

CPP40521

Certificate IV in Strata Community Management

Class 2 Strata Managers Licence (NSW)

Do you want to progress to the next level in real estate?

This course is recognised by NSW Fair Trading as the qualification requirement for the Class 2 Strata.

Are there any specific entry requirements?

You must have your Strata Certificate of Registration. You will be required to have access to a strata office in order to complete your assessments. This includes the capacity to facilitate two meetings in a strata context, one formal (eg an AGM, EGM) and one informal meeting.

If you have worked in strata, or a strata related business you may also be eligible to receive Recognition of Prior Learning (RPL). To find out if you are eligible contact RETS Head-office on 1300 850 980. Advanced standing (Credit Transfer) may be issued to students who can show relevant and valid academic transcripts from other RTOs, with applicable codes. There is no cost for credit transfers.

To find out more visit NSW Fair Trading.

How can you complete the course?

RETS runs this course as follows:

Online - via the RETS E-Learning Campus. Once started you will have access to a Trainer/Assessor who can help and assist as required.

Hard copy, Printed Material - If you require a hardcopy version of your material posted to you please click

here to contact our office. Costs apply.

Face to Face - Contact us for a quote to run it in house.

How long will it take?

Students completing the Licence units of competency will be given 12 months to complete this course. If you don't complete within the 12 months, students can purchase monthly extensions up to 6 months at \$110 (incl GST) per month.

Remember: it is your responsibility to complete your CPP40521 Certificate IV in Strata Community Management in line with NSW Fair Trading requirements.

How am I assessed?

You will have assessments to complete throughout the course. These are marked using competency based assessment. Please be sure to read our Student Assessment Information Booklet which explains assessments in more detail before enrolling.

Your assessor will mark your assessments and provide feedback, online, as you go. There is a maximum 10 business day turn around for all marking.

What if I need help?

You will have access to a Trainer and Assessor and a student support team to assist with any questions you may have. You can contact your Trainer/Assessor through the RETS E-Campus.

Duration



12 months part time
(you may complete it faster)

Study Options



- Online
- Hard Copy
- Face to Face
(minimum number required)

Completion




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Support



You will have access to a Trainer and Assessor and a student support team to assist with any questions you may have.

Access to recorded
Webinars 

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What do I get when I finish?

Upon successful completion of the entire course you will receive a CPP40516 Certificate IV in Strata Community Management.

Already have your Strata Agents Licence?

You can upgrade your qualification to CPP40521 Certificate IV in Strata Community Management - contact our office to find out how - 1300 850 980 or admin@rets.com.au.

How do I enrol?

Enrol online at rets.com.au
Please ensure you have read the Student Handbook prior to enrolment. Upon receipt of payment we will get you started. Any more questions? - Please contact our office on 1300 850 980.

COURSE UNITS

BSBINS309 Maintain business records

BSBOPS404 Implement customer service strategies

BSBWHS307 Apply knowledge of WHS laws in the workplace

CPPSCM3020 Source and extract information from strata plans

CPPSCM4009 Access and interpret legislation in strata community management

CPPSCM4034 Implement strata community management agreement

CPPSCM4040 Develop and monitor maintenance strategies that contribute to asset life cycle

CPPSCM4044 Coordinate repair and maintenance of strata community property and facilities

CPPSCM4045 Facilitate strata community meetings

CPPSCM4056 Manage conflicts and disputes in strata community management

CPPSCM4084 Administer insurance for strata communities

CPPSCM4047 Implement procurement processes in strata community management

CPPSCM4086 Coordinate preparation of strata community budgets

CPPSCM4087 Facilitate operation of strata community committees

CPPCMN4008 Read plans, drawings and specifications for residential buildings

CPPSCM4028 Identify and analyse risks in strata community management

CPPSCM4085 Handle strata community funds held in trust

BSBTWK401 Build and maintain business relationships