

CPP PROPERTY SERVICES

TRAINING PACKAGE

Version 4.2

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National CPP Property Services Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package.

Version 4.2 of the CPP Property Services Training Package was released by Training.Gov.Au (TGA) on the 17 January 2017.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au.

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the industry.

National Code	National Title	Nominal Hours
CPP20116	Certificate II in Surveying and Spatial Information Services	185
CPP30115	Certificate III in Urban Pest Management	460
CPP30216	Certificate III in Surveying and Spatial Information Services	460
CPP30316	Certificate III in Cleaning Operations	290
CPP30416	Certificate III in Strata Community Management	285
CPP40115	Certificate IV in Building Design Drafting	846
CPP40216	Certificate IV in Surveying	650
CPP40316	Certificate IV in Spatial Information Services	610
CPP40416	Certificate IV in Cleaning Management	525
CPP40516	Certificate IV in Strata Community Management	480
CPP50116	Diploma of Surveying	945
CPP50216	Diploma of Spatial Information Services	840
CPP50316	Diploma of Strata Community Management	550
CPP60116	Advanced Diploma of Surveying	735

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the industry.

National Code	National Title	Nominal Hours
CPPBDN4001	Research and evaluate construction materials and methods for building design projects	85
CPPBDN4002	Research and apply compliance requirements to technical construction documentation	35
CPPBDN4003	Collect, apply and store building design project information	25
CPPBDN4004	Set up BIM-capable software and files for building design drafting projects	35
CPPBDN4005	Review and report structural integrity of building designs	85
CPPBDN4006	Import and transpose information from external sources into digital building design drawings	35
CPPBDN4007	Store and retrieve building design documentation	25
CPPBDN4008	Produce digital building design concept drawings	80
CPPBDN4009	Analyse building design drawings and review findings	50
CPPBDN4010	Prepare documentation for planning approval	110
CPPBDN4011	Prepare documentation for building approval	90
CPPBDN4012	Provide support to project building designers	45
CPPBDN4013	Produce construction detail drawings	90
CPPCLO3001	Maintain hard floor surfaces	15
CPPCLO3002	Restore hard floor surfaces	45
CPPCLO3003	Clean using safe work practices	40
CPPCLO3004	Maintain carpeted floors	8
CPPCLO3005	Confirm and apply privacy and security requirements for cleaning work	20
CPPCLO3006	Clean carpets	90
CPPCLO3007	Remove carpet stains	20
CPPCLO3008	Mitigate carpet water damage	25
CPPCLO3009	Clean glass surfaces	10
CPPCLO3010	Apply odour control to carpets	20

CPPCLO3011	Clean using environmentally sustainable work practices	25
CPPCLO3012	Repair and reinstall carpets	70
CPPCLO3013	Clean window coverings	10
CPPCLO3014	Maintain clean-room environments	10
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	20
CPPCLO3030	Develop a plan to mitigate water damage and restore carpets	45
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	15
CPPCLO3045	Clean high-touch surfaces	20
CPPCLO4001	Induct cleaning staff	35
CPPCLO4002	Develop, implement and monitor new cleaning techniques	45
CPPCLO4003	Manage cleaning equipment maintenance and supply	45
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	25
CPPCMN3007	Support leadership in the workplace	40
CPPCMN4001	Develop workplace policies and procedures for sustainability	40
CPPCMN4002	Implement and monitor environmentally sustainable work practices	40
CPPCMN4003	Establish, develop and monitor teams	70
CPPCMN4004	Develop and manage client relations	40
CPPCMN4007	Manage workplace safety arrangements	45
CPPCMN4008	Read plans, drawings and specifications for residential buildings	25
CPPCMN4009	Develop team understanding of and commitment to sustainability	40
CPPDSM3007	Identify risks and opportunities in the property industry	20
CPPDSM3009	Maintain workplace safety in the property industry	20
CPPDSM3010	Meet customer needs and expectations in the property industry	20
CPPDSM3011	Monitor building facilities	20
CPPDSM3016	Work in the property industry	40
CPPDSM3017	Work in the strata community management sector	30
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	40
CPPDSM4027	Analyse resource use in building operations	40
CPPDSM4028	Identify and analyse risks and opportunities in the property industry	30
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	20

CPPDSM4044	Coordinate maintenance and repair of properties and facilities	20
CPPDSM4045	Facilitate meetings in the property industry	20
CPPDSM4047	Implement and monitor procurement process	25
CPPDSM4048	Implement customer service strategies in the property industry	25
CPPDSM4049	Implement maintenance program for managed properties	25
CPPDSM4055	Maintain asset management system	20
CPPDSM4056	Manage conflicts and disputes in the property industry	20
CPPDSM4057	Monitor a safe workplace in the property industry	15
CPPDSM4063	Participate in developing and establishing property or facility contracts	20
CPPDSM4066	Plan and coordinate property and facility inspection	20
CPPDSM4071	Promote process improvement in the property industry	15
CPPDSM4072	Provide leadership in the property industry	20
CPPDSM4074	Select and appoint contractors in the property industry	25
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	15
CPPDSM5007	Coordinate construction or renovation of facilities	15
CPPDSM5009	Coordinate risk management systems in the property industry	15
CPPDSM5018	Ensure a safe workplace in the property industry	15
CPPDSM5025	Maintain public relations in the property industry	20
CPPDSM5026	Manage a consultant property project team	20
CPPDSM5027	Provide facilities and amenities for property users	20
CPPDSM5029	Manage client relationships and networks in the property industry	20
CPPDSM5030	Manage projects in the property industry	20

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	40
CPPPMT3002	Assess, advise on options, and develop pest management plans for complex or high risk operations	25
CPPPMT3005	Manage pests without applying pesticides	40
CPPPMT3006	Manage pests by applying pesticides	80
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	80
CPPPMT3017	Maintain, service and repair pest management equipment	10
CPPPMT3018	Maintain equipment and pesticide storage area in pest management vehicles	50
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	25
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	55
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	25

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	35
CPPSIS4027	Organise surveying field services	30
CPPSIS4030	Operate surveying equipment	100
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	70
CPPSIS4037	Produce computer-aided drawings	70
CPPSIS4038	Prepare and present GIS data	35
CPPSIS4039	Design and produce maps	55
CPPSIS4040	Collect spatial data using terrestrial technologies	55
CPPSIS4041	Set out site and building works	55
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	40
CPPSIS5044	Develop subdivision survey designs for local government approval	100
CPPSIS5046	Set out stormwater systems	110
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
CPPSIS5058	Conduct geodetic surveys	60
CPPSIS5060	Develop spreadsheets for spatial data	35
CPPSIS5061	Locate underground services in surveying practice	50
CPPSIS5062	Conduct photogrammetric mapping	35
CPPSIS5064	Coordinate GIS data manipulation and analysis	50
CPPSIS5065	Design basic engineering structures	180
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

Mapping Qualifications

The following table provides an overview of the qualifications from Version 4.2 which replace qualifications from the existing version of the CPP Property Services Training Package.

CPP v4.1 Current Qualification					CPP v4.2 Replacement Qualification	
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 4.1 and 4.2						

Mapping Units of Competency

The following table provides an overview of the units of competency from Version 4.1 which replace units of competency from the existing version of the CPP Property Services Training Package.

CPP v4.1 Current Unit				CPP v4.2 Replacement Unit		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours
No changes occurred between version 4.1 and 4.2						