**Victorian Purchasing Guide for**

**CPP07 Property Services Training Package Version No 14.1**

**February 2014**



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**Victorian Purchasing Guide  Version History**

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| **Training Package Version** | **Date VPG Released** | **Comments** |
| CPP07 Property Services Release 14.1 | 19 February  2014 | * Minor correction to remove a duplicate element in CPPBDN5017A Produce 2-D drawings for building design projects using CAD software. |
| CPP07 Property Services Release14 | NSSC endorsement for:   * Revision of three equivalent qualifications to meet revised Australian Qualifications Framework specifications:   + CPP80113 Graduate Certificate in Building Design   + CPP80213 Graduate Diploma of Building Design   + CPP80313 Graduate Diploma of Access Consulting * Addition of one new unit of competency: CPPBDN5017A Produce 2-D drawings for building design projects using CAD software.   ISC upgrade to:   * add, revise or remove elective units in the following equivalent qualifications:   + CPP20212 Certificate II in Security Operations   + CPP30911 Certificate III in Pest Management   + CPP40611 Certificate IV in Property Services (Operations)   + CPP41212 Certificate IV in NatHERS Assessment   + CPP50511 Diploma of Property Services (Asset and Facility Management)   + CPP50911 Diploma of Building Design * revise two equivalent units:   + CPPCMN4013B Operate a sustainable business   + CPPPMT3018B Maintain equipment and chemical storage areas |
| CPP07 Property Services Version 13 | 22 March 2013 | NSSC endorsement for:   * addition of two new swimming pool and spa (SPS) qualifications:   + CPP31212 Certificate III in Swimming Pool and Spa Service   + CPP41312 Certificate IV in Swimming Pool and Spa Service * revision of one security qualification:   + CPP20212 Certificate II in Security Operations * addition of thirty new units of competency   ISC upgrade to update superseded imported elective unit in CPP30411 Certificate III in Security Operations: |

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| **Training Package Version** | **Date VPG Released** | **Comments** |
| CPP07 Property Services Version 12 | 5 February 2013  (Please note, this VPG incorporates Versions 11 and 12 of the CPP07 Training Package). | NSSC endorsement for:  **Version 11**   * addition of two new home sustainability assessment (HSA) qualifications:   + CPP41212 Certificate IV in NatHERS Assessment   + CPP51012 Diploma of Residential Building Energy Assessment   + addition of sixteen new HSA units of competency   **Version 12**   * addition of one new SSIS qualification:   + CPP60312 Advanced Diploma of Surveying   + the deletion of one SSIS unit of competency:   CPPSIS3002A Store and retrieve basic spatial data   * + the addition of 12 new SSIS units of competency * revision of seven non-equivalent SSIS qualifications * revision of 80 existing SSIS units of competency to reflect industry requirements and sustainability policy changes since their first release (see unit mapping table for list of units and their changes), resulting in code changes and non-equivalence   ISC upgrade to update superseded imported units in existing SSIS qualifications |

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

## *Registration*

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

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

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

# QUALIFICATIONS

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

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

# UNITS OF COMPETENCY AND NOMINAL HOURS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# SAMPLE TRAINING PROGRAMS

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

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

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| **Occupation** | **Security Guard - Unarmed Guard** |
| **Qualification Title** | **Certificate II in Security Operations** |
| **Qualification Code** | **CPP20211** |
| **Description** | All units listed below must be completed to satisfy licensing requirements |
|  | for Unarmed Guards. |
| **Notes** | **To satisfy the requirements for the award of the qualification only, as** |
|  | **per the qualification packaging rules as stated in the CPP07 Training** |
|  | **Package, all core units and 5 electives must be completed.** |

