

**Victorian Purchasing Guide
for
CPP Property Services Training Package
Release No 4**

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Victorian Purchasing Guide - Version History

Training Package Release	Date VPG Released	Comments
<p>CPP Property Services Training Package Release 4</p>	<p>26/8/2016</p>	<p>Endorsement for the following units and qualifications from Release 4:</p> <ul style="list-style-type: none"> • addition of three new strata community management qualifications: <ul style="list-style-type: none"> ○ CPP30416 Certificate III in Strata Community Management ○ CPP40516 Certificate IV in Strata Community Management ○ CPP50316 Diploma of Strata Community Management • addition of ten new strata community management units • revision of 2 common equivalent units <p>Endorsement for revision of two equivalent cleaning qualifications:</p> <ul style="list-style-type: none"> • CPP30316 Certificate III in Cleaning Operations • CPP40416 Certificate IV in Cleaning Management • addition of four new cleaning units: • revision of 34 cleaning units: (including 27 units equivalent to their superseded versions) • seven cleaning units not equivalent to their superseded versions • revision of seven common units including 4 common units equivalent to their superseded versions <p>Endorsement for the following units and qualifications from Release 3:</p> <ul style="list-style-type: none"> • revision of seven surveying and spatial information services (SSIS) qualifications equivalent to their superseded versions: • CPP20116 Certificate II in Surveying and Spatial Information Services • CPP30216 Certificate III in Surveying and Spatial Information Services • CPP40216 Certificate IV in Surveying • CPP40316 Certificate IV in Spatial Information Services • CPP50116 Diploma of Surveying • CPP50216 Diploma of Spatial Information Services • CPP60116 Advanced Diploma of Surveying • revision of 54 SSIS units of competency equivalent to their superseded versions: • inclusion of two new SSIS units of competency • revision of three common units including 1 unit not equivalent to its superseded version.

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

CPP Property Services Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

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

The VPG also contains sample training programs which reflect a vocational outcome for the particular qualification for which it has been developed.

Victorian Government subsidised training

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: <http://www.education.vic.gov.au/svts>

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
CPP20116	Certificate II in Surveying and Spatial Information Services	177	186
CPP30115	Certificate III in Urban Pest Management	456	480
CPP30216	Certificate III in Surveying and Spatial Information Services	509	536
CPP30316	Certificate III in Cleaning Operations	389	409
CPP30416	Certificate III in Strata Community Management	299	315
CPP40115	Certificate IV in Building Design Drafting	918	966
CPP40216	Certificate IV in Surveying	694	730
CPP40316	Certificate IV in Spatial Information Services	827	870
CPP40416	Certificate IV in Cleaning Management	589	620
CPP40516	Certificate IV in Strata Community Management	508	535
CPP50116	Diploma of Surveying	1037	1092
CPP50216	Diploma of Spatial Information Services	969	1020
CPP50316	Diploma of Strata Community Management	556	585
CPP60116	Advanced Diploma of Surveying	732	770

UNITS OF COMPETENCY

Unit Code	Unit Title	Nominal Hours
CPPBDN4001	Research and evaluate construction materials and methods for building design projects	95
CPPBDN4002	Research and apply compliance requirements to technical construction documentation	40
CPPBDN4003	Collect, apply and store building design project information	30
CPPBDN4004	Set up BIM-capable software and files for building design drafting projects	40
CPPBDN4005	Review and report structural integrity of building designs	95
CPPBDN4006	Import and transpose information from external sources into digital building design drawings	40
CPPBDN4007	Store and retrieve building design documentation	30
CPPBDN4008	Produce digital building design concept drawings	90
CPPBDN4009	Analyse building design drawings and review findings	55
CPPBDN4010	Prepare documentation for planning approval	120
CPPBDN4011	Prepare documentation for building approval	100
CPPBDN4012	Provide support to project building designers	50
CPPBDN4013	Produce construction detail drawings	100
CPPCLO3001	Maintain hard floor surfaces	15
CPPCLO3002	Restore hard floor surfaces	50
CPPCLO3003	Clean using safe work practices	45
CPPCLO3004	Maintain carpeted floors	8
CPPCLO3005	Confirm and apply privacy and security requirements for cleaning work	20
CPPCLO3006	Clean carpets	100
CPPCLO3007	Remove carpet stains	20
CPPCLO3008	Mitigate carpet water damage	25
CPPCLO3009	Clean glass surfaces	10
CPPCLO3010	Apply odour control to carpets	25
CPPCLO3011	Clean using environmentally sustainable work practices	30
CPPCLO3012	Repair and reinstall carpets	80
CPPCLO3013	Clean window coverings	10
CPPCLO3014	Maintain clean-room environments	10

