



# CPP40516 Certificate IV in Strata Community Management

National ID: CPP40516 | State ID: BAJ1

## About this course

### Advance your career in strata community management

This course will provide you with a range of essential communication, coordination, management and administration skills required of a professional strata manager.

In most situations, a strata manager works independently but may operate as part of a strata community management team. In this role, you will perform all functions associated with the **administration of strata communities**.

This course will also provide you with strong theory **knowledge of the legislative and financial requirements** of strata community management. It has been developed to **align with part of the Strata Community Association requirements for accreditation** as a Level 2 Certified Strata Community Manager (CSCM).

For more information view our [Strata Community Management flyer](#).

### Gain these skills

- Facilitate meetings of strata community members
- Administer insurance for strata communities
- Handle strata community funds
- Maintain business records
- Report on the financial activities of strata communities

### Is this course right for me?

I have the following attributes:

- Organisation skills

- Good communication and interpersonal skills
- An attention to detail
- Integrity

## Overview

### Continuous enrolment, 2019

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#### Perth (Northbridge) - Traineeship or Work-based



Duration: **2 Year/s**



When: **Not mapped, 2019**



How: **Work-based**

## Units

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### Core

Unit Title	National ID
Maintain business records	BSBRKG304
Read plans, drawings and specifications for residential buildings	CPPCMN4008
Work in the property industry	CPPDSM3016
Work in the strata community management sector	CPPDSM3017
Communicate with clients in the property industry	CPPDSM3019
Interpret legislation to complete work in the property industry	CPPDSM4009
Coordinate maintenance and repair of properties and facilities	CPPDSM4044
Facilitate meetings in the property industry	CPPDSM4045
Manage conflicts and disputes in the property industry	CPPDSM4056
Monitor a safe workplace in the property industry	CPPDSM4057
Administer insurance for strata communities	CPPDSM4084
Handle strata community funds held on trust	CPPDSM4085
Report on financial activity	BSBFIA402

## Elective

Unit Title	National ID
Make a presentation	BSBCMM401
Negotiate and implement strata community management agreement	CPPDSM4034
Implement customer service strategies in the property industry	CPPDSM4048
Oversee preparation of strata community budgets	CPPDSM4086
Facilitate operation of owners committee	CPPDSM4087

## Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

**You must be employed in the strata community or the real estate industry to enrol in this course.**

## Job opportunities



[To explore job profiles](#)

- Strata Manager

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units

you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### **International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**