**Victorian Purchasing Guide**

**for**

**CPP Property Services  
Training Package**

**Release 12**

**March 2021**

© State of Victoria (Department of Education and Training) 2021.

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 (See [Creative Commons](http://creativecommons.org/licenses/by-nd/3.0/au/) for more information). You are free to use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills, Department of Education and Training (DET) 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 Training 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, DET, 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, DET 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. DET 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 ⎯ Release History

**Note**: RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](https://training.gov.au/Home/Tga) for more information)

| Training Package Release | **Date VPG Approved** | | Comments |
| --- | --- | --- | --- |
| CPP Property Services  Training Package  Release No 12.0 | | 18 March 2021 | This Victorian Purchasing Guide reflects Release 12 of the CPP Property Services Package and includes the following revised qualifications and 57 revised units of competency:   * CPP20121 Certificate II in Surveying and Spatial Information Services * CCPP30221 Certificate III in Surveying and Spatial Information Services * CPP41721 Certificate IV in Surveying and Spatial Information Services * CPP50121 Diploma of Surveying * CPP50221 Diploma of Spatial Information Services * CPP60121 Advanced Diploma of Surveying   Further details in regards to the mapping of qualifications and units please click [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b) |
| CPP Property Services  Training Package  Release No 11.0 | | 11 March 2021 | This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of:  Qualifications:   * One (1) new qualification. * One (1) updated qualification which was deemed not equivalent. * Two (2) transitioned qualifications from CPP07 which were updated and deemed not equivalent.   Units of competency   * Nine (9) new units of competency. * 25 units of Competency were transitioned from CPP07, some of which were merged resulting in nineteen (19) additional units of competency. Of merged units six (6) were deemed not equivalent and thirteen (13) equivalent. * Five (5) Units of competency were updated from Release 10 of which three (3) were deemed not equivalent and two (2) equivalent. * Eight (8) deleted.   Further details in regards to the mapping of qualifications and units please click [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b) |
| CPP Property Services  Training Package  Release No 10.1 | | 6/11/2020 | This release is a result of Release 8.0 VPG approval and now includes MPH and Nominal Hours aligned to the endorsement of CPP Property Services Training Package Release 8.0  Further details in regards to the mapping of qualifications and units please click [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b) |
| CPP Property Services  Training Package  Release No 10.0 | | 16/03/2020 | CPP Property Services Training Package Release 10 includes the revision of a number of Qualifications and Units of Competency from the CPP07 Property Services Training Package in accordance with the New Standards for Training Packages. This guide, where appropriate, also reflects changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours and includes:   * Thirty three (33) qualifications which includes 2 transitioned from CPP07, which were deemed not equivalent. * 426 Units of Competency which included 21 transitioned from CPP07. * Of the 21 transitioned units of competency, 13 were not equivalent and eight (8) equivalent.   Further details in regards to the mapping of qualifications and units please click [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b) |
| CPP Property Services  Training Package  Release No 9.0 | | 16/3/2020 | CPP Property Services Training Package Release 9 includes the revision of a number of Qualifications and Units of Competency from the CPP07 Property Services Training Package in accordance with the New Standards for Training Packages. This guide, where appropriate, also reflects changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours and includes:   * Thirty one (31) qualifications which included 7 transitioned from CPP07, 1 revised from CPP Release 8 and 2 new qualifications. * New - CPP41519 - Certificate IV in Security Risk Analysis. * CPP41619 Certificate IV in Urban Pest Management. * Of the 7 transitioned qualifications from CPP07, 3 were not equivalent and 4 deemed equivalent. * The single revised qualification from CPP R8 was equivalent. * Four hundred and five (405) Units of Competency which included 81 transitioned from CPP07, 15 reviewed from CPP R8 and 9 new UoC. * Of the 81 transitioned units of competency, 10 were not equivalent. * Nominal hours were revised for eight (8) Units of Competency as a result of 2 qualifications being merged.   Further details in regards to the mapping of qualifications and units please click [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b) |
| CPP Property Services  Training Package  Release 8.0 | | 6/11/2020 | CPP Property Services Training Package Release 8 includes the revision of a number of Qualifications and Units of Competency from the CPP07 Property Services Training Package in accordance with the New Standards for Training Packages. This guide, where appropriate, also reflects changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours and includes:   * Eight (8) qualifications from CPP07 were revised and then merged into three not equivalent qualifications as follows: * CPP41419 Certificate IV in Real Estate Practice is the merging of CPP40307, CPP40407, CPP40507 and CPP40611. * CPP51119 Diploma of Property (Agency Management) is the merging of CPP50307 and CPP50409. * CPP31519 Certificate III in Real Estate Practice is the merging of CPP30211 and CPP30311. * Three hundred and sixteen (316) Units of Competency which included 44 revised from CPP07and 27 new UoC. * Of the 44 transitioned units of competency, 30 were not equivalent.   Further details in regards to the mapping of qualifications and units please click [here.](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b) |
| CPP Property Services  Training Package  Release 7.1 | | 19/02/2020 | Updated minor release of qualification CPP20218 Certificate II in Security Operations.  Updated minor release of 4 units:   * CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security * CPPSEC2104 Apply risk assessment to select and carry out response to security risk situations * CPPSEC2105 Provide quality services to a range of security clients * CPPSEC3116 Carry, operate and maintain semiautomatic pistols for security purposes. |
| CPP Property Services  Training Package  Release 7.0 | | 19/02/2020 | Revision of two qualifications, which are non-equivalent to the superseded versions in the CPP07 Property Services Training Package:   * CPP20218 Certificate II in Security Operations * CPP31318 Certificate III in Security Operations   Development of one new qualification:   * CPP31418 Certificate III in Close Protection Operations   Revision of 39 units and addition of six new units. |
| CPP Property Services  Training Package  Release 6 | | 26/11/2018 | Revision of 1 qualification, which is equivalent to its superseded version in the CPP07 Property Services Training Package:   * CPP31218 Certificate III in Swimming Pool and Spa Service * Revision of 13 equivalent units of competency. |
| CPP Property Services  Training Package  Release 5 | | 14/7/2017 | Endorsement for the following:   * Development of 1 new qualification: * CPP20617 Certificate II in Cleaning * development of 14 new units of competency in Cleaning * Revision of 1 unit of competency: CPPCMN2002 |
| CPP Property Services  Training Package  Release 4 | | 26/8/2016 | Endorsement for the following units and qualifications from Release 4:   * addition of three new strata community management qualifications: * CPP30416 Certificate III in Strata Community Management * CPP40516 Certificate IV in Strata Community Management * CPP50316 Diploma of Strata Community Management * addition of ten new strata community management units * revision of 2 common equivalent units   Endorsement for revision of two equivalent cleaning qualifications:   * CPP30316 Certificate III in Cleaning Operations * CPP40416 Certificate IV in Cleaning Management * addition of four new cleaning units: * revision of 34 cleaning units: (including 27 units equivalent to their superseded versions) * seven cleaning units not equivalent to their superseded versions * revision of seven common units including 4 common units equivalent to their superseded versions   Endorsement for the following units and qualifications from Release 3:   * revision of seven surveying and spatial information services (SSIS) qualifications equivalent to their superseded versions: * CPP20116 Certificate II in Surveying and Spatial Information Services * CPP30216 Certificate III in Surveying and Spatial Information Services * CPP40216 Certificate IV in Surveying * CPP40316 Certificate IV in Spatial Information Services * CPP50116 Diploma of Surveying * CPP50216 Diploma of Spatial Information Services * CPP60116 Advanced Diploma of Surveying * revision of 54 SSIS units of competency equivalent to their superseded versions: * inclusion of two new SSIS units of competency * revision of three common units including 1 unit not equivalent to its superseded version. |
| CPP Property Services  Training Package  Release 2 | | 21/10/2015 | This Victorian Purchasing Guide is in response to CPP Property Services Training Package Release 2:   * One revised qualification in Pest Management: * CPP30115 Certificate III in Urban Pest Management * 1 new unit CPPPMT3002 (equivalent to CPPPMT3002A and CPPPMT3009A) |

