VICTORIAN PURCHASING GUIDE

CPP PROPERTY SERVICES
TRAINING PACKAGE RELEASE 17.0

FEBRUARY 2023

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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the National Register for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 17.0	14 February 2023	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Training Package consisting of: • One (1) new qualification • Eight (8) new units of competency
Release 16.0	23 May 2022	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package consisting of: • Qualifications: One (1) updated and not equivalent, CPP51122. One (1) deleted, CPP50316 • Units of competency: Four (4) updated and not equivalent. Five (5) units were deleted. In addition, two (2) previously deleted units were reinstated, CPPCMN4003 and CPPCMN4004. Mapping of qualifications and units are detailed in the Companion Volumes
Release 15	14 December 2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package consisting of: • Qualifications: Three (3) updated and not equivalent • Skill sets: Two (2) added and eight (8) removed • Units of competency: Seven (7) new, ten (10) updated and not equivalent, thirty-three (33) updated and equivalent. Of those equivalent, five (5) updated and transferred in from CPP07. Two (2) existing units in CPP Release 14 were merged into a single unit and forty-four (44) units were deleted.
Release 14	1 July 2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of: • Qualifications: Two (2) transitioned and updated from CPP07 • Units of competency: Forty-seven (47) transitioned and updated from CPP07.
Release 13	28 April 2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of: • Qualifications: Two (2) transferred from CPP07 and deemed equivalent to the superseded qualification in CPP07. • Units of competency: Thirty (30) transferred and updated from CPP07 and deemed equivalent to the superseded qualification in CPP07. In addition, this guide includes the maximum payable hours for the CPP30619 Certificate III in Investigative Services and CPP40719 Certificate IV in Security Management revised in Release 9.

Training Package Release	Date VPG Approved	Comments
Release 12	18 March 2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of: • Qualifications: Seven (7) updated and deemed equivalent. CPP40216 and CPP40316 were merged into one (1) qualification to form CPP41712. • Units of competency: Fifty-eight (58) updated of which five (5) were not equivalent and fifty-three (53) equivalent. CPPSIS4027 and CPPSIS4032 were also merged to form CPPSSI4032 and included in the not equivalent figure.
Release 11	11 March 2021	This Victorian Purchasing Guide reflects a major release for the CPP Property Services Package and consisted of: Qualifications: • One (1) new qualification. • One (1) updated qualification which was deemed not equivalent. • Two (2) transitioned qualifications from CPP07 which were updated and deemed not equivalent. Units of competency • Nine (9) new units of competency. • Twenty-five (25) Units of Competency were transitioned from CPP07, some of which were merged resulting in nineteen (19) additional units of competency. Of merged units six (6) were deemed not equivalent and thirteen (13) equivalent. • Five (5) Units of competency were updated from Release 10 of which three (3) were deemed not equivalent and two (2) equivalent. • Eight (8) deleted. Mapping of qualifications and units are detailed in the Companion Volumes
Release 10.1	6 November 2020	This release is a result of Release 8.0 VPG approval and now includes MPH and Nominal Hours aligned to the endorsement of CPP Property Services Training Package Release 8.0 Mapping of qualifications and units are detailed in the Companion Volumes.
Release 10	16 March 2020	CPP Property Services Training Package Release 10 includes the revision of a number of Qualifications and Units of Competency from the CPP07 Property Services Training Package in accordance with the New Standards for Training Packages. This guide, where appropriate, also reflects changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours and includes: • Thirty-three (33) qualifications which includes 2 transitioned from CPP07, which were deemed not equivalent. • Four hundred and twenty-six (426) Units of Competency which included twenty-one (21) transitioned from CPP07. • Of the twenty-one (21) transitioned units of competency, thirteen (13) were not equivalent and eight (8) equivalent. Mapping of qualifications and units are detailed in the Companion Volumes.

Training Package Release	Date VPG Approved	Comments
Release 9	16 March 2020	CPP Property Services Training Package Release 9 includes the revision of Qualifications and Units of Competency from the CPP07 Property Services Training Package in accordance with the New Standards for Training Packages. This guide, where appropriate, also reflects changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours and includes: • Thirty-one (31) qualifications which included 7 transitioned from CPP07, 1 revised from CPP Release 8 and 2 new qualifications. • New- CPP41519 - Certificate IV in Security Risk Analysis. - CPP41619 Certificate IV in Urban Pest Management. • Of the 7 transitioned qualifications from CPP07, 3 were not equivalent and 4 deemed equivalent. • The single revised qualification from CPP R8 was equivalent. • Four hundred and five (405) Units of Competency which included 81 transitioned from CPP07, 15 reviewed from CPP R8 and 9 new UoC. • Of the 81 transitioned units of competency, 10 were not equivalent. • Nominal hours were revised for eight (8) Units of Competency as a result of two (2) qualifications being merged. Mapping of qualifications and units are detailed in the Companion Volumes.
Release 8	6 November 2020	CPP Property Services Training Package Release 8 includes the revision of a number of Qualifications and Units of Competency from the CPP07 Property Services Training Package in accordance with the New Standards for Training Packages. This guide, where appropriate, also reflects changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours and includes: • Eight (8) qualifications from CPP07 were revised and then merged into three non-equivalent qualifications as follows: • CPP41419 Certificate IV in Real Estate Practice is the merging of CPP40307, CPP40407, CPP40507 and CPP40611. • CPP51119 Diploma of Property (Agency Management) is the merging of CPP50307 and CPP50409. • CPP31519 Certificate III in Real Estate Practice is the merging of CPP30211 and CPP30311. • Three hundred and sixteen (316) Units of Competency which included 44 revised from CPP07and 27 new UoC. • • Of the 44 transitioned units of competency, 30 were not equivalent.
Release 7.1	19 February 2020	Updated minor release of qualification CPP20218 Certificate II in Security Operations. Updated minor release of 4 units: • CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security • CPPSEC2104 Apply risk assessment to select and carry out response to security risk situations