Unit Code	Unit Title	Nominal Hours
CPPCLO3015	Treat complex carpet stains	10
CPPCLO3016	Apply topical treatments to carpets	20
CPPCLO3017	Clean wet areas	20
CPPCLO3018	Clean and maintain furniture and fittings	24
CPPCLO3019	Remove waste and recyclable materials	10
CPPCLO3020	Pressure wash and clean surfaces	10
CPPCLO3021	Clean industrial machinery	10
CPPCLO3024	Clean fabric upholstery	25
CPPCLO3029	Inspect sites prior to carpet cleaning	25
CPPCLO3030	Develop a plan to mitigate water damage and restore carpets	50
CPPCLO3035	Maintain cleaning storage areas	15
CPPCLO3036	Clean at heights	10
CPPCLO3037	Clean external surfaces	10
CPPCLO3038	Clean food-handling areas	20
CPPCLO3040	Clean ceiling surfaces and fittings	8
CPPCLO3043	Clean using microfibre and chemical-free techniques	8
CPPCLO3044	Prepare rooms for guests and residents	25
CPPCLO3045	Clean high-touch surfaces	20
CPPCLO4001	Induct cleaning staff	40
CPPCLO4002	Develop, implement and monitor new cleaning techniques	50
CPPCLO4003	Manage cleaning equipment maintenance and supply	50
CPPCLO4022	Schedule and monitor cleaning tasks	20
CPPCLO4024	Manage the supply of cleaning stores to the work site	25
CPPCLO4025	Provide quotation for cleaning services	25
CPPCMN3004	Respond to enquiries and complaints	20
CPPCMN3006	Provide effective client service	30
CPPCMN3007	Support leadership in the workplace	50
CPPCMN4001	Develop workplace policies and procedures for sustainability	40
CPPCMN4002	Implement and monitor environmentally sustainable work practices	40

Unit Code	Unit Title	Nominal Hours
CPPCMN4003	Establish, develop and monitor teams	80
CPPCMN4004	Develop and manage client relations	40
CPPCMN4007	Manage workplace safety arrangements	50
CPPCMN4008	Read plans, drawings and specifications for residential buildings	30
CPPCMN4009	Develop team understanding of and commitment to sustainability	40
CPPDSM3007	Identify risks and opportunities in the property industry	10
CPPDSM3009	Maintain workplace safety in the property industry	35
CPPDSM3010	Meet customer needs and expectations in the property industry	30
CPPDSM3011	Monitor building facilities	30
CPPDSM3016	Work in the property industry	50
CPPDSM3017	Work in the strata community management sector	35
CPPDSM3019	Communicate with clients in the property industry	25
CPPDSM3020	Source and extract information from strata plans	10
CPPDSM3021	Collect and process information relevant to strata communities	10
CPPDSM4009	Interpret legislation to complete work in the property industry	30
CPPDSM4020	Present at tribunals	20
CPPDSM4026	Analyse property and facility information	20
CPPDSM4027	Analyse resource use in building operations	20
CPPDSM4028	Identify and analyse risks and opportunities in the property industry	20
CPPDSM4031	Arrange lease of space	20
CPPDSM4034	Negotiate and implement strata community management agreement	20
CPPDSM4040	Contribute to asset life cycle maintenance strategy	20
CPPDSM4042	Coordinate construction contract	25
CPPDSM4044	Coordinate maintenance and repair of properties and facilities	20
CPPDSM4045	Facilitate meetings in the property industry	20
CPPDSM4047	Implement and monitor procurement process	20
CPPDSM4048	Implement customer service strategies in the property industry	40
CPPDSM4049	Implement maintenance program for managed properties	25
CPPDSM4055	Maintain asset management system	10