**CPP Property Services Training Package Release 12   
Victorian Purchasing Guide**

**CONTENTS**

[INTRODUCTION 2](#_Toc64388646)

[What is a Victorian Purchasing Guide? 2](#_Toc64388647)

[Registration 2](#_Toc64388648)

[Transition 2](#_Toc64388649)

[QUALIFICATIONS 3](#_Toc64388650)

[UNITS OF COMPETENCY AND NOMINAL HOURS 5](#_Toc64388651)

[CONTACTS AND LINKS 28](#_Toc64388652)

[GLOSSARY 30](#_Toc64388653)

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 maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

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 Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **CPP Property Services Training Package Release 12** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [Companion Volumes](https://vetnet.education.gov.au/Pages/default.aspx) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **CPP Property Services Training Package Release 12** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| CPP20121 | Certificate II in Surveying and Spatial Information Services | 224 | 236 |
| CPP20218 | Certificate II in Security Operations | N/A | 349 |
| CPP20319 | Certificate II in Technical Security | 433 | 456 |
| CPP20617 | Certificate II in Cleaning | 199 | 209 |
| CPP30119 | Certificate III in Urban Pest Management | 461 | 485 |
| CPP30221 | Certificate III in Surveying and Spatial Information Services | 509 | 536 |
| CPP30316 | Certificate III in Cleaning Operations | 389 | 409 |
| CPP30416 | Certificate III in Strata Community Management | 299 | 315 |
| CPP30519 | Certificate III in Technical Security | 403 | 424 |
| CPP30619 | Certificate III in Investigative Services | TBA | TBA |
| CPP30719 | Certificate III in Waste Management | 532 | 560 |
| CPP31218 | Certificate III in Swimming Pool and Spa Service | 383 | 403 |
| CPP31318 | Certificate III in Security Operations | 512 | 539 |
| CPP31418 | Certificate III in Close Protection Operations | 400 | 421 |
| CPP31519 | Certificate III in Real Estate Practice | 432 | 455 |
| CPP40121 | Certificate IV in Residential Drafting | 608 | 640 |
| CPP41721 | Certificate IV in Surveying and Spatial Information Services | 855 | 900 |
| CPP40416 | Certificate IV in Cleaning Management | 589 | 620 |
| CPP40516 | Certificate IV in Strata Community Management | 508 | 535 |
| CPP40719 | Certificate IV in Security Management | TBA | TBA |
| CPP40919 | Certificate IV in Waste Management | 513 | 540 |
| CPP41119 | Certificate IV in Home Energy Efficiency and Sustainability | 880 | 926 |
| CPP41319 | Certificate IV in Swimming Pool and Spa Service | 604 | 636 |
| CPP41419 | Certificate IV in Real Estate Practice | 594 | 625 |
| CPP41519 | Certificate IV in Security Risk Analysis | 542 | 570 |
| CPP41619 | Certificate IV in Urban Pest Management | 335 | 353 |
| CPP50121 | Diploma of Surveying | 1264 | 1330 |
| CPP50221 | Diploma of Spatial Information Services | 969 | 1020 |
| CPP50316 | Diploma of Strata Community Management | 556 | 585 |
| CPP50619 | Diploma of Security Risk Management | 447 | 470 |
| CPP50921 | Diploma of Building Design | 1169 | 1230 |
| CPP51119 | Diploma of Property (Agency Management) | 618 | 650 |
| CPP60121 | Advanced Diploma of Surveying | 817 | 860 |
| CPP60421 | Advanced Diploma of Building Design | 846 | 890 |
| CPP80221 | Graduate Diploma of Building Design | 660 | 695 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| CPPBDN4101 | Work effectively in a building design environment | 20 |
| CPPBDN4102 | Analyse building design drawings | 55 |
| CPPBDN4103 | Use CAD software to produce drawings for building design projects | 40 |
| CPPBDN4104 | Apply compliance requirements to Class 1 and 10 building design documentation | 100 |
| CPPBDN4105 | Prepare drawings for planning and building approval for Class 1 and 10 buildings | 180 |
| CPPBDN4106 | Investigate materials for construction of Class 1 and 10 buildings | 50 |
| CPPBDN4107 | Investigate construction methods for Class 1 and 10 buildings | 45 |
| CPPBDN4108 | Draw layout of required services for Class 1 and 10 buildings | 50 |
| CPPBDN4109 | Research architectural styles and movements | 40 |
| CPPBDN4110 | Set up BIM capable software and files for building design drafting projects | 40 |
| CPPBDN5101 | Produce digital 3-D models of building designs | 60 |
| CPPBDN5102 | Produce compliant designs for Class 1 and 10 buildings | 170 |
| CPPBDN5103 | Produce compliant designs for Class 2-9 buildings up to two storeys | 170 |
| CPPBDN5104 | Prepare drawings for planning and building approval for Class 2-9 buildings up to two storeys | 260 |
| CPPBDN5105 | Evaluate construction materials and methods for Class 2-9 buildings up to two storeys | 100 |
| CPPBDN5106 | Determine compliance requirements for Class 2-9 buildings up to two storeys | 80 |
| CPPBDN5107 | Manage contracts for small-scale building design projects | 60 |
| CPPBDN5108 | Design timber-framed buildings | 90 |
| CPPBDN5109 | Recommend sustainability solutions for small-scale building design projects | 90 |
| CPPBDN5110 | Inspect and assess sites to inform the design process | 60 |
| CPPBDN5111 | Produce rendered animations of 3-D models of small-scale building designs | 50 |