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| **Unit Code**  **Core** | **Unit Title** | **Nominal Hours** |
|  | |
| CPPSEC2001A | Communicate effectively in the security industry | 20 |
| CPPSEC2002A | Follow workplace safety procedures in the security industry | 20 |
| CPPSEC2003B | Work effectively in the security industry | 40 |
| CPPSEC2004B | Respond to security risk situation | 35 |
| CPPSEC2005A | Work as part of a security team | 8 |
| CPPSEC2006B | Provide security services to clients | 8 |
| HLTFA301C | Apply first aid | 18 |
| **Electives** | | |
| CPPSEC2011B | Control access to and exit from premises | 8 |
| CPPSEC2014A | Operate basic security equipment | 12 |
| CPPSEC2015A | Patrol premises | 8 |
| CPPSEC2017A | Protect self and others using basic defensive tactics | 24 |
| CPPSEC3002A | Manage conflict through negotiation | 16 |
| TLIE707B | Use communication systems | 20 |
| **Total hours for licensing:** | | **237** |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Occupation**

**Qualification Title**

**Qualification Code**

**Notes:**

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| **Security Technician** |
| **Certificate III in Technical Security** |
| **CPP30507** |
| **This qualification is not subject to licensing requirements.** |

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| **Unit Code Unit Title Nominal**  **Hours**  **Pre-requisite Core Unit:** | | |
| ICTCBL2136A | Install, maintain and modify customer premises communications cabling: ACMA Restricted Rule | 60 |
| **Core Units:** | | |
| CPPSEC3001A | Maintain workplace safety in the security industry | 30 |
| CPPSEC3006A | Coordinate a quality security service to customers | 16 |
| CPPSEC3035A | Identify technical security requirements | 8 |
| CPPSEC3036A | Program security equipment and system | 30 |
| CPPSEC3037A | Test installed security equipment and system | 12 |
| CPPSEC3038A | Commission and decommission security equipment and system | 16 |
| CPPSEC3039A | Identify and diagnose electronic security equipment and system fault | 20 |
| CPPSEC3040A | Plan and coordinate installation of security equipment and system | 20 |
| CPPSEC3041A | Maintain and service security equipment and system | 24 |
| ICTCBL2137A | Install, maintain and modify customer premises communications cabling: ACMA Open Rule | 100 |
| **Elective units**: | | |
| CPPSEC3045A | Determine security equipment and system modifications | 16 |
| CPPSEC3046A | Configure a security system | 30 |
| CPPSEC3047A | Provide estimate and quote on security system | 20 |
| CPPSEC3048A | Maintain effective relationships with security clients | 20 |
| **Total hours:** | | **422** |

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| **Occupation** | **Investigator** | |
| **Qualification Title** | **Certificate III in Investigative Services** | |
| **Qualification Code** | **CPP30607** | |
| **Description** | **All of the units listed below must be completed to satisfy licensing requirements for an Investigator.**  **The number of units specified for licensing also satisfies the requirements for the award of the qualification.** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
|  | | |
| **Core** | | |
| BSBFLM303C | Contribute to effective workplace relationships | 40 |
| BSBWOR301A | Organise personal work priorities and development | 30 |
| CPPSEC3001A | Maintain workplace safety in the security industry | 30 |
| CPPSEC3009A | Prepare and present evidence in court | 24 |
| CPPSEC3026A | Work effectively in investigative services | 20 |
| CPPSEC3027A | Develop investigative plan | 25 |
| CPPSEC3028A | Compile investigative report | 20 |
| CPPSEC3029A | Provide quality investigative services to clients | 8 |
| CPPSEC3030A | Conduct surveillance | 30 |
| CPPSEC3031A | Organise and operate a surveillance vehicle | 10 |
| CPPSEC3032A | Gather information by factual investigation | 30 |
| CPPSEC3033A | Conduct interviews and take statements | 30 |
| **Electives** | | |
| CPPSEC3012A | Store and protect information | 10 |
| CPPSEC3034A | Operate information gathering equipment | 10 |
| FNSMERC304B | Locate subjects | 15 |
| **Total hours:** | | **332** |