Unit Code	Unit Title	Nominal Hours
CPPDSM4056	Manage conflicts and disputes in the property industry	20
CPPDSM4057	Monitor a safe workplace in the property industry	40
CPPDSM4063	Participate in developing and establishing property or facility contracts	30
CPPDSM4066	Plan and coordinate property and facility inspection	30
CPPDSM4071	Promote process improvement in the property industry	30
CPPDSM4072	Provide leadership in the property industry	30
CPPDSM4074	Select and appoint contractors in the property industry	10
CPPDSM4082	Monitor service requirements of owners and occupiers in strata communities	15
CPPDSM4083	Terminate strata community	15
CPPDSM4084	Administer insurance for strata communities	25
CPPDSM4085	Handle strata community funds held on trust	20
CPPDSM4086	Oversee preparation of strata community budgets	20
CPPDSM4087	Facilitate operation of owners committee	20
CPPDSM5006	Coordinate customer service activities in the property industry	30
CPPDSM5007	Coordinate construction or renovation of facilities	25
CPPDSM5009	Coordinate risk management systems in the property industry	25
CPPDSM5018	Ensure a safe workplace in the property industry	40
CPPDSM5025	Maintain public relations in the property industry	50
CPPDSM5026	Manage a consultant property project team	25
CPPDSM5027	Provide facilities and amenities for property users	20
CPPDSM5029	Manage client relationships and networks in the property industry	25
CPPDSM5030	Manage projects in the property industry	80
CPPDSM5039	Meet legal requirements in managing strata communities	20
CPPDSM5040	Meet ethical and professional standards in managing strata communities	20
CPPDSM6007	Develop life cycle asset management plans	20
CPPPMT3002	Assess, advise on options, and develop pest management plans for complex or high risk operations	40
CPPPMT3005	Manage pests without applying pesticides	60
CPPPMT3006	Manage pests by applying pesticides	90

Unit Code	Unit Title	Nominal Hours
CPPPMT3007	Implement pest management plans for complex or high risk operations	20
CPPPMT3008	Inspect for and report on timber pests	40
CPPPMT3010	Control timber pests	40
CPPPMT3011	Manage organisms by applying fumigants to commodities and environments	60
CPPPMT3017	Maintain, service and repair pest management equipment	10
CPPPMT3018	Maintain equipment and pesticide storage area in pest management vehicles	60
CPPPMT3019	Organise and monitor pest management operations	25
CPPPMT3026	Select pest management vehicle and equipment	15
CPPPMT3029	Plan and schedule pest management operations	30
CPPPMT3042	Install physical termite management systems	30
CPPPMT3043	Prepare and present pest management proposals for complex or high risk operations	25
CPPSIS2012	Assist in collecting basic spatial data	30
CPPSIS2013	Store and retrieve basic spatial data	10
CPPSIS2015	Assist with surveying and spatial field activities	10
CPPSIS2016	Assist with load transfers	10
CPPSIS3011	Produce basic maps	30
CPPSIS3015	Collect basic surveying data	60
CPPSIS3016	Provide field support services for surveying and spatial projects	40
CPPSIS3018	Transfer loads	40
CPPSIS3019	Produce basic plans of surveys	40
CPPSIS3020	Perform basic surveying computations	100
CPPSIS3021	Visually interpret image data	30
CPPSIS4022	Store and retrieve spatial data	50
CPPSIS4024	Source and assess spatial data	100
CPPSIS4025	Collect spatial data using GNSS	20
CPPSIS4026	Digitally enhance and process image data	40
CPPSIS4027	Organise surveying field services	30
CPPSIS4030	Operate surveying equipment	100