| CPPBDN6101 | Produce compliant designs for Class 2-9 buildings up to three storeys | 170 |
| CPPBDN6102 | Prepare drawings for planning and building approval for Class 2-9 buildings up to three storeys | 280 |
| CPPBDN6103 | Evaluate construction materials, methods and services for Class 2-9 buildings up to three storeys | 90 |
| CPPBDN6104 | Determine compliance requirements for Class 2-9 building designs up to three storeys | 60 |
| CPPBDN6105 | Manage the tendering and contract administration process for a client | 60 |
| CPPBDN6106 | Produce building information modelling for building design projects | 100 |
| CPPBDN8101 | Advise on construction materials and methods for large and complex building design projects | 80 |
| CPPBDN8102 | Advise on compliance requirements for large and complex building design projects | 80 |
| CPPBDN8103 | Scope and initiate large and complex building design projects | 100 |
| CPPBDN8104 | Manage the design of large and complex building design projects | 195 |
| CPPBDN8105 | Lead the building design team | 80 |
| CPPBDN8106 | Implement new building design technologies | 80 |
| CPPCCL2008 | Clean carpeted floors | 24 |
| CPPCCL2009 | Perform basic stain removal from carpets | 20 |
| CPPCLO2002 | Clean hard floor surfaces | 15 |
| CPPCLO2005 | Maintain glass surfaces | 10 |
| CPPCLO2011 | Maintain ceiling surfaces and fittings | 12 |
| CPPCLO2014 | Clean and arrange furniture and fittings | 20 |
| CPPCLO2016 | Clean wet surfaces | 20 |
| CPPCLO2018 | Sort, remove and recycle waste material | 10 |
| CPPCLO2032 | Plan basic cleaning activities | 15 |
| CPPCLO2034 | Maintain storage area and cleaning equipment | 15 |
| CPPCLO2036 | Maintain external surfaces | 15 |
| CPPCLO2042 | Clean surfaces using microfibre equipment | 10 |
| CPPCLO2045 | Clean rooms for guests and residents | 25 |
| CPPCLO3001 | Maintain hard floor surfaces | 15 |
| CPPCLO3002 | Restore hard floor surfaces | 50 |
| CPPCLO3003 | Clean using safe work practices | 45 |
| CPPCLO3004 | Maintain carpeted floors | 8 |
| CPPCLO3005 | Confirm and apply privacy and security requirements for cleaning work | 20 |
| CPPCLO3006 | Clean carpets | 100 |
| CPPCLO3007 | Remove carpet stains | 20 |
| CPPCLO3008 | Mitigate carpet water damage | 25 |
| CPPCLO3009 | Clean glass surfaces | 10 |
| CPPCLO3010 | Apply odour control to carpets | 25 |
| CPPCLO3011 | Clean using environmentally sustainable work practices | 30 |
| CPPCLO3012 | Repair and reinstall carpets | 80 |
| CPPCLO3013 | Clean window coverings | 10 |
| CPPCLO3014 | Maintain clean-room environments | 10 |
| CPPCLO3015 | Treat complex carpet stains | 10 |
| CPPCLO3016 | Apply topical treatments to carpets | 20 |
| CPPCLO3017 | Clean wet areas | 20 |
| CPPCLO3018 | Clean and maintain furniture and fittings | 24 |
| CPPCLO3019 | Remove waste and recyclable materials | 10 |
| CPPCLO3020 | Pressure wash and clean surfaces | 10 |
| CPPCLO3021 | Clean industrial machinery | 10 |
| CPPCLO3024 | Clean fabric upholstery | 25 |
| CPPCLO3029 | Inspect sites prior to carpet cleaning | 25 |
| CPPCLO3030 | Develop a plan to mitigate water damage and restore carpets | 50 |
| CPPCLO3035 | Maintain cleaning storage areas | 15 |
| CPPCLO3036 | Clean at heights | 10 |
| CPPCLO3037 | Clean external surfaces | 10 |
| CPPCLO3038 | Clean food-handling areas | 20 |
| CPPCLO3040 | Clean ceiling surfaces and fittings | 8 |
| CPPCLO3043 | Clean using microfibre and chemical-free techniques | 8 |
| CPPCLO3044 | Prepare rooms for guests and residents | 25 |
| CPPCLO3045 | Clean high-touch surfaces | 20 |
| CPPCLO4001 | Induct cleaning staff | 40 |
| CPPCLO4002 | Develop, implement and monitor new cleaning techniques | 50 |
| CPPCLO4003 | Manage cleaning equipment maintenance and supply | 50 |
| CPPCLO4022 | Schedule and monitor cleaning tasks | 20 |
| CPPCLO4024 | Manage the supply of cleaning stores to the work site | 25 |
| CPPCLO4025 | Provide quotation for cleaning services | 25 |
| CPPCMN2002 | Participate in workplace safety arrangements | 25 |
| CPPCMN2004 | Provide basic client services | 30 |
| CPPCMN3004 | Respond to enquiries and complaints | 20 |
| CPPCMN3005 | Complete client documentation | 15 |
| CPPCMN3006 | Provide effective client service | 30 |
| CPPCMN3007 | Support leadership in the workplace | 50 |
| CPPCMN4001 | Develop workplace policies and procedures for sustainability | 40 |
| CPPCMN4002 | Implement and monitor environmentally sustainable work practices | 40 |
| CPPCMN4003 | Establish, develop and monitor teams | 80 |
| CPPCMN4004 | Develop and manage client relations | 40 |
| CPPCMN4007 | Manage workplace safety arrangements | 50 |
| CPPCMN4008 | Read plans, drawings and specifications for residential buildings | 30 |
| CPPCMN4009 | Develop team understanding of and commitment to sustainability | 40 |
| CPPCOM4001 | Manage own work, professional development and ethical behaviour | 50 |
| CPPCOM4002 | Implement safe work practices in the property industry | 40 |
| CPPDSM3007 | Identify risks and opportunities in the property industry | 10 |
| CPPDSM3017 | Work in the strata community management sector | 35 |
| CPPDSM3020 | Source and extract information from strata plans | 10 |
| CPPDSM3021 | Collect and process information relevant to strata communities | 10 |