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

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| **Occupation** | **Fire Protection Technician installing and commissioning pre-engineered**  **fire-suppression systems** | |
| **Qualification Code** | **CPP30811** | |
| **Qualification Title** | **Certificate III in Fire Protection Inspection and Testing** | |
| **Code** | **Title** | **Nominal Hours** |
| **Core** |  |  |
| BSBWOR301A | Organise personal work priorities and development | 30 |
| CPPCMN2002A | Participate in workplace safety arrangements | 25 |
| CPPFES2004A | Identify types of installed fire safety equipment and systems | 35 |
| CPPFES2005A | Demonstrate first attack firefighting equipment | 15 |
| CPPFES2006A | Prepare for installation and servicing operations | 25 |
| CPPFES2007A | Maintain quality of work and promote continuous improvement | 20 |
| **Group A Electives** | |  |
| CPPFES2003A | Safely move loads and dangerous goods | 25 |
| CPPFES2047A | Inspect and test control and indicating equipment | 25 |
| CPPFES3032A | Conduct enclosure integrity testing | 40 |
| CPPFES3042A | Install and commission pre-engineered fire-suppression systems | 50 |
| CPPFES3044A | Interpret installation requirements for gaseous fire-suppression systems | 30 |
| CPPFES3045A | Install gaseous agent containers and actuators | 45 |
| CPPFES3046A | Decommission gaseous agent containers and actuators | 30 |
| **Group B Electives** | | |
| CPPCMN3001B | Participate in environmentally sustainable work practices | 20 |
| BSBCMN311B | Maintain workplace safety | 40 |
| BSBCUS301A | Deliver and monitor a service to customers | 35 |
| **Total** | | **490** |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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| **Occupation** | **Thermal Performance Assessor** | |
| **Qualification Title** | **Certificate IV in NatHERS Assessment** | |
| **Qualification Code** | **CPP41212** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
| **Core** | | |
| BSBRSK401A | Identify risk and apply risk management processes | 50 |
| CPPACC4015A | Follow site occupational health and safety requirements | 40 |
| CPPCMN4008A | Read and extract information from plans, drawings and specifications for residential buildings | 30 |
| CPPHSA4011A | Collect information to support NatHERS assessment | 60 |
| CPPHSA4012A | Conduct NatHERS assessment of planned residential buildings | 60 |
| CPPHSA4013A | Conduct NatHERS assessment of existing residential buildings | 60 |
| CPPHSA4014A | Meet regulatory requirements when completing NatHERS assessments | 40 |
| CPPHSA4015A | Assess impact of building elements on thermal performance of residential buildings | 60 |
| CPPHSA4016A | Advise on options for enhancing thermal performance of residential buildings | 30 |
| CPPHSA4017A | Cost measures to improve thermal performance of residential buildings | 40 |
| CPPHSA4018A | Manage own work, professional development and ethical behaviour | 40 |
| **Group A electives** | | |
| CPPHSA4001A | Assess household energy use | 120 |
| CPPHSA4003A | Assess household water use | 60 |
| CPPHSA4004A | Assess thermal performance of existing residences using non-rating tools and techniques | 80 |
| CPPHSA4020A | Operate computer systems to support NatHERS assessment | 40 |
| **Group B electives** | | |
| CPPCMN3004A | Respond to enquiries and complaints | 20 |
| CPPCMN4004B | Facilitate effective client relationships | 40 |
| **Total:** | | **870** |

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| **Senior Service Technician** |
| **Certificate IV in Swimming Pool and Spa Service** |
| **CPP41312** |