Training Package Release	Date VPG Approved	Comments
		• CPPSEC2105 Provide quality services to a range of security clients CPPSEC3116 Carry, operate and maintain semiautomatic pistols for security purposes.
Release 7	19 February 2020	Revision of two qualifications, which are non-equivalent to the superseded versions in the CPP07 Property Services Training Package: • CPP20218 Certificate II in Security Operations • CPP31318 Certificate III in Security Operations Development of one new qualification: CPP31418 Certificate III in Close Protection Operations Revision of 39 units and addition of six new units.
Release 6	26 November 2018	Revision of 1 qualification, which is equivalent to its superseded version in the CPP07 Property Services Training Package: CPP31218 Certificate III in Swimming Pool and Spa Service. Revision of 13 equivalent units of competency.
Release 5	14 July 2017	Endorsement for the following: • Development of 1 new qualification: CPP20617 Certificate II in Cleaning • Development of 14 new units of competency in Cleaning • Revision of 1 unit of competency: CPPCMN2002
Release 4	26 August 2016	Endorsement for the following units and qualifications from Release 4: • addition of three new strata community management qualifications: • 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 Endorsement for revision of two equivalent cleaning qualifications: • 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 Endorsement for the following units and qualifications from Release 3: 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

Training Package Release	Date VPG Approved	Comments
		• 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.
Release 2	21 October 2015	This Victorian Purchasing Guide is in response to CPP Property Services Training Package Release 2: One revised qualification in Pest Management: • CPP30115 Certificate III in Urban Pest Management 1 new unit CPPPMT3002 (equivalent to CPPPMT3002A and CPPPMT3009A)

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

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 Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of CPP Property Services Training Package Release 17.0 is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the Property Services Training Package Release 17.0 is conducted against the Training Package units of competency and complies with the assessment requirements.
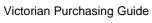
QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
CPP20121	Certificate II in Surveying and Spatial Information Services	224	236
CPP20218	Certificate II in Security Operations	N/A	349
CPP20319	Certificate II in Technical Security	433	456
CPP20521	Certificate II in Fire Protection Inspection and Testing	366	385
CPP30119	Certificate III in Urban Pest Management	461	485
CPP30221	Certificate III in Surveying and Spatial Information Services	509	536
CPP30321	Certificate III in Cleaning Operations	475	500
CPP30519	Certificate III in Technical Security	403	424
CPP30619	Certificate III in Investigative Services	415	437
CPP30719	Certificate III in Waste Management	532	560
CPP30821	Certificate III in Fire Protection Inspection and Testing	523	550
CPP31218	Certificate III in Swimming Pool and Spa Service	383	403
CPP31318	Certificate III in Security Operations	512	539
CPP31418	Certificate III in Close Protection Operations	400	421
CPP31519	Certificate III in Real Estate Practice	432	455
CPP40121	Certificate IV in Residential Drafting	608	640
CPP40421	Certificate IV in Cleaning	594	625
CPP40521	Certificate IV in Strata Community Management	508	535
CPP40719	Certificate IV in Security Management	467	492
CPP40821	Certificate IV in Access Consulting	903	950
CPP40919	Certificate IV in Waste Management	513	540
CPP41119	Certificate IV in Home Energy Efficiency and Sustainability	880	926
CPP41319	Certificate IV in Swimming Pool and Spa Service	604	636
CPP41419	Certificate IV in Real Estate Practice	594	625
CPP41519	Certificate IV in Security Risk Analysis	542	570
CPP41619	Certificate IV in Urban Pest Management	335	353
CPP41721	Certificate IV in Surveying and Spatial Information Services	855	900
CPP50121	Diploma of Surveying	1264	1330
CPP50221	Diploma of Spatial Information Services	969	1020

Code	Title	Minimum Payable Hours	Maximum Payable Hours
CPP50619	Diploma of Security Risk Management	447	470
CPP50721	Diploma of Access Consulting	1241	1306
CPP50921	Diploma of Building Design	1169	1230
CPP51122	Diploma of Property (Agency Management)	618	650
CPP51222	Diploma of Bushfire Protection Assessment	557	611
CPP60121	Advanced Diploma of Surveying	817	860
CPP60421	Advanced Diploma of Building Design	846	890
CPP80221	Graduate Diploma of Building Design	660	695