Unit Code	Unit Title	Nominal Hours
CPPSIS4031	Perform surveying computations	60
CPPSIS4032	Conduct field surveying operations	40
CPPSIS4034	Maintain spatial data	60
CPPSIS4035	Apply GIS software to solve spatial data problems	70
CPPSIS4036	Operate spatial software applications	80
CPPSIS4037	Produce computer-aided drawings	80
CPPSIS4038	Prepare and present GIS data	40
CPPSIS4039	Design and produce maps	60
CPPSIS4040	Collect spatial data using terrestrial technologies	60
CPPSIS4041	Set out site and building works	60
CPPSIS5031	Plan spatial data collection	40
CPPSIS5032	Capture new spatial data	100
CPPSIS5035	Obtain and validate spatial data	20
CPPSIS5036	Integrate spatial datasets	60
CPPSIS5037	Maintain spatial data systems	60
CPPSIS5038	Develop spatial databases	60
CPPSIS5039	Plan and implement spatial projects	100
CPPSIS5040	Interpret and collate spatial data	20
CPPSIS5043	Design spatial data storage systems	60
CPPSIS5044	Develop subdivision survey designs for local government approval	120
CPPSIS5046	Set out stormwater systems	120
CPPSIS5047	Conduct GNSS surveys	40
CPPSIS5048	Conduct engineering surveys	40
CPPSIS5049	Plan and implement surveying projects	60
CPPSIS5051	Apply land and planning law to surveying	60
CPPSIS5052	Integrate surveying datasets	40
CPPSIS5053	Perform advanced surveying computations	80
CPPSIS5054	Perform geodetic surveying computations	60
CPPSIS5057	Conduct precision surveys	40

Unit Code	Unit Title	Nominal Hours
CPPSIS5058	Conduct geodetic surveys	60
CPPSIS5060	Develop spreadsheets for spatial data	40
CPPSIS5061	Locate underground services in surveying practice	60
CPPSIS5062	Conduct photogrammetric mapping	40
CPPSIS5064	Coordinate GIS data manipulation and analysis	60
CPPSIS5065	Design basic engineering structures	120
CPPSIS6021	Conduct open pit mine surveys	140
CPPSIS6022	Produce mine drawings	60
CPPSIS6025	Apply quality control measures to spatial products and services	40
CPPSIS6031	Design basic mines	60
CPPSIS6032	Conduct advanced GNSS control surveys	70
CPPSIS6033	Conduct underground mine surveys	140
CPPSIS6034	Conduct mining geology operations	70
CPPSIS6035	Conduct complex engineering set-out surveys	120
CPPSIS6036	Monitor engineering structures	120
CPPSIS6037	Conduct advanced remote sensing analysis	120
CPPSIS6040	Develop 2-D and 3-D terrain visualisations	160
CPPSIS6041	Compile mine survey plans	60

SAMPLE TRAINING PROGRAMS

The following page lists a Sample Training Program for the **CPP Property Services Training Package Release 2** to demonstrate how units might be packaged to meet a particular vocational outcome.

Occupation / Work Function	Assistant Field Hand or GIS Field Assistant	
Qualification Title	Certificate II in Surveying and Spatial Information Services	
Qualification Code	CPP20116	
Unit Code	Unit Title	Nominal Hours
Core		
CPCCOHS1001A	Work safely in the construction industry	6
CPPSIS2012	Assist in collecting basic spatial data	30
CPPSIS2013	Store and retrieve basic spatial data	10
CPPSIS3011	Produce basic maps	30
Electives		
BSBSUS201	Participate in environmentally sustainable work practices	20
CPPSIS2015	Assist with surveying and spatial field activities	10
ICTICT211	Identify and use basic current industry-specific technologies	40
RIISTD201D	Read and interpret maps	40
Total:		186