| CPPDSM4009 | Interpret legislation to complete work in the property industry | 30 |
| CPPDSM4027 | Analyse resource use in building operations | 20 |
| CPPDSM4028 | Identify and analyse risks and opportunities in the property industry | 20 |
| CPPDSM4031 | Arrange lease of space | 20 |
| CPPDSM4034 | Negotiate and implement strata community management agreement | 20 |
| CPPDSM4040 | Contribute to asset life cycle maintenance strategy | 20 |
| CPPDSM4045 | Facilitate meetings in the property industry | 20 |
| CPPDSM4047 | Implement and monitor procurement process | 20 |
| CPPDSM4048 | Implement customer service strategies in the property industry | 40 |
| CPPDSM4055 | Maintain asset management system | 10 |
| CPPDSM4056 | Manage conflicts and disputes in the property industry | 20 |
| CPPDSM4066 | Plan and coordinate property and facility inspection | 30 |
| CPPDSM4071 | Promote process improvement in the property industry | 30 |
| CPPDSM4072 | Provide leadership in the property industry | 30 |
| CPPDSM4082 | Monitor service requirements of owners and occupiers in strata communities | 15 |
| CPPDSM4083 | Terminate strata community | 15 |
| CPPDSM4084 | Administer insurance for strata communities | 25 |
| CPPDSM4085 | Handle strata community funds held on trust | 20 |
| CPPDSM4086 | Oversee preparation of strata community budgets | 20 |
| CPPDSM4087 | Facilitate operation of owners committee | 20 |
| CPPDSM5007 | Coordinate construction or renovation of facilities | 25 |
| CPPDSM5025 | Maintain public relations in the property industry | 50 |
| CPPDSM5026 | Manage a consultant property project team | 25 |
| CPPDSM5027 | Provide facilities and amenities for property users | 20 |
| CPPDSM5029 | Manage client relationships and networks in the property industry | 25 |
| CPPDSM5030 | Manage projects in the property industry | 80 |
| CPPDSM5039 | Meet legal requirements in managing strata communities | 20 |
| CPPDSM5040 | Meet ethical and professional standards in managing strata communities | 20 |
| CPPDSM6007 | Develop life cycle asset management plans | 20 |
| CPPHES4001 | Research and assess impact of building elements on thermal performance of residential buildings | 80 |
| CPPHES4002 | Advise clients on thermal performance of residential buildings | 60 |
| CPPHES4003 | Operate and maintain computer system to support thermal performance assessments | 40 |
| CPPHES4004 | Conduct thermal performance assessment of residential buildings | 120 |
| CPPHES4005 | Assess household energy use and efficiency improvements | 120 |
| CPPHES4006 | Assess household water use and efficiency improvements | 60 |
| CPPHES4007 | Assess thermal performance of existing residential buildings | 100 |
| CPPHES4008 | Assess household waste generation and waste management improvements | 40 |
| CPPHES4009 | Promote the adoption of home sustainability practices | 40 |
| CPPHES5001 | Conduct thermal performance assessment of complex residential buildings | 80 |
| CPPINV3026 | Work effectively in investigative services | 20 |
| CPPINV3027 | Develop investigation plans | 25 |
| CPPINV3028 | Investigate and locate subjects | 35 |
| CPPINV3029 | Provide quality investigative services to clients | 8 |
| CPPINV3030 | Conduct factual investigations | 30 |
| CPPINV3031 | Conduct interviews and take statements to support investigations | 30 |
| CPPINV3032 | Develop factual investigation reports | 10 |
| CPPINV3033 | Conduct covert surveillance operations | 30 |
| CPPINV3034 | Organise and operate surveillance vehicles | 10 |
| CPPINV3035 | Develop surveillance investigation reports | 10 |
| CPPINV4013 | Undertake case management of investigations | 24 |
| CPPREP3001 | Comply with ethical practice in real estate | 30 |
| CPPREP3002 | Communicate effectively to support customer service in real estate | 30 |
| CPPREP3003 | Access and process property information in real estate | 25 |
| CPPREP3101 | Assist in listing and marketing properties for lease | 30 |
| CPPREP3102 | Assist in listing and marketing properties for sale | 30 |
| CPPREP3103 | Assist with the sale of properties | 20 |
| CPPREP3104 | Assist with maintaining and protecting condition of managed properties | 25 |
| CPPREP3105 | Assist with property inspection | 15 |
| CPPREP4001 | Prepare for professional practice in real estate | 30 |
| CPPREP4002 | Access and interpret ethical practice in real estate | 40 |
| CPPREP4003 | Access and interpret legislation in real estate | 50 |
| CPPREP4004 | Establish marketing and communication profiles in real estate | 20 |
| CPPREP4005 | Prepare to work with real estate trust accounts | 50 |
| CPPREP4101 | Appraise property for sale or lease | 40 |
| CPPREP4102 | Market property | 30 |
| CPPREP4103 | Establish vendor relationships | 30 |
| CPPREP4104 | Establish buyer relationships | 25 |
| CPPREP4105 | Sell property | 60 |
| CPPREP4121 | Establish landlord relationships | 30 |
| CPPREP4122 | Manage tenant relationships | 30 |
| CPPREP4123 | Manage tenancy | 50 |
| CPPREP4124 | End tenancy | 30 |
| CPPREP4125 | Transact in trust accounts | 50 |
| CPPREP4141 | Establish and maintain property management portfolio | 30 |
| CPPREP4142 | Promote property management products and services | 25 |