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
CPPACC4001	Apply disability awareness to assess and determine access solutions	40
CPPACC4002	Apply building control legislation to accessibility assessment of small-scale buildings	60
CPPACC4003	Assess accessibility of construction plans	60
CPPACC4004	Communicate effectively as an access consultant	40
CPPACC4005	Conduct building access audits	50
CPPACC4006	Conduct playground access audits	50
CPPACC4007	Conduct streetscape access audits	50
CPPACC4008	Conduct transport conveyance and boarding device access audits	60
CPPACC4009	Conduct transport premises access audits	50
CPPACC4010	Conduct aged care facility access audits	40
CPPACC4011	Conduct educational facility access audits	40
CPPACC4012	Conduct outdoor recreation area access audits	40
CPPACC4013	Contribute effectively to building development teams	30
CPPACC4014	Facilitate the development of DDA Action Plans	60
CPPACC4015	Follow WHS requirements when working at client sites	40
CPPACC4016	Manage risk to access consulting operations	50
CPPACC4017	Prepare access reports	30
CPPACC4018	Prepare, deliver and evaluate public education sessions on access	50
CPPACC4019	Provide access advice on building fitout	30
CPPACC4020	Provide access advice on building renovations	50
CPPACC4021	Provide access advice on the provision of services	50
CPPACC4022	Work effectively as an access consultant	30
CPPACC5001	Assess building work documentation for access compliance	25
CPPACC5002	Inspect access compliance during the building process	25
CPPACC5003	Apply anthropometric principles to accessible building design and fitout	60
CPPACC5004	Apply building codes and standards to accessible large-scale buildings	50
CPPACC5005	Interpret and apply building control legislation when assessing large-scale buildings for access	50
CPPACC5006	Apply ergonomic principles to accessible building design and fitout	50

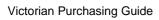| Unit Code	Unit Title	Nominal Hours
CPPACC5007	Apply mechanics of human body functions to accessible building design and fitout	50
CPPACC5008	Assess the construction of existing buildings and new building work required to be accessible	60
CPPACC5009	Evaluate and select construction materials for accessible buildings	40
CPPACC5010	Provide access advice on the design of the built environment	30
CPPACC5011	Prepare concept designs for accessible building work	70
CPPACC5012	Prepare written design briefs for accessible building work	40
CPPACC5013	Prepare and administer tender documentation for accessible building work	40
CPPACC5014	Prepare contract documentation for accessible building work	50
CPPACC5015	Prepare specification documentation for accessible building work	50
CPPACC5016	Provide expert access advice on renovations to private dwellings	40
CPPACC5017	Provide expert access advice on building renovations	40
CPPACC5018	Provide expert access advice to complainants or respondents	40
CPPACC5019	Coordinate the development and implementation of DDA Action Plans	40
CPPACC5020	Undertake research on access issues	30
CPPACC6001	Participate as an access expert on an Access Panel	20
CPPACC6002	Apply performance-based codes and risk management principles when assessing buildings for access	30
CPPACC6003	Apply unjustifiable hardship principles to assess solutions for access	30
CPPACC8001	Research and analyse access and use requirements for people with diverse disabilities	80
CPPACC8002	Research and analyse access solutions for the built environment	80
CPPBDN4101	Work effectively in a building design environment	20
CPPBDN4102	Analyse building design drawings	55
CPPBDN4103	Use CAD software to produce drawings for building design projects	40
CPPBDN4104	Apply compliance requirements to Class 1 and 10 building design documentation	100
CPPBDN4105	Prepare drawings for planning and building approval for Class 1 and 10 buildings	180
CPPBDN4106	Investigate materials for construction of Class 1 and 10 buildings	50
CPPBDN4107	Investigate construction methods for Class 1 and 10 buildings	45
CPPBDN4108	Draw layout of required services for Class 1 and 10 buildings	50

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Unit Code	Unit Title	Nominal Hours
CPPBDN4109	Research architectural styles and movements	40
CPPBDN4110	Set up BIM capable software and files for building design drafting projects	40
CPPBDN5101	Produce digital 3-D models of building designs	60
CPPBDN5102	Produce compliant designs for Class 1 and 10 buildings	170
CPPBDN5103	Produce compliant designs for Class 2-9 buildings up to two storeys	170
CPPBDN5104	Prepare drawings for planning and building approval for Class 2-9 buildings up to two storeys	260
CPPBDN5105	Evaluate construction materials and methods for Class 2-9 buildings up to two storeys	100
CPPBDN5106	Determine compliance requirements for Class 2-9 buildings up to two storeys	80
CPPBDN5107	Manage contracts for small-scale building design projects	60
CPPBDN5108	Design timber-framed buildings	90
CPPBDN5109	Recommend sustainability solutions for small-scale building design projects	90
CPPBDN5110	Inspect and assess sites to inform the design process	60
CPPBDN5111	Produce rendered animations of 3-D models of small-scale building designs	50
CPPBDN6101	Produce compliant designs for Class 2-9 buildings up to three storeys	170
CPPBDN6102	Prepare drawings for planning and building approval for Class 2-9 buildings up to three storeys	280
CPPBDN6103	Evaluate construction materials, methods and services for Class 2-9 buildings up to three storeys	90
CPPBDN6104	Determine compliance requirements for Class 2-9 building designs up to three storeys	60
CPPBDN6105	Manage the tendering and contract administration process for a client	60
CPPBDN6106	Produce building information modelling for building design projects	100
CPPBDN8101	Advise on construction materials and methods for large and complex building design projects	80
CPPBDN8102	Advise on compliance requirements for large and complex building design projects	80
CPPBDN8103	Scope and initiate large and complex building design projects	100
CPPBDN8104	Manage the design of large and complex building design projects	195
CPPBDN8105	Lead the building design team	80
CPPBDN8106	Implement new building design technologies	80

