

Victorian Purchasing Guide
for
CPP Property Services
Training Package
Release 7.0-7.1

February 2020

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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](#) for more information)

Training Package Release	Date VPG Approved	Comments
CPP Property Services Training Package Release 7.1	19 February 2020	<p>Updated minor release of qualification CPP20218 Certificate II in Security Operations.</p> <p>Updated minor release of 4 units:</p> <ul style="list-style-type: none"> • 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 February 2020	<p>Revision of two qualifications, which are non-equivalent to the superseded versions in the CPP07 Property Services Training Package:</p> <ul style="list-style-type: none"> • CPP20218 Certificate II in Security Operations • CPP31318 Certificate III in Security Operations <p>Development of one new qualification:</p> <ul style="list-style-type: none"> • CPP31418 Certificate III in Close Protection Operations <p>Revision of 39 units and addition of six new units.</p>
CPP Property Services Training Package Release 6	26/11/2018	<p>Revision of 1 qualification, which is equivalent to its superseded version in the CPP07 Property Services Training Package:</p> <p>CPP31218 Certificate III in Swimming Pool and Spa Service</p> <p>Revision of 13 equivalent units of competency.</p>
CPP Property Services Training Package Release 5	14/7/2017	<p>Endorsement for the following:</p> <ul style="list-style-type: none"> • Development of 1 new qualification: <ul style="list-style-type: none"> ○ 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	<p>Endorsement for the following units and qualifications from Release 4:</p> <ul style="list-style-type: none"> • addition of three new strata community management qualifications: <ul style="list-style-type: none"> ○ 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

Training Package Release	Date VPG Approved	Comments
		<p>Endorsement for revision of two equivalent cleaning qualifications:</p> <ul style="list-style-type: none"> • 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 <p>Endorsement for the following units and qualifications from Release 3:</p> <ul style="list-style-type: none"> • 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.
<p>CPP Property Services Training Package Release 2</p>	<p>21/10/2015</p>	<p>This Victorian Purchasing Guide is in response to CPP Property Services Training Package Release 2:</p> <ul style="list-style-type: none"> • One revised qualification in Pest Management: <ul style="list-style-type: none"> ○ CPP30115 Certificate III in Urban Pest Management ○ 1 new unit CPPPMT3002 (equivalent to CPPPMT3002A and CPPPMT3009A)
<p>CPP Property Services Training Package Release 1</p>	<p>19/05/2015</p>	<p>This Victorian Purchasing Guide reflects the first iteration of CPP Property Services Training Package Release 1.</p> <p>The CPP Property Services Training Package Release 1 has been produced in the New Standards format and contains:</p> <ul style="list-style-type: none"> • one new Building Design qualification: <ul style="list-style-type: none"> ○ CPP40115 Certificate IV in Building Design Drafting • 13 new units of competency in Building Design <p>For information on nominal duration of CPP07 units and qualifications refer to the Victorian Purchasing Guide for CPP07 Property Services Training Package Version No 14.1.</p>

CPP Property Services Training Package Release 7 Victorian Purchasing Guide

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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 7** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) 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 7** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
CPP20116	Certificate II in Surveying and Spatial Information Services	177	186
CPP20218	Certificate II in Security Operations	N/A	349
CPP20617	Certificate II in Cleaning	199	209
CPP30115	Certificate III in Urban Pest Management	456	480
CPP30216	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
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
CPP40115	Certificate IV in Building Design Drafting	918	966
CPP40216	Certificate IV in Surveying	694	730
CPP40316	Certificate IV in Spatial Information Services	827	870
CPP40416	Certificate IV in Cleaning Management	589	620
CPP40516	Certificate IV in Strata Community Management	508	535
CPP50116	Diploma of Surveying	1037	1092
CPP50216	Diploma of Spatial Information Services	969	1020
CPP50316	Diploma of Strata Community Management	556	585
CPP60116	Advanced Diploma of Surveying	732	770