| CPPREP4161 | Undertake pre-auction processes | 20 |
| CPPREP4162 | Conduct and complete sale by auction | 25 |
| CPPREP4163 | Complete post-auction process and contract execution | 15 |
| CPPREP4171 | Represent buyer in sales process | 20 |
| CPPREP4172 | Develop and promote property industry knowledge - buyer's agent | 15 |
| CPPREP4173 | Complete purchase of property as buyer's agent | 25 |
| CPPREP4181 | Manage onsite residential property | 50 |
| CPPREP4201 | Appraise commercial property | 40 |
| CPPREP4202 | Establish and maintain vendor and lessor relationships and networks | 50 |
| CPPREP4203 | Complete commercial property sale | 60 |
| CPPREP4204 | Establish commercial property lease | 60 |
| CPPREP4231 | Manage commercial property maintenance | 30 |
| CPPREP4232 | Manage commercial property financial reports | 70 |
| CPPREP4233 | Manage lessee relationships - commercial | 45 |
| CPPREP4234 | Manage lessor relationships - commercial | 25 |
| CPPREP4235 | End commercial property lease | 50 |
| CPPREP4261 | Appraise business for sale | 40 |
| CPPREP4262 | Establish vendor relationships in business broking | 25 |
| CPPREP4263 | Manage buyer relationships in business broking | 50 |
| CPPREP4264 | Manage the sales process in business broking | 50 |
| CPPREP4301 | Confirm and market livestock for sale | 40 |
| CPPREP4302 | Prepare livestock for sale | 25 |
| CPPREP4303 | Establish vendor and buyer relationships in livestock sale | 30 |
| CPPREP4304 | Complete sales process - livestock | 50 |
| CPPREP4501 | Prepare to complete the sales process - off the plan properties | 50 |
| CPPREP4502 | Support providers of social and community housing | 60 |
| CPPREP4503 | Present at hearings in real estate | 20 |
| CPPREP4504 | Deliver presentations to clients in real estate | 10 |
| CPPREP4505 | Value goods, chattels, plant and equipment | 30 |
| CPPREP4506 | Manage offsite and lone worker safety in real estate | 15 |
| CPPREP4507 | Provide property sustainability information in real estate | 10 |
| CPPREP4508 | Conduct livestock auction | 25 |
| CPPREP4509 | Auction goods, chattels or equipment | 40 |
| CPPREP4510 | Manage short-term or holiday letting | 50 |
| CPPREP5001 | Manage compliance in the property industry | 50 |
| CPPREP5002 | Establish and monitor property industry trust account management practices | 70 |
| CPPREP5003 | Manage ethical practice in the property industry | 30 |
| CPPREP5004 | Manage a safe workplace in the property industry | 40 |
| CPPREP5005 | Manage teams in the property industry | 40 |
| CPPREP5006 | Manage operational finances in the property industry | 60 |
| CPPREP5007 | Develop a strategic business plan in the property industry | 50 |
| CPPREP5008 | Market the property agency | 50 |
| CPPREP5009 | Develop a marketing and service strategy in real estate | 25 |
| CPPREP5010 | Manage customer service activities in the property industry | 40 |
| CPPREP5201 | Develop and maintain commercial property market intelligence | 40 |
| CPPREP5311 | Develop and maintain rural property market knowledge and intelligence | 40 |
| CPPSEC2021 | Install security equipment and systems | 40 |
| CPPSEC2022 | Install electronic locks and locking systems | 16 |
| CPPSEC2023 | Install video surveillance systems and equipment | 20 |
| CPPSEC2024 | Monitor and respond to electronic information from security equipment and systems | 4 |
| CPPSEC2025 | Sell security products and services | 8 |
| CPPSEC2026 | Perform routine maintenance on security equipment and systems | 32 |
| CPPSEC2101 | Apply effective communication skills to maintain security | 20 |
| CPPSEC2102 | Apply legal and procedural requirements to work effectively within a security team | 50 |
| CPPSEC2103 | Apply WHS, emergency response and evacuation procedures to maintain security | 16 |
| CPPSEC2104 | Apply risk assessment to select and carry out response to security risk situations | 8 |
| CPPSEC2105 | Provide quality services to a range of security clients | 8 |
| CPPSEC2106 | Protect self and others using basic defensive techniques | 24 |
| CPPSEC2107 | Patrol premises to monitor property and maintain security | 8 |
| CPPSEC2108 | Screen people, personal effects and items to maintain security | 60 |
| CPPSEC2109 | Monitor and control access and exit of persons and vehicles from premises | 25 |
| CPPSEC2110 | Monitor and control individual and crowd behaviour to maintain security | 45 |
| CPPSEC2111 | Apply security procedures to manage intoxicated persons | 4 |
| CPPSEC2112 | Apply security procedures to remove persons from premises | 8 |
| CPPSEC2113 | Escort and protect persons and valuables | 24 |
| CPPSEC2114 | Monitor electronic security equipment and respond to alarm events | 16 |
| CPPSEC3024 | Install advanced technology security equipment and systems | 80 |
| CPPSEC3025 | Diagnose faults in advanced technology security equipment and systems | 30 |
| CPPSEC3035 | Recommend technical security requirements to meet client needs | 8 |
| CPPSEC3036 | Program and configure security equipment and systems | 30 |
| CPPSEC3037 | Test installed security equipment and systems | 12 |
| CPPSEC3038 | Commission and decommission security equipment and systems | 16 |
