Senior Building Designer</b>	
<b>Qualification Title</b>	<b>Graduate Certificate in Building Design</b>	
<b>Qualification Code</b>	<b>CPP80113</b>	
<b>Description</b>	<b>This qualification covers the construction of both Type A and B Constructions</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b><i>Mandatory core units</i></b>		
CPPBDN8001A	Research and evaluate construction materials and methods for complex building design projects	80
CPPBDN8002A	Research compliance requirements for complex building design projects	80
CPPBDN8007A	Manage the design of Type A constructions	195
<b><i>Electives</i></b>		
CPPBDN8003A	Scope and initiate large and complex building design projects	100
<b>Total hours</b>		<b>455</b>

<b>Occupation/Work Function</b>	<b>Senior Building Designer managing a Building Design Practice</b>	
<b>Qualification Title</b>	<b>Graduate Diploma of Building Design</b>	
<b>Qualification Code</b>	<b>CPP80213</b>	
<b>Description</b>	<b>This qualification covers the construction of both Type A and B Constructions</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b><i>Mandatory core units</i></b>		
CPPBDN8001A	Research and evaluate construction materials and methods for complex building design projects	80
CPPBDN8002A	Research compliance requirements for complex building design projects	80
CPPBDN8003A	Scope and initiate large and complex building design projects	100
CPPBDN8007A	Manage the design of Type A constructions	195
<b><i>Electives</i></b>		
CPPBDN8004A	Lead the building design team	80
CPPBDN8005A	Manage the tendering and construction process for a client	60
CPPBDN8006A	Identify and manage new building design technologies	80
CPPCMN8001A	Lead the strategic planning process for an enterprise	80
<b>Total hours</b>		<b>755</b>

<b>Occupation</b>	<b>Accredited Access Consultant” providing professional advice to the building and construction industry on achieving access to the built environment for people with disability.</b>	
<b>Qualification Title</b>	<b>Graduate Diploma of Access Consulting</b>	
<b>Qualification Code</b>	<b>CPP80313</b>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
<b>Core</b>		
CPPACC8001A	Research and analyse access and use requirements for people with diverse disabilities	80
CPPACC8002A	Research and analyse access solutions for the built environment	80
CPPACC8003A	Provide advice on solutions to access and use issues	120
CPPACC8004A	Develop policies and briefs relating to access to and use of the built environment	120
CPPACC8005A	Develop and advise on policies and procedures to enable access for people with disabilities	100
CPPACC8006A	Give evidence relating to access and use	90
<b>Electives</b>		
CPPACC8008A	Contribute to design of accessible built environment and infrastructure	100
CPPACC8007A	Audit built environment and infrastructure for accessibility compliance and propose solutions	120
<b>Total:</b>		<b>810</b>

## CONTACTS AND LINKS

<b>Industry Skills Council (ISC)</b>		
Construction and Property Services Industry Skills Council (CPSISC)	This ISC is responsible for developing this <b>CPP07 Construction and Property Services Training Package</b> and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: PO Box 151 BELCONNEN ACT 2616 Phone/fax: 02 6253 0002 Email: <a href="mailto:info@cpsisc.com.au/">info@cpsisc.com.au/</a> Web: <a href="http://www.cpsisc.com.au/">www.cpsisc.com.au/</a>
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	<a href="http://www.training.gov.au">www.training.gov.au</a>
<b>Australian Government</b>		
The Department of Education, Employment and Workplace Relations (DEEWR).	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications	<a href="http://www.deewr.gov.au">www.deewr.gov.au</a>
<b>State Government</b>		
Department of Education and Early Childhood Development Higher Education and Skills Group (HESG)	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: <a href="http://www.skills.vic.gov.au">www.skills.vic.gov.au</a> Approved Training Schemes: <a href="http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides">http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides</a>
<b>Curriculum Maintenance Manager (CMM)</b>		
Business Industries (For all sectors except Building Design)	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group	Alan Daniel Address: C/- Chisholm Institute, P O Box 684, Dandenong, 3175 Phone/fax: 9238 8501/9238 8504 Email: Alan.Daniel@chisholm.edu.au Web: <a href="http://trainingsupport.skills.vic.gov.au/">http://trainingsupport.skills.vic.gov.au/</a>

<b>Curriculum Maintenance Manager (CMM)</b>		
Building Industries (For Building Design sector only)	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group	Tom Vassallo Address: PO Box 42, Holmesglen, Victoria Australia 3148 Phone/fax: 03 9564 1987/ 03 9564 1538 Email: <a href="mailto:Tom.Vassallo@holmesglen.edu.au">Tom.Vassallo@holmesglen.edu.au</a> Web: <a href="http://trainingsupport.skills.vic.gov.au/">http://trainingsupport.skills.vic.gov.au/</a>
<b>State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	<a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a> Phone: 03 9637 2806
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector vocational education and training sector.  ASQA regulates courses and training providers to ensure nationally approved quality standards are met.	<a href="http://www.asqa.gov.au">www.asqa.gov.au</a> Info line: 1300 701 801
<b>Industry Regulatory Body</b>		
<b>Building Sector</b> <b>EnergySafe</b> <b>Victoria</b>	The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.	Address: Level 5, Building 2 4 Riverside Quay Southbank VIC 3006 Phone: (03) 9203 9700 Email: <a href="mailto:info@esv.vic.gov.au">info@esv.vic.gov.au</a> Web: <a href="http://www.esv.vic.gov.au">www.esv.vic.gov.au</a>
<b>Real Estate Sector</b> Business Licensing Authority Consumer Affairs Victoria		Address: Department of Justice 121 Exhibition Street Melbourne Vic Phone: 1300 135 452 Email: <a href="mailto:consumer@justice.vic.gov.au">consumer@justice.vic.gov.au</a> Web: <a href="http://www.bla.vic.gov.au/wps/wcm/connect/Business+Licensing+Authority/Home/Estate+Agents/">http://www.bla.vic.gov.au/wps/wcm/connect/Business+Licensing+Authority/Home/Estate+Agents/</a>

<b>Security Sector</b> Licensing Regulatory Division, Victoria Police		Address: Level 4, Yarra Tower (Building D) Victoria Police Centre 637 Flinders Street Melbourne, VIC, 3005  Phone: 1300 651 645  <a href="mailto:licensing@police.vic.gov.au">licensing@police.vic.gov.au</a>  Web: <a href="http://www.police.vic.gov.au/content.asp?Document_ID=109">http://www.police.vic.gov.au/content.asp?Document_ID=109</a>
<b>WorkSafe</b>		
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a> Info line: 1800 136 089
<b>Other contacts</b>		
Building Designer Association of Victoria		<a href="http://www.bdav.org.au">www.bdav.org.au</a>

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Nominal Hours</b>	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.