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
CPPBDN4001	Research and evaluate construction materials and methods for building design projects	95
CPPBDN4002	Research and apply compliance requirements to technical construction documentation	40
CPPBDN4003	Collect, apply and store building design project information	30
CPPBDN4004	Set up BIM-capable software and files for building design drafting projects	40
CPPBDN4005	Review and report structural integrity of building designs	95
CPPBDN4006	Import and transpose information from external sources into digital building design drawings	40
CPPBDN4007	Store and retrieve building design documentation	30
CPPBDN4008	Produce digital building design concept drawings	90
CPPBDN4009	Analyse building design drawings and review findings	55
CPPBDN4010	Prepare documentation for planning approval	120
CPPBDN4011	Prepare documentation for building approval	100
CPPBDN4012	Provide support to project building designers	50
CPPBDN4013	Produce construction detail drawings	100
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
CPPCMN2004	Provide basic client service	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
CPPDSM3007	Identify risks and opportunities in the property industry	10
CPPDSM3009	Maintain workplace safety in the property industry	35
CPPDSM3010	Meet customer needs and expectations in the property industry	30
CPPDSM3011	Monitor building facilities	30
CPPDSM3016	Work in the property industry	50
CPPDSM3017	Work in the strata community management sector	35
CPPDSM3019	Communicate with clients in the property industry	25
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

Unit Code	Unit Title	Nominal Hours
CPPDSM4020	Present at tribunals	20
CPPDSM4026	Analyse property and facility information	20
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
CPPDSM4042	Coordinate construction contract	25
CPPDSM4044	Coordinate maintenance and repair of properties and facilities	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
CPPDSM4049	Implement maintenance program for managed properties	25
CPPDSM4055	Maintain asset management system	10
CPPDSM4056	Manage conflicts and disputes in the property industry	20
CPPDSM4057	Monitor a safe workplace in the property industry	40
CPPDSM4063	Participate in developing and establishing property or facility contracts	30
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
CPPDSM4074	Select and appoint contractors in the property industry	10

Unit Code	Unit Title	Nominal Hours
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
CPPDSM5006	Coordinate customer service activities in the property industry	30
CPPDSM5007	Coordinate construction or renovation of facilities	25
CPPDSM5009	Coordinate risk management systems in the property industry	25
CPPDSM5018	Ensure a safe workplace in the property industry	40
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
CPPPMT3002	Assess, advise on options, and develop pest management plans for complex or high-risk operations	40
CPPPMT3005	Manage pests without applying pesticides	60
CPPPMT3006	Manage pests by applying pesticides	90

Unit Code	Unit Title	Nominal Hours
CPPPMT3007	Implement pest management plans for complex or highrisk operations	20
CPPPMT3008	Inspect for and report on timber pests	40
CPPPMT3010	Control timber pests	40
CPPPMT3011	Manage organisms by applying fumigants to commodities and environments	60
CPPPMT3017	Maintain, service and repair pest management equipment	10
CPPPMT3018	Maintain equipment and pesticide storage area in pest management vehicles	60
CPPPMT3019	Organise and monitor pest management operations	25
CPPPMT3026	Select pest management vehicle and equipment	15
CPPPMT3029	Plan and schedule pest management operations	30
CPPPMT3042	Install physical termite management systems	30
CPPPMT3043	Prepare and present pest management proposals for complex or high risk operations	25
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

Unit Code	Unit Title	Nominal Hours
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
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 room	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

Unit Code	Unit Title	Nominal Hours
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
CPPSIS2012	Assist in collecting basic spatial data	30
CPPSIS2013	Store and retrieve basic spatial data	10
CPPSIS2015	Assist with surveying and spatial field activities	10
CPPSIS2016	Assist with load transfers	10

Unit Code	Unit Title	Nominal Hours
CPPSIS3011	Produce basic maps	30
CPPSIS3015	Collect basic surveying data	60
CPPSIS3016	Provide field support services for surveying and spatial projects	40
CPPSIS3018	Transfer loads	40
CPPSIS3019	Produce basic plans of surveys	40
CPPSIS3020	Perform basic surveying computations	100
CPPSIS3021	Visually interpret image data	30
CPPSIS4022	Store and retrieve spatial data	50
CPPSIS4024	Source and assess spatial data	100
CPPSIS4025	Collect spatial data using GNSS	20
CPPSIS4026	Digitally enhance and process image data	40
CPPSIS4027	Organise surveying field services	30
CPPSIS4030	Operate surveying equipment	100
CPPSIS4031	Perform surveying computations	60
CPPSIS4032	Conduct field surveying operations	40
CPPSIS4034	Maintain spatial data	60
CPPSIS4035	Apply GIS software to solve spatial data problems	70
CPPSIS4036	Operate spatial software applications	80
CPPSIS4037	Produce computer-aided drawings	80
CPPSIS4038	Prepare and present GIS data	40
CPPSIS4039	Design and produce maps	60
CPPSIS4040	Collect spatial data using terrestrial technologies	60
CPPSIS4041	Set out site and building works	60

Unit Code	Unit Title	Nominal Hours
CPPSIS5031	Plan spatial data collection	40
CPPSIS5032	Capture new spatial data	100
CPPSIS5035	Obtain and validate spatial data	20
CPPSIS5036	Integrate spatial datasets	60
CPPSIS5037	Maintain spatial data systems	60
CPPSIS5038	Develop spatial databases	60
CPPSIS5039	Plan and implement spatial projects	100
CPPSIS5040	Interpret and collate spatial data	20
CPPSIS5043	Design spatial data storage systems	60
CPPSIS5044	Develop subdivision survey designs for local government approval	120
CPPSIS5046	Set out stormwater systems	120
CPPSIS5047	Conduct GNSS surveys	120
CPPSIS5048	Conduct engineering surveys	40
CPPSIS5049	Plan and implement surveying projects	40
CPPSIS5051	Apply land and planning law to surveying	60
CPPSIS5052	Integrate surveying datasets	60
CPPSIS5053	Perform advanced surveying computations	40
CPPSIS5054	Perform geodetic surveying computations	80
CPPSIS5057	Conduct precision surveys	60
CPPSIS5058	Conduct geodetic surveys	40
CPPSIS5060	Develop spreadsheets for spatial data	60
CPPSIS5061	Locate underground services in surveying practice	40
CPPSIS5062	Conduct photogrammetric mapping	40

Unit Code	Unit Title	Nominal Hours
CPPSIS5064	Coordinate GIS data manipulation and analysis	60
CPPSIS5065	Design basic engineering structures	120
CPPSIS6021	Conduct open pit mine surveys	140
CPPSIS6022	Produce mine drawings	60
CPPSIS6025	Apply quality control measures to spatial products and services	40
CPPSIS6031	Design basic mines	60
CPPSIS6032	Conduct advanced GNSS control surveys	70
CPPSIS6033	Conduct underground mine surveys	140
CPPSIS6034	Conduct mining geology operations	70
CPPSIS6035	Conduct complex engineering set-out surveys	120
CPPSIS6036	Monitor engineering structures	120
CPPSIS6037	Conduct advanced remote sensing analysis	120
CPPSIS6040	Develop 2-D and 3-D terrain visualisations	160
CPPSIS6041	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	Routinely maintain swimming pools and spas	30
CPPSPS3004	Routinely maintain swimming pool and spa water circulation and filtration systems	25
CPPSPS3005	Routinely maintain swimming pool and spa dosing systems	25
CPPSPS3006	Routinely maintain swimming pool cleaning and vacuuming systems	25
CPPSPS3007	Routinely maintain swimming pool and spa heating systems	25

Unit Code	Unit Title	Nominal Hours
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

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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
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
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 The SSO website can be found here
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 for more information.
Australian Government		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the Commonwealth Department of Employment, Skills, Small and Family Business website 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 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 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](#) for more information.

Industry Regulatory Bodies

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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	<p>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.</p> <p>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.</p>
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.