Unit Code	Unit Title	Nominal Hours
CPPBPA5001	Assess factors affecting bushfire behaviour	60
CPPBPA5002	Advise on building materials for bushfire resilience	60
CPPBPA5003	Advise on building design for bushfire resilience	40
CPPBPA5004	Advise on landscaping design measures for bushfire resilience	50
CPPBPA5005	Advise on improvements to existing developments for bushfire resilience	50
CPPBPA5006	Prepare a bushfire emergency plan for small scale buildings	50
CPPBPA5007	Assess statutory planning applications for compliance with bushfire requirements	60
CPPBPA5008	Assess strategic planning proposals for compliance with bushfire requirements	60
CPPCLO3100	Maintain cleaning storage areas	15
CPPCLO3101	Clean carpeted floors	8
CPPCLO3102	Clean hard floors	15
CPPCLO3103	Clean and maintain amenities	20
CPPCLO3104	Clean high-touch surfaces	20
CPPCLO3105	Clean glass surfaces	10
CPPCLO3106	Pressure wash and clean surfaces	10
CPPCLO3107	Clean external surfaces	10
CPPCLO3108	Clean window coverings	10
CPPCLO3109	Clean fabric upholstery	25
CPPCLO3110	Treat carpet stains	25
CPPCLO3111	Clean rooms, furniture and fittings	24
CPPCLO3112	Clean walls, ceilings and fittings	20
CPPCLO3113	Clean food-handling areas and equipment	20
CPPCLO3114	Clean specialised clean-room environments	10
CPPCLO3115	Clean industrial machinery	10
CPPCLO4100	Organise and monitor cleaning tasks	20
CPPCLO4101	Estimate and quote cleaning service	25
CPPCLO4102	Supervise cleaning staff	30
CPPCLO4103	Work collaboratively in specialty cleaning and restoration	35
CPPCLO4104	Restore water-damaged structures and contents	30

Unit Code	Unit Title	Nominal Hours
CPPCLO4105	Apply odour control to structures and contents	30
CPPCLO4106	Clean and decontaminate clandestine drug sites	40
CPPCLO4107	Remediate mould contaminated structures and contents	35
CPPCLO4108	Restore fire and smoke-affected structures and contents	35
CPPCLO4109	Clean and decontaminate trauma and crime scene sites	40
CPPCLO4110	Perform restorative carpet cleaning	50
CPPCLO4111	Strip and seal hard floors	50
CPPCLO4112	Assess cleaning products and equipment to meet cleaning service requirements	20
CPPCMN2002	Participate in workplace safety arrangements	25
CPPCMN3004	Respond to enquiries and complaints	20
CPPCMN3005	Complete client documentation	15
CPPCMN3006	Provide effective client service	30
CPPCMN4003	Establish, develop and monitor teams	80
CPPCMN4004	Develop and manage client relations	40
CPPCMN4008	Read plans, drawings and specifications for residential buildings	30
CPPCMN4012	Contribute to sustainable solutions throughout a building's life cycle	50
CPPCMN4013	Operate a sustainable business	50
CPPCOM4001	Manage own work, professional development and ethical behaviour	50
CPPCOM4002	Implement safe work practices in the property industry	40
CPPDSM5022	Develop and implement asset management plans	25
CPPDSM5027	Provide facilities and amenities for property users	20
CPPDSM6002	Conduct property investment feasibility study	30
CPPDSM6008	Develop and implement strategic facilities management plans	30
CPPFES2003	Safely move loads and dangerous goods	25
CPPFES2004	Identify and report on types of installed fire safety equipment and systems	35
CPPFES2005	Demonstrate first attack firefighting equipment	15
CPPFES2006	Prepare for installation and servicing operations	25
CPPFES2007	Maintain quality of work and promote continuous improvement	20
CPPFES2010	Inspect and test fire hose reels	20
CPPFES2011	Install portable fire extinguishers, fire cabinets and fire blankets	25

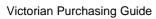| Unit Code	Unit Title	Nominal Hours
CPPFES2016	Inspect, test and maintain delivery layflat fire hoses	20
CPPFES2020	Conduct routine inspection and testing of fire extinguishers and fire blankets	35
CPPFES2021	Inspect, test and maintain fire extinguishers	30
CPPFES2025	Inspect, test and maintain gaseous fire-suppression systems	45
CPPFES2026	Inspect and test emergency and exit lighting systems	25
CPPFES2027	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems	50
CPPFES2029	Conduct functional tests on fire detection, warning and intercommunication devices	100
CPPFES2035	Identify, inspect and test fire and smoke doors	30
CPPFES2037	Inspect and test fire hydrant systems	20
CPPFES2039	Identify, inspect and test passive fire and smoke containment products and systems	40
CPPFES2043	Apply regulations to prevent ozone depleting substance and synthetic greenhouse gas emissions	15
CPPFES2047	Inspect and test control and indicating equipment	25
CPPFES2048	Receive and dispatch scheduled gaseous fire-extinguishing agents	20
CPPFES2049	Conduct recovery, reclaim and fill operations for scheduled gaseous fire-extinguishing agents	25
CPPFES2050	Monitor storage operations for scheduled gaseous fire-extinguishing agents	20
CPPFES3024	Inspect and maintain portable foam-generating equipment	30
CPPFES3032	Conduct enclosure integrity testing	40
CPPFES3038	Inspect, test and maintain portable fire monitors	15
CPPFES3040	Install passive fire and smoke containment systems	40
CPPFES3042	Install and commission pre-engineered fire-suppression systems	50
CPPFES3044	Interpret installation requirements for gaseous fire-suppression systems	30
CPPFES3045	Install gaseous agent containers and actuators	45
CPPFES3046	Decommission gaseous agent containers and actuators	30
CPPHES4001	Research and assess impact of building elements on thermal performance of residential buildings	80
CPPHES4002	Advise clients on thermal performance of residential buildings	60