Occupation	Pest Manager - Timber	
Qualification Code	CPP30115	
Qualification Title	Certificate III in Urban Pest Management	
Code	Title	Hours
Core		
CPPCMN3004	Respond to enquiries and complaints	20
CPPPMT3002	Assess, advise on options, and develop pest management plans for complex or high risk operations	40
CPPPMT3005	Manage pests without applying pesticides	60
CPPPMT3006	Manage pests by applying pesticides	90
CPPPMT3007	Implement pest management plans for complex or high risk operations	20
CPPPMT3017	Maintain, service and repair pest management equipment	10
CPPPMT3018	Maintain equipment and pesticide storage area in pest management vehicles	60
CPPPMT3026	Select pest management vehicle and equipment	15
CPPPMT3043	Prepare and present pest management proposals for complex or high risk operations	25
Electives		
CPPPMT3008	Inspect for and report on timber pests	40
CPPPMT3010	Control timber pests	40
CPPPMT3042	Install physical termite management systems	30
CPPPMT3029	Plan and schedule pest management operations	30
Total		480

Occupation / Work Function	Technical Assistant in the Spatial Industry	
Qualification Title	Certificate III in Surveying and Spatial Information Services	
Qualification Code	CPP30216	
Unit Code	Unit Title	Nominal Hours
Core		
CPCCOHS1001A	Work safely in the construction industry	6
CPPSIS3011	Produce basic maps	30
CPPSIS3015	Collect basic surveying data	60
CPPSIS3019	Produce basic plans of surveys	40
CPPSIS3020	Perform basic surveying computations	100
Electives		
RIISTD201D	Read and interpret maps	40
CPPSIS3016	Provide field support services for surveying and spatial projects	40
CPPSIS3011	Produce basic maps	30
CPPSIS4026	Digitally enhance and process image data	40
CPPSIS4022	Store and retrieve spatial data	50
CPPSIS4030	Operate surveying equipment	100
Total:		536

Occupation / Work Function	Cleaner General/Specialised	
Qualification Title	Certificate III in Cleaning Operations	
Qualification Code	CPP30316	
Unit Code	Unit Title	Nominal Hours
Core		
CPPCLO3003	Clean using safe work practices	45
CPPCLO3005	Confirm and apply privacy and security requirements for cleaning work	20
CPPCLO3019	Remove waste and recyclable materials	10
CPPCLO3035	Maintain cleaning storage areas	15
CPPCMN3006	Provide effective client service	30
Electives		
CPPCLO3006	Clean carpets	100
CPPCLO3002	Restore hard floor surfaces	50
CPPCLO3014	Maintain clean-room environments	10
CPPCLO3013	Clean window coverings	10
CPPCLO3011	Clean using environmentally sustainable work practices	30
CPPCLO3038	Clean food-handling areas	20
CPPCMN3004	Respond to enquiries and complaints	20
CPPCLO3018	Clean and maintain furniture and fittings	24
HLTINF001	Comply with infection prevention and control policies and procedures	25
Total:		409

Occupation / Work Function	Cleaning Supervisor/Manager	
Qualification Title	Certificate IV in Cleaning Management	
Qualification Code	CPP40416	
Unit Code	Unit Title	Nominal Hours
Core		
CPPCLO4001	Induct cleaning staff	40
CPPCLO4022	Schedule and monitor cleaning tasks	20
CPPCLO4024	Manage the supply of cleaning stores to the work site	25
CPPCMN4003	Establish, develop and monitor teams	80
CPPCMN4004	Develop and manage client relations	40
CPPCMN4007	Manage workplace safety arrangements	50
BSBR501	Manage risk	60
Electives		
CPPCMN4001	Develop workplace policies and procedures for sustainability	40
CPPCMN4002	Implement and monitor environmentally sustainable work practices	40
CPPCMN4003	Establish, develop and monitor teams	80
CPPCLO4025	Provide quotation for cleaning services	25
CPPCLO3005	Confirm and apply privacy and security requirements for cleaning work	20
HLTINF003	Implement and monitor infection prevention and control policies and procedures	60
TAEDEL301A	Provide workskill instruction	40
Total:		620