| CPPSEC3039 | Diagnose faults in electronic security equipment and systems | 20 |
| CPPSEC3040 | Coordinate installation of security equipment and systems | 20 |
| CPPSEC3041 | Conduct routine service of security equipment and systems | 24 |
| CPPSEC3042 | Diagnose faults in video surveillance systems and equipment | 24 |
| CPPSEC3043 | Establish and test electronic monitoring parameters for security equipment and systems | 8 |
| CPPSEC3044 | Conduct routine service of electronic locks and locking systems | 16 |
| CPPSEC3045 | Assess security equipment and systems to specify required modifications | 16 |
| CPPSEC3046 | Develop security system configurations and specifications for client sites | 30 |
| CPPSEC3047 | Provide estimate and quote on security system installations | 20 |
| CPPSEC3053 | Implement measures to secure IP networked security equipment and systems | 40 |
| CPPSEC3101 | Manage conflict and security risks using negotiation | 16 |
| CPPSEC3102 | Maintain operational safety and security of work environment | 20 |
| CPPSEC3103 | Determine and implement response to security risk situation | 24 |
| CPPSEC3104 | Coordinate monitoring and control of individual and crowd behaviour | 16 |
| CPPSEC3105 | Coordinate provision of quality security services to clients | 16 |
| CPPSEC3106 | Gather, organise and present security information and documentation | 20 |
| CPPSEC3107 | Monitor security and coordinate response from control rooms | 40 |
| CPPSEC3108 | Store, protect and dispose of security information | 10 |
| CPPSEC3109 | Use and maintain security databases and compile reports | 20 |
| CPPSEC3110 | Control persons using batons | 30 |
| CPPSEC3111 | Restrain persons using handcuffs | 30 |
| CPPSEC3112 | Manage training and well-being of dogs for security functions | 100 |
| CPPSEC3113 | Handle dogs for security patrols | 30 |
| CPPSEC3114 | Control security risk situations using firearms | 40 |
| CPPSEC3115 | Carry, operate and maintain revolvers for security purposes | 32 |
| CPPSEC3116 | Carry, operate and maintain semi-automatic pistols for security purposes | 20 |
| CPPSEC3117 | Carry, operate and maintain shotguns for security purposes | 40 |
| CPPSEC3118 | Inspect and test cash-in-transit security equipment and rectify faults | 30 |
| CPPSEC3119 | Implement cash-in-transit security procedures | 40 |
| CPPSEC3120 | Load and unload cash-in-transit in secured and unsecured environments | 65 |
| CPPSEC3121 | Control persons using empty hand techniques | 24 |
| CPPSEC3122 | Plan provision of close protection services | 60 |
| CPPSEC3123 | Implement close protection services | 45 |
| CPPSEC3124 | Prepare and present evidence in court | 24 |
| CPPSEC3125 | Implement security procedures to protect critical infrastructure and public assets | 60 |
| CPPSEC3126 | Defend persons using spray | 20 |
| CPPSEC3127 | Conduct security screening using x-ray equipment | 16 |
| CPPSEC3128 | Conduct security screening using walk-through metal detection equipment | 4 |
| CPPSEC3129 | Conduct security screening using explosive trace detection equipment | 8 |
| CPPSEC3130 | Conduct security screening using hand-held metal detectors | 4 |
| CPPSEC3131 | Select, use and maintain body armour for security purposes | 16 |
| CPPSEC4001 | Manage work health and safety in the security work environment | 30 |
| CPPSEC4003 | Assess and advise on client security needs | 30 |
| CPPSEC4004 | Supervise security operations | 30 |
| CPPSEC4005 | Facilitate security operations briefing and debriefing processes | 12 |
| CPPSEC4006 | Conduct security risk assessment of client operations | 60 |
| CPPSEC4007 | Identify security threats and assess impact on client operations | 40 |
| CPPSEC4008 | Assess and prepare security tender submissions | 20 |
| CPPSEC4009 | Interpret electronic information from advanced technology security systems | 20 |
| CPPSEC4010 | Manage monitoring centre operations | 60 |
| CPPSEC4011 | Manage field staff activity and incident response from control room | 20 |
| CPPSEC4012 | Assess security vulnerabilities of assets | 40 |
| CPPSEC4014 | Commission and decommission networked security systems | 10 |
| CPPSEC4015 | Maintain networked security systems | 10 |
| CPPSEC4016 | Install networked security systems | 30 |
| CPPSEC4017 | Design security system configurations and specifications | 30 |
| CPPSEC4018 | Program and configure networked security systems | 20 |
| CPPSEC4019 | Diagnose faults in networked security systems | 20 |
| CPPSEC4020 | Advise on advanced technology security systems to meet client needs | 50 |
| CPPSEC4021 | Develop standard operating procedures for advanced technology security systems | 50 |
| CPPSEC4022 | Establish and implement ethics and governance arrangements for security businesses | 60 |
| CPPSEC4023 | Implement contracting arrangements for security businesses | 40 |
| CPPSEC4024 | Assess security of crowded places | 50 |
| CPPSEC4025 | Advise on operational requirements to maintain crowded place security | 40 |
| CPPSEC5002 | Coordinate security operations | 30 |
| CPPSEC5003 | Assess security risk management options | 30 |
| CPPSEC5004 | Develop security risk management plans | 40 |