Unit Code	Unit Title	Nominal Hours
CPPHES4003	Operate and maintain computer system to support thermal performance assessments	40
CPPHES4004	Conduct thermal performance assessment of residential buildings	120
CPPHES4005	Assess household energy use and efficiency improvements	120
CPPHES4006	Assess household water use and efficiency improvements	60
CPPHES4007	Assess thermal performance of existing residential buildings	100
CPPHES4008	Assess household waste generation and waste management improvements	40
CPPHES4009	Promote the adoption of home sustainability practices	40
CPPHES5001	Conduct thermal performance assessment of complex residential buildings	80
CPPINV3026	Work effectively in investigative services	20
CPPINV3027	Develop investigation plans	25
CPPINV3028	Investigate and locate subjects	35
CPPINV3029	Provide quality investigative services to clients	8
CPPINV3030	Conduct factual investigations	30
CPPINV3031	Conduct interviews and take statements to support investigations	30
CPPINV3032	Develop factual investigation reports	10
CPPINV3033	Conduct covert surveillance operations	30
CPPINV3034	Organise and operate surveillance vehicles	10
CPPINV3035	Develop surveillance investigation reports	10
CPPINV4013	Undertake case management of investigations	24
CPPREP3001	Comply with ethical practice in real estate	30
CPPREP3002	Communicate effectively to support customer service in real estate	30
CPPREP3003	Access and process property information in real estate	25
CPPREP3101	Assist in listing and marketing properties for lease	30
CPPREP3102	Assist in listing and marketing properties for sale	30
CPPREP3103	Assist with the sale of properties	20
CPPREP3104	Assist with maintaining and protecting condition of managed properties	25
CPPREP3105	Assist with property inspection	15
CPPREP4001	Prepare for professional practice in real estate	30
CPPREP4002	Access and interpret ethical practice in real estate	40

Unit Code	Unit Title	Nominal Hours
CPPREP4003	Access and interpret legislation in real estate	50
CPPREP4004	Establish marketing and communication profiles in real estate	20
CPPREP4005	Prepare to work with real estate trust accounts	50
CPPREP4101	Appraise property for sale or lease	40
CPPREP4102	Market property	30
CPPREP4103	Establish vendor relationships	30
CPPREP4104	Establish buyer relationships	25
CPPREP4105	Sell property	60
CPPREP4121	Establish landlord relationships	30
CPPREP4122	Manage tenant relationships	30
CPPREP4123	Manage tenancy	50
CPPREP4124	End tenancy	30
CPPREP4125	Transact in trust accounts	50
CPPREP4141	Establish and maintain property management portfolio	30
CPPREP4142	Promote property management products and services	25
CPPREP4161	Undertake pre-auction processes	20
CPPREP4162	Conduct and complete sale by auction	25
CPPREP4163	Complete post-auction process and contract execution	15
CPPREP4171	Represent buyer in sales process	20
CPPREP4172	Develop and promote property industry knowledge - buyer's agent	15
CPPREP4173	Complete purchase of property as buyer's agent	25
CPPREP4181	Manage onsite residential property	50
CPPREP4201	Appraise commercial property	40
CPPREP4202	Establish and maintain vendor and lessor relationships and networks	50
CPPREP4203	Complete commercial property sale	60
CPPREP4204	Establish commercial property lease	60
CPPREP4231	Manage commercial property maintenance	30
CPPREP4232	Manage commercial property financial reports	70
CPPREP4233	Manage lessee relationships - commercial	45
CPPREP4234	Manage lessor relationships - commercial	25
CPPREP4235	End commercial property lease	50

Unit Code	Unit Title	Nominal Hours
CPPREP4261	Appraise business for sale	40
CPPREP4262	Establish vendor relationships in business broking	25
CPPREP4263	Manage buyer relationships in business broking	50
CPPREP4264	Manage the sales process in business broking	50
CPPREP4301	Confirm and market livestock for sale	40
CPPREP4302	Prepare livestock for sale	25
CPPREP4303	Establish vendor and buyer relationships in livestock sale	30
CPPREP4304	Complete sales process - livestock	50
CPPREP4501	Prepare to complete the sales process - off the plan properties	50
CPPREP4502	Support providers of social and community housing	60
CPPREP4503	Present at hearings in real estate	20
CPPREP4504	Deliver presentations to clients in real estate	10
CPPREP4505	Value goods, chattels, plant and equipment	30
CPPREP4506	Manage offsite and lone worker safety in real estate	15
CPPREP4507	Provide property sustainability information in real estate	10
CPPREP4508	Conduct livestock auction	25
CPPREP4509	Auction goods, chattels or equipment	40
CPPREP4510	Manage short-term or holiday letting	50
CPPREP5001	Manage compliance in the property industry	50
CPPREP5002	Establish and monitor property industry trust account management practices	70
CPPREP5003	Manage ethical practice in the property industry	30
CPPREP5004	Manage a safe workplace in the property industry	40
CPPREP5005	Manage teams in the property industry	40
CPPREP5006	Manage operational finances in the property industry	60
CPPREP5007	Develop a strategic business plan in the property industry	50
CPPREP5008	Market the property agency	50
CPPREP5009	Develop a marketing and service strategy in real estate	25
CPPREP5010	Manage customer service activities in the property industry	40
CPPREP5201	Develop and maintain commercial property market intelligence	40
CPPREP5311	Develop and maintain rural property market knowledge and intelligence	40