**Occupation Qualification Title**

**Qualification Code**

**Unit Code**

**Nominal**

**Hours**

**Unit Title**

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

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

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

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

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

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

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

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

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

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| **Occupation** | **Access Consultant providing Access Audits of residential and commercial buildings** | |
| **Qualification Title** | **Diploma of Access Consulting** | |
| **Qualification Code** | **CPP50711** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
| **Core** | | |
| BSBRSK501A | Manage risk | 60 |
| CPCCSV5004A | Apply legislation to urban development and building controls | 36 |
| CPPACC4001A | Apply disability awareness to assessing access situations | 40 |
| CPPACC4002A | Apply building control legislation to assess small-scale buildings for access | 60 |
| CPPACC4004A | Communicate effectively as an access consultant | 40 |
| CPPACC4005A | Conduct a building access audit | 50 |
| CPPACC4015A | Follow site occupational health and safety requirements | 40 |
| CPPACC4017A | Prepare access reports | 30 |
| CPPACC4022A | Work effectively as an access consultant | 30 |
| CPPACC5003A | Apply anthropometric principles to accessible building design and fitout | 60 |
| CPPACC5004A | Apply building codes and standards to accessible large-scale buildings | 50 |
| CPPACC5006A | Apply ergonomic principles to accessible building design and fitout | 50 |
| CPPACC5007A | Apply mechanics of human body functions to accessible building design and fitout | 50 |
| CPPACC5010A | Provide access advice on the design of the built environment | 30 |
| CPPACC5020A | Undertake research on access issues | 30 |
| **Group A – Access Consulting** | | |
| CPPACC4010A | Conduct an aged care facility access audit | 40 |
| **Group B – General electives** | | |
| CPPACC5012A | Prepare a design brief for accessible building work | 40 |

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

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| **Occupation** | **Waste & resource recovery education manager** | |
| **Qualification Code** | **CPP50811** | |
| **Qualification Title** | **Diploma of Waste Management** | |
| **Description** | This position involves managing advice to clients on waste management and sustainability issues and waste management goods and services. The position may be in a medium to large company managing internal and external operational waste management /sustainability issues, or in a small company that provides an educational service to external clients. Employees manage emerging opportunities  for the waste management industry | |
| **Code** | **Title** | **Nominal Hours** |
| **Core** |  |  |
| BSBLED502A | Manage programs that promote personal effectiveness | 60 |
| BSBOHS509A | Ensure a safe workplace | 60 |
| BSBRSK501A | Manage risk | 60 |
| CPPCMN4001B | Develop workplace policy and procedures for sustainability | 40 |
| CPPWMT5004A | Develop waste management strategies | 40 |
| CPPWMT5036A | Develop waste management plans | 40 |
| CPPWMT5045A | Develop site safety plans | 80 |
| CPPWMT5058A | Develop emergency response plans | 30 |
| **Group A Electives** | | |
| BSBMGT615A | Contribute to organisation development | 60 |
| CPPWMT5033A | Educate public on waste management issues | 40 |
| CPPWMT5043A | Develop and implement an environmental management strategy | 80 |
| CPPWMT5061A | Plan resource recovery | 60 |
| BSBATSIW416C | Obtain and manage consultancy services | 50 |
| BSBCCO604A | Develop and maintain a service level strategy | 80 |
| BSBINM501A | Manage an information or knowledge management system | 60 |
| BSBINN502A | Build and sustain an innovative work environment | 50 |
| BSBMKG608A | Develop organisational marketing objectives | 60 |
| LGACOM602B | Coordinate and facilitate a change process | 40 |
| BSBWOR501B | Manage personal work priorities and professional development | 60 |
| **Total** | | **830** |

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

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| **Occupation / Work Function** | **GIS Data Manager** | |
| **Qualification Title** | **Advanced Diploma of Spatial Information Services** | |
| **Qualification Code** | **CPP60112** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
| **Core** | | |
| BSBRSK501A | Manage risk | 60 |
| CPPSIS6003A | Determine client spatial requirements | 40 |
| CPPSIS6004A | Design a spatial project plan | 60 |
| CPPSIS6005A | Apply quality control measures to spatial information services industry | 40 |
| CPPSIS6007A | Design spatial information services project deliverables | 100 |
| CPPSIS6010A | Undertake spatial information services research and development | 80 |
| **Electives** | | |
| LGAPLEM610A | Manage data within council’s geographic information system | 35 |
| CPPDSM5036A | Prepare tender documentation in the property industry | 30 |
| BSBFIM501A | Manage budgets and financial plans | 70 |
| CPPSIS6017A | Conduct advanced remote sensing analysis | 120 |
| CPPSIS6006A | Develop and maintain spatial information services contractual relationships | 40 |
| CPPSIS6020A | Develop 2-D and 3-D terrain visualisations | 160 |
| BSBMGT605B | Provide leadership across the organisation | 60 |
| **Total hours:** | | **895** |

