



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

Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 2, 2020

Perth (Northbridge) - Traineeship - Term 3



Duration: **2 Year/s**



When: **Semester 2, 2020**



How: **Employer-based
Traineeship**

Units

Core

National ID	Unit Title
BSBRKG304	Maintain business records
BSBRKG304	Maintain business records
CPPCMN4008	Read plans, drawings and specifications for residential buildings
CPPCMN4008	Read plans, drawings and specifications for residential buildings
CPPDSM3016	Work in the property industry
CPPDSM3016	Work in the property industry
CPPDSM3017	Work in the strata community management sector
CPPDSM3017	Work in the strata community management sector
CPPDSM3019	Communicate with clients in the property industry

National ID	Unit Title
CPPDSM3019	Communicate with clients in the property industry
CPPDSM4009	Interpret legislation to complete work in the property industry
CPPDSM4009	Interpret legislation to complete work in the property industry
CPPDSM4044	Coordinate maintenance and repair of properties and facilities
CPPDSM4044	Coordinate maintenance and repair of properties and facilities
CPPDSM4045	Facilitate meetings in the property industry
CPPDSM4045	Facilitate meetings in the property industry
CPPDSM4056	Manage conflicts and disputes in the property industry
CPPDSM4056	Manage conflicts and disputes in the property industry
CPPDSM4057	Monitor a safe workplace in the property industry
CPPDSM4057	Monitor a safe workplace in the property industry
CPPDSM4084	Administer insurance for strata communities
CPPDSM4084	Administer insurance for strata communities
CPPDSM4085	Handle strata community funds held on trust
CPPDSM4085	Handle strata community funds held on trust
BSBFIA402	Report on financial activity
BSBFIA402	Report on financial activity

Elective

National ID	Unit Title
BSBCMM401	Make a presentation
BSBCMM401	Make a presentation
CPPDSM4034	Negotiate and implement strata community management agreement
CPPDSM4034	Negotiate and implement strata community management agreement
CPPDSM4048	Implement customer service strategies in the property industry

National ID	Unit Title
CPPDSM4048	Implement customer service strategies in the property industry
CPPDSM4086	Oversee preparation of strata community budgets
CPPDSM4086	Oversee preparation of strata community budgets
CPPDSM4087	Facilitate operation of owners committee
CPPDSM4087	Facilitate operation of owners committee

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

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.



**North
Metropolitan**

*We're working for
Western Australia.*

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.



RTO code: 52786
Printed: 25/05/2020