Unit Code	Unit Title	Nominal Hours
CPPSCM3017	Work effectively in strata community management	35
CPPSCM3020	Source and extract information from strata plans	10
CPPSCM4009	Access and interpret legislation in strata community management	25
CPPSCM4028	Identify and analyse risks in strata community management	15
CPPSCM4034	Implement strata community management agreement	20
CPPSCM4040	Develop and monitor maintenance strategies that contribute to asset life cycle	20
CPPSCM4044	Coordinate repair and maintenance of strata community property and facilities	20
CPPSCM4045	Facilitate strata community meetings	30
CPPSCM4047	Implement procurement processes in strata community management	30
CPPSCM4056	Manage conflicts and disputes in strata community management	35
CPPSCM4066	Conduct strata community site visits	30
CPPSCM4083	Terminate strata community	15
CPPSCM4084	Administer insurance for strata communities	25
CPPSCM4085	Handle strata community funds held in trust	20
CPPSCM4086	Coordinate preparation of strata community budgets	20
CPPSCM4087	Facilitate operation of strata community committees	20
CPPSCM5001	Manage strata community resilience	50
CPPSCM5002	Conduct strategic planning for strata community sustainable practices and operation	50
CPPSCM5003	Manage strata community asset maintenance and defects	45
CPPSCM5004	Perform strategic financial management of a strata community	60
CPPSEC2021	Install security equipment and systems	40
CPPSEC2022	Install electronic locks and locking systems	16
CPPSEC2023	Install video surveillance systems and equipment	20
CPPSEC2024	Monitor and respond to electronic information from security equipment and systems	4
CPPSEC2025	Sell security products and services	8
CPPSEC2026	Perform routine maintenance on security equipment and systems	32
CPPSEC2101	Apply effective communication skills to maintain security	20
CPPSEC2102	Apply legal and procedural requirements to work effectively within a security team	50

Unit Code	Unit Title	Nominal Hours
CPPSEC2103	Apply WHS, emergency response and evacuation procedures to maintain security	16
CPPSEC2104	Apply risk assessment to select and carry out response to security risk situations	8
CPPSEC2105	Provide quality services to a range of security clients	8
CPPSEC2106	Protect self and others using basic defensive techniques	24
CPPSEC2107	Patrol premises to monitor property and maintain security	8
CPPSEC2108	Screen people, personal effects and items to maintain security	60
CPPSEC2109	Monitor and control access and exit of persons and vehicles from premises	25
CPPSEC2110	Monitor and control individual and crowd behaviour to maintain security	45
CPPSEC2111	Apply security procedures to manage intoxicated persons	4
CPPSEC2112	Apply security procedures to remove persons from premises	8
CPPSEC2113	Escort and protect persons and valuables	24
CPPSEC2114	Monitor electronic security equipment and respond to alarm events	16
CPPSEC3024	Install advanced technology security equipment and systems	80
CPPSEC3025	Diagnose faults in advanced technology security equipment and systems	30
CPPSEC3035	Recommend technical security requirements to meet client needs	8
CPPSEC3036	Program and configure security equipment and systems	30
CPPSEC3037	Test installed security equipment and systems	12
CPPSEC3038	Commission and decommission security equipment and systems	16
CPPSEC3039	Diagnose faults in electronic security equipment and systems	20
CPPSEC3040	Coordinate installation of security equipment and systems	20
CPPSEC3041	Conduct routine service of security equipment and systems	24
CPPSEC3042	Diagnose faults in video surveillance systems and equipment	24
CPPSEC3043	Establish and test electronic monitoring parameters for security equipment and systems	8
CPPSEC3044	Conduct routine service of electronic locks and locking systems	16
CPPSEC3045	Assess security equipment and systems to specify required modifications	16
CPPSEC3046	Develop security system configurations and specifications for client sites	30

Unit Code	Unit Title	Nominal Hours
CPPSEC3047	Provide estimate and quote on security system installations	20
CPPSEC3053	Implement measures to secure IP networked security equipment and systems	40
CPPSEC3101	Manage conflict and security risks using negotiation	16
CPPSEC3102	Maintain operational safety and security of work environment	20
CPPSEC3103	Determine and implement response to security risk situation	24
CPPSEC3104	Coordinate monitoring and control of individual and crowd behaviour	16
CPPSEC3105	Coordinate provision of quality security services to clients	16
CPPSEC3106	Gather, organise and present security information and documentation	20
CPPSEC3107	Monitor security and coordinate response from control rooms	40
CPPSEC3108	Store, protect and dispose of security information	10
CPPSEC3109	Use and maintain security databases and compile reports	20
CPPSEC3110	Control persons using batons	30
CPPSEC3111	Restrain persons using handcuffs	30
CPPSEC3112	Manage training and well-being of dogs for security functions	100
CPPSEC3113	Handle dogs for security patrols	30
CPPSEC3114	Control security risk situations using firearms	40
CPPSEC3115	Carry, operate and maintain revolvers for security purposes	32
CPPSEC3116	Carry, operate and maintain semi-automatic pistols for security purposes	20
CPPSEC3117	Carry, operate and maintain shotguns for security purposes	40
CPPSEC3118	Inspect and test cash-in-transit security equipment and rectify faults	30
CPPSEC3119	Implement cash-in-transit security procedures	40
CPPSEC3120	Load and unload cash-in-transit in secured and unsecured environments	65
CPPSEC3121	Control persons using empty hand techniques	24
CPPSEC3122	Plan provision of close protection services	60
CPPSEC3123	Implement close protection services	45
CPPSEC3124	Prepare and present evidence in court	24
CPPSEC3125	Implement security procedures to protect critical infrastructure and public assets	60
CPPSEC3126	Defend persons using spray	20

