Got the Skills?

Get the Recognition for course 18366
Property Services (Operations) (Certificate IV)

You don't need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

CPPDSM3019A - Communicate with clients as part of agency operations
CPPDSM3016A - Work in the property industry
CPPDSM3017A - Work in the strata/community management sector
CPPDSM4028A - Identify and analyse risks and opportunities in the property industry
CPPDSM4072A - Provide leadership in the property industry
CPPDSM4048A - Implement customer service strategies in the property industry
CPPDSM4057A - Monitor a safe workplace in the property industry
CPPDSM4044A - Coordinate maintenance and repair of properties and facilities
BSBREL401A - Establish networks
CPPDSM4063A - Participate in developing and establishing property or facilities contracts
CPPDSM4047A - Implement and monitor procurement process
BSBLED401A - Develop teams and individuals
CPPDSM4034A - Assess and implement strata/community management agreement
CPPDSM4045A - Facilitate meetings in the property industry
CPPDSM4056A - Manage conflict and disputes in the property industry
CPPDSM4074A - Select and appoint contractors in the property industry
CPPDSM4006A - Establish and manage agency trust accounts
BSBRKG304A - Maintain business records
BSBSMB402A - Plan small business finances
BSBSMB406A - Manage small business finances
BSBFIA402A - Report on financial activity

Can't find the form you are looking for or need more help? Contact the Recognition Desk