Occupation / Work Function	Strata Assistant; Personal Assistant (Strata Manager)	
Qualification Title	Certificate III in Strata and Community Management	
Qualification Code	CPP30416	
Unit Code	Unit Title	Nominal Hours
Core		
BSBFIA301	Maintain financial records	60
CPPDSM3009	Maintain workplace safety in the property industry	35
CPPDSM3011	Monitor building facilities	30
CPPDSM3016	Work in the property industry	50
CPPDSM3017	Work in the strata community management sector	35
CPPDSM3019	Communicate with clients in the property industry	25
CPPDSM3020	Source and extract information from strata plans	10
CPPDSM4045	Facilitate meetings in the property industry	20
Electives		
CPPDSM3007	Identify risks and opportunities in the property industry	10
CPPDSM3010	Meet customer needs and expectations in the property industry	30
CPPDSM3021	Collect and process information relevant to strata communities	10
Total:		315

Occupation/ Work Function	Draft person	
Qualification Title	Certificate IV in Building Design Drafting	
Qualification Code	CPP40115	
Description	This sample training program is appropriate for a person working in the Property Services industry as a Draft person	
Unit Code	Unit Title	Hours
Core		
CPPBDN4001	Research and evaluate construction materials and methods for building design projects	95
CPPBDN4002	Research and apply compliance requirements to technical construction documentation	40
CPPBDN4003	Collect, apply and store building design project information	30
CPPBDN4004	Set up BIM-capable software and files for building design drafting projects	40
CPPBDN4005	Review and report structural integrity of building designs	95
CPPBDN4006	Import and transpose information from external sources into digital building design drawings	40
CPPBDN4007	Store and retrieve building design documentation	30
CPPBDN4008	Produce digital building design concept drawings	90
CPPBDN5017A	Produce 2-D building design drawings using CAD software	40
Elective		
CPCCOHS1001A	Work safely in the construction industry	6
CPPBDN4010	Prepare documentation for planning approval	120
CPPBDN4011	Prepare documentation for building approval	100
CPPBDN5007A	Inspect and analyse sites and produce measured drawings for small-scale building design projects	60
MSFID5014	Use CAD applications to complete models and documentation for interior design projects	80
CPPBDN4013	Produce construction detail drawings	100
Total		966

Occupation / Work Function	Surveyor's Assistant	
Qualification Title	Certificate IV in Surveying	
Qualification Code	CPP40216	
Unit Code	Unit Title	Nominal Hours
Core		
CPPSIS4025	Collect spatial data using GNSS	20
CPPSIS4027	Organise surveying field services	30
CPPSIS4031	Perform surveying computations	60
CPPSIS4037	Produce computer-aided drawings	80
CPPSIS4040	Collect spatial data using terrestrial technologies	60
CPPSIS4041	Set out site and building works	60
Electives		
CPPSIS4027	Organise surveying field services	30
CPPSIS4030	Operate surveying equipment	100
CPPCMN4003	Establish, develop and monitor teams	80
CPPCMN4002	Implement and monitor environmentally sustainable work practices	40
CPPSIS5060	Develop spreadsheets for spatial data	40
BSBLDR403	Lead team effectiveness	50
CPPSIS4032	Conduct field surveying operations	40
CPPSIS4026	Digitally enhance and process image data	40
Total:		730