Unit Code	Unit Title	Nominal Hours
CPPSEC3127	Conduct security screening using x-ray equipment	16
CPPSEC3128	Conduct security screening using walk-through metal detection equipment	4
CPPSEC3129	Conduct security screening using explosive trace detection equipment	8
CPPSEC3130	Conduct security screening using hand-held metal detectors	4
CPPSEC3131	Select, use and maintain body armour for security purposes	16
CPPSEC4001	Manage work health and safety in the security work environment	30
CPPSEC4003	Assess and advise on client security needs	30
CPPSEC4004	Supervise security operations	30
CPPSEC4005	Facilitate security operations briefing and debriefing processes	12
CPPSEC4006	Conduct security risk assessment of client operations	60
CPPSEC4007	Identify security threats and assess impact on client operations	40
CPPSEC4008	Assess and prepare security tender submissions	20
CPPSEC4009	Interpret electronic information from advanced technology security systems	20
CPPSEC4010	Manage monitoring centre operations	60
CPPSEC4011	Manage field staff activity and incident response from control room	20
CPPSEC4012	Assess security vulnerabilities of assets	40
CPPSEC4014	Commission and decommission networked security systems	10
CPPSEC4015	Maintain networked security systems	10
CPPSEC4016	Install networked security systems	30
CPPSEC4017	Design security system configurations and specifications	30
CPPSEC4018	Program and configure networked security systems	20
CPPSEC4019	Diagnose faults in networked security systems	20
CPPSEC4020	Advise on advanced technology security systems to meet client needs	50
CPPSEC4021	Develop standard operating procedures for advanced technology security systems	50
CPPSEC4022	Establish and implement ethics and governance arrangements for security businesses	60
CPPSEC4023	Implement contracting arrangements for security businesses	40
CPPSEC4024	Assess security of crowded places	50

Unit Code	Unit Title	Nominal Hours
CPPSEC4025	Advise on operational requirements to maintain crowded place security	40
CPPSEC5002	Coordinate security operations	30
CPPSEC5003	Assess security risk management options	30
CPPSEC5004	Develop security risk management plans	40
CPPSEC5005	Implement security risk management plans	40
CPPSEC5006	Develop strategies to implement advanced technology security systems	60
CPPSEC5008	Analyse threat environment and devise strategies to respond to active threats	60
CPPSEC5009	Implement communication systems to respond to active threats	40
CPPSPS3001	Handle, transport and store swimming pool and spa chemicals safely	15
CPPSPS3002	Perform basic swimming pool and spa measurements and calculations	20
CPPSPS3003	Maintain swimming pools and spas	30
CPPSPS3004	Maintain swimming pool and spa water circulation and filtration systems	25
CPPSPS3005	Maintain swimming pool and spa dosing systems	25
CPPSPS3006	Maintain swimming pool and spa cleaning and vacuuming systems	25
CPPSPS3007	Maintain swimming pool and spa heating systems	25
CPPSPS3008	Work in the swimming pool and spa servicing industry	15
CPPSPS3009	Maintain swimming pool and spa stock	25
CPPSPS3010	Sell swimming pool and spa products and services	20
CPPSPS3011	Use and maintain business technology related to swimming pool and spa servicing	30
CPPSPS3012	Access and apply information from swimming pool and spa technical manuals	25
CPPSPS4001	Assess and treat water problems in swimming pools and spas	15
CPPSPS4002	Install and repair swimming pool and spa circulation and filtration systems	35
CPPSPS4003	Install and repair swimming pool and spa dosing systems	35
CPPSPS4004	Install and repair swimming pool and spa cleaning and vacuuming systems	35
CPPSPS4005	Install, service and repair swimming pool and spa heating systems	25

Unit Code	Unit Title	Nominal Hours
CPPSPS4006	Install, service and repair swimming pool and spa low voltage lighting systems	15
CPPSPS4007	Inspect, service and repair aquatic facility plant and equipment	30
CPPSPS4008	Install, service and repair spas	40
CPPSPS4009	Estimate cost of swimming pool and spa products and services	25
CPPSPS4012	Design, install and service automated systems for swimming pools and spas	40
CPPSPS4013	Establish maintenance plans for swimming pools and spas	35
CPPSPS4014	Drain and acid wash swimming pools and spas	15
CPPSPS4016	Advise on swimming pool and spa products and services	20
CPPSPS4017	Detect leaks in swimming pools and spas	30
CPPSSI2012	Assist in collecting basic spatial data	30
CPPSSI2013	Store and retrieve basic spatial data	10
CPPSSI2015	Assist with surveying and spatial field activities	10
CPPSSI3011	Produce basic maps	40
CPPSSI3015	Collect basic surveying data	60
CPPSSI3016	Provide field support services for surveying and spatial projects	40
CPPSSI3019	Produce basic plans of surveys	40
CPPSSI3020	Perform simple surveying and spatial computations	100
CPPSSI3021	Visually interpret image data	30
CPPSSI4022	Store and retrieve spatial data	50
CPPSSI4024	Source and assess spatial data	100
CPPSSI4025	Collect spatial data using GNSS	30
CPPSSI4026	Digitally enhance and process image data	40
CPPSSI4030	Operate surveying equipment	100
CPPSSI4031	Perform surveying computations	80
CPPSSI4032	Plan and conduct field surveying operations	40
CPPSSI4034	Maintain spatial data	60
CPPSSI4035	Apply GIS software to spatial problems	70
CPPSSI4036	Operate spatial software applications	80
CPPSSI4037	Produce computer-aided drawings	80
CPPSSI4038	Prepare and present GIS data	40