| CPPSEC5005 | Implement security risk management plans | 40 |
| CPPSEC5006 | Develop strategies to implement advanced technology security systems | 60 |
| CPPSEC5008 | Analyse threat environment and devise strategies to respond to active threats | 60 |
| CPPSEC5009 | Implement communication systems to respond to active threats | 40 |
| CPPSSI2012 | Assist in collecting basic spatial data | 30 |
| CPPSSI2013 | Store and retrieve basic spatial data | 10 |
| CPPSSI2015 | Assist with surveying and spatial field activities | 10 |
| CPPSSI3011 | Produce basic maps | 40 |
| CPPSSI3015 | Collect basic surveying data | 60 |
| CPPSSI3016 | Provide field support services for surveying and spatial projects | 40 |
| CPPSSI3019 | Produce basic plans of surveys | 40 |
| CPPSSI3020 | Perform simple surveying and spatial computations | 100 |
| CPPSSI3021 | Visually interpret image data | 30 |
| CPPSSI4022 | Store and retrieve spatial data | 50 |
| CPPSSI4024 | Source and assess spatial data | 100 |
| CPPSSI4025 | Collect spatial data using GNSS | 30 |
| CPPSSI4026 | Digitally enhance and process image data | 40 |
| CPPSSI4032 | Plan and conduct field surveying operations | 40 |
| CPPSSI4030 | Operate surveying equipment | 100 |
| CPPSSI4031 | Perform surveying computations | 80 |
| CPPSSI4034 | Maintain spatial data | 60 |
| CPPSSI4035 | Apply GIS software to spatial problems | 70 |
| CPPSSI4036 | Operate spatial software applications | 80 |
| CPPSSI4037 | Produce computer-aided drawings | 80 |
| CPPSSI4038 | Prepare and present GIS data | 40 |
| CPPSSI4039 | Design and produce maps | 60 |
| CPPSSI4040 | Collect spatial data using a total station | 60 |
| CPPSSI4041 | Set out site and building works | 60 |
| CPPSSI5031 | Develop a spatial data collection plan | 40 |
| CPPSSI5032 | Capture new spatial data | 100 |
| CPPSSI5035 | Create spatial data | 20 |
| CPPSSI5036 | Integrate spatial datasets | 60 |
| CPPSSI5037 | Maintain spatial data systems | 60 |
| CPPSSI5040 | Source, collate and interpret spatial data | 20 |
| CPPSSI5043 | Design spatial data storage systems | 60 |
| CPPSSI5044 | Develop subdivision survey designs | 120 |
| CPPSSI5046 | Set out roads and stormwater systems | 120 |
| CPPSSI5047 | Conduct GNSS surveys | 40 |
| CPPSSI5048 | Conduct engineering surveys | 70 |
| CPPSSI5050 | Produce survey drawings | 80 |
| CPPSSI5051 | Conduct identification surveys | 60 |
| CPPSSI5052 | Integrate surveying datasets | 60 |
| CPPSSI5053 | Perform complex surveying computations | 80 |
| CPPSSI5054 | Perform geodetic surveying computations | 80 |
| CPPSSI5057 | Conduct precision surveys | 60 |
| CPPSSI5058 | Conduct geodetic surveys | 60 |
| CPPSSI5060 | Develop spreadsheets for spatial data | 60 |
| CPPSSI5061 | Survey subsurface utility information | 60 |
| CPPSSI5062 | Conduct photogrammetric mapping | 40 |
| CPPSSI5064 | Conduct complex spatial data analysis | 60 |
| CPPSSI5065 | Design basic engineering structures | 140 |
| CPPSSI6021 | Conduct open pit mine surveys | 140 |
| CPPSSI6022 | Produce mine drawings | 60 |
| CPPSSI6032 | Conduct advanced GNSS control surveys | 70 |
| CPPSSI6033 | Conduct underground mine surveys | 140 |
| CPPSSI6034 | Conduct mining geology project research | 70 |
| CPPSSI6035 | Conduct complex engineering set-out surveys | 120 |
| CPPSSI6036 | Monitor engineering structures | 120 |
| CPPSSI6037 | Conduct advanced remote sensing analysis | 120 |
| CPPSSI6040 | Develop 2-D and 3-D terrain visualisations | 160 |
| CPPSSI6041 | Compile mine survey plans | 60 |
| CPPSPS3001 | Handle, transport and store swimming pool and spa chemicals safely | 15 |
| CPPSPS3002 | Perform basic swimming pool and spa measurements and calculations | 20 |
| CPPSPS3003 | Maintain swimming pools and spas | 30 |
| CPPSPS3004 | Maintain swimming pool and spa water circulation and filtration systems | 25 |
| CPPSPS3005 | Maintain swimming pool and spa dosing systems | 25 |
| CPPSPS3006 | Maintain swimming pool and spa cleaning and vacuuming systems | 25 |
| CPPSPS3007 | Maintain swimming pool and spa heating systems | 25 |
| CPPSPS3008 | Work in the swimming pool and spa servicing industry | 15 |
| CPPSPS3009 | Maintain swimming pool and spa stock | 25 |
| CPPSPS3010 | Sell swimming pool and spa products and services | 20 |
| CPPSPS3011 | Use and maintain business technology related to swimming pool and spa servicing | 30 |
| CPPSPS3012 | Access and apply information from swimming pool and spa technical manuals | 25 |
| CPPSPS4001 | Assess and treat water problems in swimming pools and spas | 15 |
| CPPSPS4002 | Install and repair swimming pool and spa circulation and filtration systems | 35 |
| CPPSPS4003 | Install and repair swimming pool and spa dosing systems | 35 |
| CPPSPS4004 | Install and repair swimming pool and spa cleaning and vacuuming systems | 35 |
| CPPSPS4005 | Install, service and repair swimming pool and spa heating systems | 25 |
| CPPSPS4006 | Install, service and repair swimming pool and spa low voltage lighting systems | 15 |
| CPPSPS4007 | Inspect, service and repair aquatic facility plant and equipment | 30 |
| CPPSPS4008 | Install, service and repair spas | 40 |
| CPPSPS4009 | Estimate cost of swimming pool and spa products and services | 25 |