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| **Occupation / Work Function** | **Surveyor** | |
| **Qualification Title** | **Advanced Diploma of Spatial Information Services** | |
| **Qualification Code** | **CPP60112** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
| **Core** | | |
| BSBRSK501A | Manage risk | 60 |
| CPPSIS6003A | Determine client spatial requirements | 40 |
| CPPSIS6004A | Design a spatial project plan | 60 |
| CPPSIS6005A | Apply quality control measures to spatial information services industry | 40 |
| CPPSIS6007A | Design spatial information services project deliverables | 100 |
| CPPSIS6010A | Undertake spatial information services research and development | 80 |
| **Electives** | | |
| BSBFIM501A | Manage budgets and financial plans | 70 |
| CPPDSM5036A | Prepare tender documentation in the property industry | 30 |
| CPPSIS6020A | Develop 2-D and 3-D terrain visualisations | 160 |
| CPPSIS6008A | Conduct design and set out survey | 60 |
| CPPSIS6012A | Conduct an advanced GPS control survey | 70 |
| CPPSIS6015A | Conduct complex engineering set out surveys | 120 |
| CPPCMN4001A | Develop workplace policy and procedures for sustainability | 40 |
| **Total hours:** | | **930** |

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| **Occupation / Work Function** | **Senior Manager in a large facility management organisation with responsibilities throughout the state** | |
| **Qualification Title** | **Advanced Diploma of Property Services (Asset and Facility Management)** | |
| **Qualification Code** | **CPP602011** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
| **Core** | | |
| BSBINM601A | Manage knowledge and information | 80 |
| BSBMGT605B | Provide leadership across the organisation | 60 |
| BSBMGT608A | Manage innovation and continuous improvement | 70 |
| BSBMGT616A | Develop and implement strategic plans | 80 |
| BSBMGT617A | Develop and implement a business plan | 60 |
| BSBRSK501A | Manage risk | 60 |
| BSBSUS501A | Develop workplace policy and procedures for sustainability | 50 |
| **Electives** | | |
| CPPDSM6013A | Prepare project design brief and documentation in the property industry | 20 |
| CPPDSM6008A | Develop strategic facilities management plan | 30 |
| CPPDSM6009A | Manage facilities portfolio | 25 |
| CPPDSM6007A | Develop life cycle asset management plan | 20 |
| CPPDSM6004A | Determine performance of assets and facilities | 30 |
| CPPDSM6006A | Develop facilities procurement system | 25 |
| CPPDSM6012A | Plan property portfolio management | 30 |
| CPPDSM6011A | Negotiate partnership arrangements in the property industry | 25 |
| **Total hours:** | | **655** |

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| **Occupation** | **Underground Mine Surveyor** | |
| **Qualification Title** | **Advanced Diploma of Surveying** | |
| **Qualification Code** | **CPP60312** | |
| **Description** | **Establishing and maintaining underground survey control; preparing and maintaining mine plans; conducting volume computations; maintaining and preparing work plans; maintaining survey equipment; ensuring all survey work complies with legislative requirements; liaising with relevant stakeholders; and promoting company environmental health, safety and operational policies and procedures.** | |
| **Unit Code** | **Unit Title** | **Nominal Hours** |
| **Core** | | |
| CPPSIS6023A | Determine client spatial requirements | 40 |
| CPPSIS6032A | Conduct an advanced GNSS control survey | 70 |
| CPPSIS6035A | Conduct complex engineering set out surveys | 120 |
| CPPSIS6036A | Monitor complex engineering surveying structures | 120 |
| **Elective units** | | |
| BSBRSK501B | Manage risk | 60 |
| CPPSIS6025A | Apply quality control measures to spatial information services industry | 40 |
| CPPSIS5031A | Plan spatial data collection and validation | 40 |
| CPPSIS6041A | Compile mine survey plans | 60 |
| CPPSIS6033A | Conduct underground mine surveying | 140 |
| **Total:** | | **690** |

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

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

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

# CONTACTS AND LINKS

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

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

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

# GLOSSARY

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| **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. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected. |
| **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. |