Unit Code	Unit Title	Nominal Hours
CPPSSI4039	Design and produce maps	60
CPPSSI4040	Collect spatial data using a total station	60
CPPSSI4041	Set out site and building works	60
CPPSSI5031	Develop a spatial data collection plan	40
CPPSSI5032	Capture new spatial data	100
CPPSSI5035	Create spatial data	20
CPPSSI5036	Integrate spatial datasets	60
CPPSSI5037	Maintain spatial data systems	60
CPPSSI5040	Source, collate and interpret spatial data	20
CPPSSI5043	Design spatial data storage systems	60
CPPSSI5044	Develop subdivision survey designs	120
CPPSSI5046	Set out roads and stormwater systems	120
CPPSSI5047	Conduct GNSS surveys	40
CPPSSI5048	Conduct engineering surveys	70
CPPSSI5050	Produce survey drawings	80
CPPSSI5051	Conduct identification surveys	60
CPPSSI5052	Integrate surveying datasets	60
CPPSSI5053	Perform complex surveying computations	80
CPPSSI5054	Perform geodetic surveying computations	80
CPPSSI5057	Conduct precision surveys	60
CPPSSI5058	Conduct geodetic surveys	60
CPPSSI5060	Develop spreadsheets for spatial data	60
CPPSSI5061	Survey subsurface utility information	60
CPPSSI5062	Conduct photogrammetric mapping	40
CPPSSI5064	Conduct complex spatial data analysis	60
CPPSSI5065	Design basic engineering structures	140
CPPSSI6021	Conduct open pit mine surveys	140
CPPSSI6022	Produce mine drawings	60
CPPSSI6032	Conduct advanced GNSS control surveys	70
CPPSSI6033	Conduct underground mine surveys	140
CPPSSI6034	Conduct mining geology project research	70

Unit Code	Unit Title	Nominal Hours
CPPSSI6035	Conduct complex engineering set-out surveys	120
CPPSSI6036	Monitor engineering structures	120
CPPSSI6037	Conduct advanced remote sensing analysis	120
CPPSSI6040	Develop 2-D and 3-D terrain visualisations	160
CPPSSI6041	Compile mine survey plans	60
CPPUPM3005	Manage pests without applying pesticides	70
CPPUPM3006	Manage pests by applying pesticides	100
CPPUPM3008	Inspect for and report on timber pests	45
CPPUPM3010	Control timber pests	45
CPPUPM3011	Manage organisms by applying fumigants to commodities and environments	60
CPPUPM3017	Maintain, service and repair pest management equipment	20
CPPUPM3018	Maintain equipment and pesticide storage area in pest management vehicles	25
CPPUPM3042	Install termite management systems	40
CPPUPM4001	Assess and select pest management vehicle and equipment	15
CPPUPM4002	Schedule, organise and monitor pest management operations	40
CPPUPM4003	Assess and advise on pest management options for sensitive	25
CPPUPM4004	Assess and advise on pest management options for complex operations	30
CPPUPM4005	Implement and monitor pest management plans for sensitive operations	25
CPPUPM4006	Implement and monitor pest management plans for complex operations	20
CPPWMT3001	Identify and segregate waste	25
CPPWMT3002	Conduct waste resource recovery	40
CPPWMT3003	Identify and respond to hazards and emergencies in waste management	35
CPPWMT3004	Comply with environmental protection requirements when transporting waste	30
CPPWMT3005	Maintain storage area for waste management equipment and consumables	20
CPPWMT3006	Receive, transfer and dispatch waste	50
CPPWMT3007	Process waste using plant	70

Unit Code	Unit Title	Nominal Hours
CPPWMT3008	Store and monitor contained waste	55
CPPWMT3009	Place, compact and cover waste at landfill sites	40
CPPWMT3010	Maintain waste landfill sites	40
CPPWMT3011	Conduct waste assessments	25
CPPWMT4001	Develop proposals for waste management services	45
CPPWMT4002	Develop waste management plans	60
CPPWMT4003	Implement waste management plans	25
CPPWMT4004	Prepare waste management tender submissions	45
CPPWMT4005	Implement waste management site safety plans	60
CPPWMT4006	Monitor waste landfill sites	25
CPPWMT4007	Organise and monitor waste management operations	55
CPPWMT4008	Provide waste management information to stakeholders	50
CPPWMT4009	Conduct waste audits	60
CPPWMT4010	Assess and advise on waste avoidance options	60

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

Business

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

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Jobs and Skills Council (JSC)

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established. At the time of publication, the entity and contact details for the JSC has not yet been announced. For more information see Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government (dewr.gov.au)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See training.gov.au for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See Skills and Training - DEWR for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See djsir.vic.gov.au for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See asqa.gov.au for more information.

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 See vrqa.vic.gov.au

INDUSTRY REGULATORY BODIES

WorkSafe 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.

WorkSafe needs to provide written verification before high-risk work units can be added to an RTO's scope of registration. info@worksafe.vic.gov.au See worksafe.vic.gov.au for further information.

222 Exhibition Street,
Melbourne 3000
(03) 9641 1444 or
1800 136 089 (toll free)

info@worksafe.vic.gov.au
See worksafe.vic.gov.au for further information.

GLOSSARY

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.
Maximum Payable Hours	The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the 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.

Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **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. |
| **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 ((DJSIR)) and are primarily developed for funding purposes in Victoria. |