| CPPSPS4012 | Design, install and service automated systems for swimming pools and spas | 40 |
| CPPSPS4013 | Establish maintenance plans for swimming pools and spas | 35 |
| CPPSPS4014 | Drain and acid wash swimming pools and spas | 15 |
| CPPSPS4016 | Advise on swimming pool and spa products and services | 20 |
| CPPSPS4017 | Detect leaks in swimming pools and spas | 30 |
| CPPUPM3005 | Manage pests without applying pesticides | 70 |
| CPPUPM3006 | Manage pests by applying pesticides | 100 |
| CPPUPM3008 | Inspect for and report on timber pests | 45 |
| CPPUPM3010 | Control timber pests | 45 |
| CPPUPM3011 | Manage organisms by applying fumigants to commodities and environments | 60 |
| CPPUPM3017 | Maintain, service and repair pest management equipment | 20 |
| CPPUPM3018 | Maintain equipment and pesticide storage area in pest management vehicles | 25 |
| CPPUPM3042 | Install termite management systems | 40 |
| CPPUPM4001 | Assess and select pest management vehicle and equipment | 15 |
| CPPUPM4002 | Schedule, organise and monitor pest management operations | 40 |
| CPPUPM4003 | Assess and advise on pest management options for sensitive | 25 |
| CPPUPM4004 | Assess and advise on pest management options for complex operations | 30 |
| CPPUPM4005 | Implement and monitor pest management plans for sensitive operations | 25 |
| CPPUPM4006 | Implement and monitor pest management plans for complex operations | 20 |
| CPPWMT3001 | Identify and segregate waste | 25 |
| CPPWMT3002 | Conduct waste resource recovery | 40 |
| CPPWMT3003 | Identify and respond to hazards and emergencies in waste management | 35 |
| CPPWMT3004 | Comply with environmental protection requirements when transporting waste | 30 |
| CPPWMT3005 | Maintain storage area for waste management equipment and consumables | 20 |
| CPPWMT3006 | Receive, transfer and dispatch waste | 50 |
| CPPWMT3007 | Process waste using plant | 70 |
| CPPWMT3008 | Store and monitor contained waste | 55 |
| CPPWMT3009 | Place, compact and cover waste at landfill sites | 40 |
| CPPWMT3010 | Maintain waste landfill sites | 40 |
| CPPWMT3011 | Conduct waste assessments | 25 |
| CPPWMT4001 | Develop proposals for waste management services | 45 |
| CPPWMT4002 | Develop waste management plans | 60 |
| CPPWMT4003 | Implement waste management plans | 25 |
| CPPWMT4004 | Prepare waste management tender submissions | 45 |
| CPPWMT4005 | Implement waste management site safety plans | 60 |
| CPPWMT4006 | Monitor waste landfill sites | 25 |
| CPPWMT4007 | Organise and monitor waste management operations | 55 |
| CPPWMT4008 | Provide waste management information to stakeholders | 50 |
| CPPWMT4009 | Conduct waste audits | 60 |
| CPPWMT4010 | Assess and advise on waste avoidance options | 60 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Curriculum Maintenance Manager (CMM)** | | |
| CMM Business Industries | The CMM Service is provided on behalf of Higher Education and Skills, across all industry areas covered by Training Packages.  CMM Service Executive Officers can assist with questions on payable and nominal hours. | Alan Daniel  Executive Officer  Address: C/- Chisholm Institute  PO Box 684  Dandenong VIC 3175  Ph: (03) 9238 8501  Email: [alan.daniel@chisholm.edu.au](mailto:alan.daniel@chisholm.edu.au) |
| CMM Building Industries (For Building Design sector only) | Teresa Signorello  Address: C/- Holmesglen, PO Box 42, Holmesglen, Victoria Australia 3148  Phone/fax 03 9564 7987/03 9564 1538  Email: [Teresa.signorello@holmesglen.edu.au](mailto:Teresa.signorello@holmesglen.edu.au) |
| **Service Skills Organisation (SSO)** | | |
| Artibus Innovation | This SSO is responsible for developing this **CPP Property Services Training Package** and can be contacted for further information. | Address: 373 Elizabeth Street, North Hobart TAS 7000  Phone (03 6218 2841  Email: [enquiries@artibus.com.au](mailto:enquiries@artibus.com.au)  The SSO website can be found [here](http://www.artibus.com.au/) |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See the [National Register](http://training.gov.au/) for more information. |
| **Australian Government** | | |
| Department of Education, Skills and Employment | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | See the [Commonwealth Department of Education, Skills and Employment website](https://www.dese.gov.au/) for more information. |
| **State Government** | | |
| Department of Education and Training (DET) | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. | (03) 9637 2000  See the [Victorian Department of Education and Training website](http://www.education.vic.gov.au/) for more information. |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801  See the [ASQA website](http://www.asqa.gov.au/) for more information. |
| **Victorian State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806  See the [VRQA website](http://www.vrqa.vic.gov.au/) for more information. |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules.  The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.  Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **Scope of Registration** | 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. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |