Victorian Purchasing Guide

for

CPP Property Services Training Package

Release 13

April 2021

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 13	28/04/2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of: • Qualifications: Two (2) transferred from CPP07 and deemed equivalent to the superseded qualification in CPP07. • Units of competency: Thirty (30) transferred and updated from CPP07 and deemed equivalent to the superseded qualification in CPP07. In addition, this guide includes the maximum payable hours for the CPP30619 Certificate III in Investigative Services and CPP40719 Certificate IV in Security Management revised in Release 9. Mapping of qualifications and units are detailed in the Companion Volumes.
CPP Property Services Training Package Release 12	18/3/2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of: Qualifications: Seven (7) updated and deemed equivalent. CPP40216 and CPP40316 were merged into one (1) qualification to form CPP41712. Units of competency: Fifty eight (58) updated of which five (5) were not equivalent and fifty three (53) equivalent. CPPSIS4027 and CPPSIS4032 were also merged to form CPPSSI4032 and included in the not equivalent figure. Mapping of qualifications and units are detailed in the Companion Volumes.
CPP Property Services Training Package Release 11	11/3/2021	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. • Twenty five (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. Mapping of qualifications and units are detailed in the Companion Volumes.

Training Package Release	Date VPG Approved	Comments
CPP Property Services Training Package Release 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 Mapping of qualifications and units are detailed in the Companion Volumes.
CPP Property Services Training Package Release 10	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. • Four hundred and twenty six (426) Units of Competency which included twenty one (21) transitioned from CPP07. • Of the twenty one (21) transitioned units of competency, thirteen (13) were not equivalent and eight (8) equivalent. Mapping of qualifications and units are detailed in the Companion Volumes.
CPP Property Services Training Package Release 9	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. Mapping of qualifications and units are detailed in the Companion Volumes.
CPP Property Services Training Package Release 8	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

Training Package Release	Date VPG Approved	Comments
		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 non-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. Mapping of qualifications and units are detailed in the [Companion Volumes.](#)
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	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.

Training Package Release	Date VPG Approved	Comments
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	21/10/2015	This Victorian Purchasing Guide is in response to CPP Property Services Training Package Release 2: One revised qualification in Pest Management:

Training Package Release	Date VPG Approved	Comments
Release 2		• CPP30115 Certificate III in Urban Pest Management • 1 new unit CPPPMT3002 (equivalent to CPPPMT3002A and CPPPMT3009A)

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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 13** 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 13** 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
CPP20521	Certificate II in Fire Protection Inspection and Testing	366	385
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	415	437
CPP30719	Certificate III in Waste Management	532	560
CPP30821	Certificate III in Fire Protection Inspection and Testing	523	550s
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	467	492
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

Code	Title	Minimum Payable Hours	Maximum Payable Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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
CPPFES2003	Safely move loads and dangerous goods	25
CPPFES2004	Identify and report on types of installed fire safety equipment and systems	35
CPPFES2005	Demonstrate first attack firefighting equipment	15
CPPFES2006	Prepare for installation and servicing operations	25
CPPFES2007	Maintain quality of work and promote continuous improvement	20
CPPFES2010	Inspect and test fire hose reels	20
CPPFES2011	Install portable fire extinguishers, fire cabinets and fire blankets	25

Unit Code	Unit Title	Nominal Hours
CPPFES2016	Inspect, test and maintain delivery layflat fire hoses	20
CPPFES2020	Conduct routine inspection and testing of fire extinguishers and fire blankets	35
CPPFES2021	Inspect, test and maintain fire extinguishers	30
CPPFES2025	Inspect, test and maintain gaseous fire-suppression systems	45
CPPFES2026	Inspect and test emergency and exit lighting systems	25
CPPFES2027	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems	50
CPPFES2029	Conduct functional tests on fire detection, warning and intercommunication devices	100
CPPFES2035	Identify, inspect and test fire and smoke doors	30
CPPFES2037	Inspect and test fire hydrant systems	20
CPPFES2039	Identify, inspect and test passive fire and smoke containment products and systems	40
CPPFES2043	Apply regulations to prevent ozone depleting substance and synthetic greenhouse gas emissions	15
CPPFES2047	Inspect and test control and indicating equipment	25
CPPFES2048	Receive and dispatch scheduled gaseous fire-extinguishing agents	20
CPPFES2049	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents	25
CPPFES2050	Monitor storage operations for scheduled gaseous fire-extinguishing agents	20
CPPFES3024	Inspect and maintain portable foam-generating equipment	30
CPPFES3032	Conduct enclosure integrity testing	40
CPPFES3038	Inspect, test and maintain portable fire monitors	15

Unit Code	Unit Title	Nominal Hours
CPPFES3040	Install passive fire and smoke containment systems	40
CPPFES3042	Install and commission pre-engineered fire-suppression systems	50
CPPFES3044	Interpret installation requirements for gaseous fire-suppression systems	30
CPPFES3045	Install gaseous agent containers and actuators	45
CPPFES3046	Decommission gaseous agent containers and actuators	30
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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
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

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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
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
CPPSSI4030	Operate surveying equipment	100
CPPSSI4031	Perform surveying computations	80
CPPSSI4032	Plan and conduct field surveying operations	40
CPPSSI4034	Maintain spatial data	60
CPPSSI4035	Apply GIS software to spatial problems	70

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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
CPPUPM3005	Manage pests without applying pesticides	70
CPPUPM3006	Manage pests by applying pesticides	100
CPPUPM3008	Inspect for and report on timber pests	45

Unit Code	Unit Title	Nominal Hours
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

Unit Code	Unit Title	Nominal Hours
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.	Alan Daniel Executive Officer Address: C/- Chisholm Institute PO Box 684 Dandenong VIC 3175 Ph: (03) 9238 8501 alan.daniel@chisholm.edu.au
CMM Building Industries (For Building Design sector only)	CMM Service Executive Officers can assist with questions on payable and nominal hours.	Teresa Signorello Address: C/- Holmesglen, PO Box 42, Holmesglen, Victoria Australia 3148 Phone/fax 03 9564 7987/03 9564 1538 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 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 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 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.

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.