Occupation / Work Function	Technical Officer in the Spatial Information industry	
Qualification Title	Certificate IV in Spatial Information Services	
Qualification Code	CPP40316	
Unit Code	Unit Title	Nominal Hours
Core		
CPPSIS4022	Store and retrieve spatial data	50
CPPSIS4024	Source and assess spatial data	100
CPPSIS4025	Collect spatial data using GNSS	20
CPPSIS4034	Maintain spatial data	60
CPPSIS4035	Apply GIS software to solve spatial data problems	70
CPPSIS4038	Prepare and present GIS data	40
CPPSIS5035	Obtain and validate spatial data	20
Electives		
CPPSIS4039	Design and produce maps	60
CPPSIS4036	Operate spatial software applications	80
CPPCMN4002	Implement and monitor environmentally sustainable work practices	40
CPPSIS4038	Prepare and present GIS data	40
CPPSIS4040	Collect spatial data using terrestrial technologies	60
BSBLDR403	Lead team effectiveness	50
CPPSIS4024	Source and assess spatial data	100
CPPSIS4037	Produce computer-aided drawings	80
Total:		870

Occupation / Work Function	Strata Manager; (Trainee Strata Manager)	
Qualification Title	Certificate IV in Strata Community Management	
Qualification Code	CPP40516	
Unit Code	Unit Title	Nominal Hours
Core		
BSBFIA402	Report on financial activity	30
BSBRKG304	Maintain business records	30
CPPCMN4008	Read plans, drawings and specifications for residential buildings	30
CPPDSM3016	Work in the property industry	50
CPPDSM3017	Work in the strata community management sector	35
CPPDSM3019	Communicate with clients in the property industry	25
CPPDSM4009	Interpret legislation to complete work in the property industry	30
CPPDSM4044	Coordinate maintenance and repair of properties and facilities	20
CPPDSM4045	Facilitate meetings in the property industry	20
CPPDSM4056	Manage conflicts and disputes in the property industry	20
CPPDSM4057	Monitor a safe workplace in the property industry	40
CPPDSM4084	Administer insurance for strata communities	25
CPPDSM4085	Handle strata community funds held on trust	20
Electives		
BSBMGT402	Implement operational plan	40
CPPDSM4020	Present at tribunals	20
CPPDSM4034	Negotiate and implement strata community management agreement	20
CPPDSM4086	Oversee preparation of strata community budgets	20
BSBSMB406	Manage small business finances	60
Total:		535

Occupation / Work Function	Survey Technician	
Qualification Title	Diploma of Surveying	
Qualification Code	CPP50116	
Unit Code	Unit Title	Nominal Hours
Core		
CPPSIS5031	Plan spatial data collection	40
CPPSIS5047	Conduct GNSS surveys	40
CPPSIS5048	Conduct engineering surveys	40
CPPSIS5053	Perform advanced surveying computations	80
CPPSIS5054	Perform geodetic surveying computations	60
CPPSIS5058	Conduct geodetic surveys	60
CPPSIS5065	Design basic engineering structures	120
Electives		
CPPSIS5057	Conduct precision surveys	40
CPPSIS5040	Interpret and collate spatial data	20
CPPSIS5044	Develop subdivision survey designs for local government approval	120
CPPSIS5049	Plan and implement surveying projects	60
CPPSIS5065	Design basic engineering structures	120
BSBWHS501	Ensure a safe workplace	60
AHCLPW404A	Produce maps for land management purposes	120
CPPSIS5060	Develop spreadsheets for spatial data	40
CPCCSV5007	Undertake site surveys and set out procedures to building projects	72
Total:		1092

Occupation / Work Function	GIS Officer	
Qualification Title	Diploma of Spatial Information Services	
Qualification Code	CPP50216	
Unit Code	Unit Title	Nominal Hours
Core		
CPPSIS5031	Plan spatial data collection	40
CPPSIS5032	Capture new spatial data	100
CPPSIS5035	Obtain and validate spatial data	20
CPPSIS5036	Integrate spatial datasets	60
CPPSIS5039	Plan and implement spatial projects	100
CPPSIS6040	Develop 2-D and 3-D terrain visualisations	160
Electives		
CPPSIS5037	Maintain spatial data systems	60
CPPSIS5038	Develop spatial databases	60
CPPSIS5043	Design spatial data storage systems	60
CPPSIS5040	Interpret and collate spatial data	20
AHCLPW404A	Produce maps for land management purposes	120
CPPSIS5064	Coordinate GIS data manipulation and analysis	60
CPPSIS4040	Collect spatial data using terrestrial technologies	60
CPPCMN4002	Implement and monitor environmentally sustainable work practices	40
BSBWHS501	Ensure a safe workplace	60
Total:		1020

Occupation / Work Function	Senior Strata Manager; Principal Strata Manager	
Qualification Title	Diploma of Strata Community Management	
Qualification Code	CPP50316	
Unit Code	Unit Title	Nominal Hours
Core		
BSBR501	Manage risk	60
CPPDSM4034	Negotiate and implement strata community management agreement	20
CPPDSM4049	Implement maintenance program for managed properties	25
CPPDSM5039	Meet legal requirements in managing strata communities	20
CPPDSM5040	Meet ethical and professional standards in managing strata communities	20
CPPDSM6007	Develop life cycle asset management plans	20
FNSORG508	Analyse and comment on management reports	40
BSBLDR503	Communicate with influence	60
Group A Specialist Electives		
CPPDSM5007	Coordinate construction or renovation of facilities	25
CPPDSM5029	Manage client relationships and networks in the property industry	25
Group B Common Electives		
BSBADM502	Manage meetings	30
BSBMGT502	Manage people performance	70
CPPDSM5030	Manage projects in the property industry	80
Electives from other qualifications in CPP		
CPPDSM4085	Handle strata community funds held on trust	20
CPPDSM4048	Implement customer service strategies in the property industry	40
CPPDSM4072	Provide leadership in the property industry	30
Total:		585

Occupation	Underground Mine Surveyor	
Qualification Title	Advanced Diploma of Surveying	
Qualification Code	CPP60616	
Unit Code	Unit Title	
Core		
BSBR501	Manage risk	60
CPPSIS6032	Conduct advanced GNSS control surveys	70
CPPSIS6035	Conduct complex engineering set-out surveys	120
CPPSIS6036	Monitor engineering structures	120
Elective units		
CPPSIS6037	Conduct advanced remote sensing analysis	120
CPPSIS6025	Apply quality control measures to spatial products and services	40
CPPSIS5031	Plan spatial data collection	40
CPPSIS6041	Compile mine survey plans	60
CPPSIS6033	Conduct underground mine surveys	140
Total:		770

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Business Industries (For all sectors except Building Design)	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Alan Daniel Address: C/- Chisholm Institute, PO Box 684, Dandenong, 3175 Phone 9238 8501 Email: Alan.Daniel@chisholm.edu.au Web: http://www.education.vic.gov.au/training/providers/rto/Pages/course_s.aspx
Building Industries (For Building Design sector only)	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Teresa Signorello Address: C/- Holmesglen, PO Box 42, Holmesglen, Victoria Australia 3148 Phone/fax 03 9564 7987/03 9564 1538 Email: Teresa.signorello@holmesglen.edu.au Web: http://www.education.vic.gov.au/training/providers/rto/Pages/course_s.aspx
Skilled Service Organisation (SSO)		
Artibus Innovation	This SSO is responsible for developing this CPP Property Services Training Package , companion volumes and support material and can be contacted for further information.	Address: 373 Elizabeth Street, North Hobart TAS 7000 Phone (03 6218 2841 Email: enquiries@artibus.com.au Web: www.artibus.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, Accredited Courses, qualifications, units of competency and RTOs.	http://training.gov.au
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	https://education.gov.au/

Victorian State Government		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 www.education.vic.gov.au
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 www.asqa.gov.au
Victorian State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 www.vrqa.vic.gov.au
Industry Regulatory Bodies applicable to this Training Package		
Building Sector Energy Safe 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 Web: www.esv.vic.gov.au
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.	Info line: 1800 136 089 Email: info@worksafe.vic.gov.au www.worksafe.vic.gov.au
Building Designers Association of Victoria		PO Box 174 Carlton South VIC 3053 Phone: 03 9416 0227 Email: infor@bdav.org.au www.bdav.org.au

GLOSSARY

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