



CPP40521

Certificate IV in Strata Community Management



StrataEducation

The RTO for Strata Professionals

Strata Education Limited

Wholly owned by Strata Community Association Ltd.

RTO 46539



NATIONALLY RECOGNISED
TRAINING

Course Details

Course Code

CPP40521 Certificate IV in Strata Community Management

Course Fees

Total course fee is:

- SCA Members \$2,990
- Non-Members \$4,500

The upfront fee for the course is \$1,500.
The course fee is GST-free.

Training Locations

Sydney
Melbourne
Perth
Online

What will you obtain on completion?



***You will be awarded
CPP40521 Certificate IV in
Strata Community
Management***

This will be recognised through the issuance of a Testamur (a certificate or parchment) that carries the course name, your name, the name of the issuing RTO and the signature of the authorising representative of the RTO.

Qualification Level Certificate IV

Graduates at this level will learn theoretical and practical knowledge and skills for specialised/skilled work. It will provide a pathway to higher level learning.

Awarded by

Your CPP40521 Certificate IV in Strata Community Management will be awarded by Strata Education Ltd.

(RTO 46539)



Why Study with Us?

Strata Education is the only training provider for the Strata Industry that is:

- Owned by the Strata Industry
- With course content designed by strata management practitioners
- Trainers are experienced strata management industry professionals

Nationally Recognised

Strata Education Ltd is registered with the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training in accordance with the ***Standards for Registered Training Organisations (RTOs) 2025***.



Subject Area Specialists

Your Strata Education trainers 'know their stuff' and are passionate about delivering high quality training into the industry.

Strata Education is a not-for-profit company that is wholly owned by Strata Community Association, the peak body for the Strata Management Industry in Australia and New Zealand.

Learn It Your Way

The course will be offered in both face to face and online formats.

- Fully online, with virtual access to either the weekly or monthly face-to-face sessions
- Face to face attendance one day a week for 18 weeks
- Face to face attendance one day a month for 18 months

Learning Aids

All course participants will be provided with:

- Course Manual
- Course Activity Book

These will all be provided online. Hard copies can be purchased with pricing listed in the [Student Handbook](#).

Student Services

All applicants will undertake an LLND assessment prior to enrolment to ensure appropriate support can be provided.

We understand that each learner is an individual with their own circumstances and needs. To ensure the best learning outcomes, Student Support Services are a first point of contact when dealing with personal matters.

Career Outcomes

Completing the CPP40521 Certificate IV in Strata Community Management will meet the educational standards required to apply for a Strata Manager position in states or territories where such requirements exist.

Students are responsible for confirming current requirements with the relevant regulator.

An additional competency unit is required to meet the specific legislative requirements for working as a Strata Manager in NSW.

What does a Strata Manager do?

Strata managers are professionals who are responsible for the administration of owner's corporations.

Depending on the state and territory, strata managers are also called owners corporation managers, body corporate managers, strata managing agents, managers, and agents.

It is their task to ensure buildings and common areas within a strata titled, or community titled scheme are properly maintained for the benefit of all lot owners.

They follow specific instructions issued by the owners' committee and possess the knowledge and skill to administer the owners corporation in accordance with the complex requirements of the particular state-based legislation.

They work to achieve consensus in decision making by the lot owners, and to assist the lot owners by assuming onerous responsibilities.

NSW Occupational Requirements

To work as a strata manager in NSW, you must meet the Strata Manager Class 2 licensing requirements under NSW legislation:

1. You are at least 18 years old.
2. You must be a 'fit and proper person'—this means no convictions for fraud, dishonesty, or offenses under the Property and Stock Agents Act 2002 in the past 10 years, no related court proceedings, and no ties to criminal organisations.
3. You have the educational qualifications required for the licence type you are applying for Class 2 Agent – CPP40521 Certificate IV in Strata Community Management or other prescribed qualifications.
4. Must have satisfactorily completed the work experience requirements for Class 2 within a two-year period with logbook evidence.
5. Your previous licence (or certificate of registration) has not been disqualified.
6. Your registered office must be in NSW. See section 28 of the Property & Stock Agents Act 2002 if outside NSW.
7. Apply for a Strata Managing Agent Licence with NSW Fair Trading.
8. Pay the applicable fee (renewable every 1, 3, or 5 years).
9. Complete 5 hours of CPD each year at your or your employer's expense.
10. If you're a Class 2 Agent, you must also work under the supervision of a Licensee in Charge.

For more details, visit **[Strata managing agent licence | NSW Fair Trading](#)**.

Course Requirements

Entry Requirements

- Applicants must be working in a Strata Management industry role providing access to a strata management workplace.
- All prospective students undertake a Language, Literacy, Numeracy and Digital (LLND) assessment and meet the ACSF level required for the qualification prior to enrolment. This assessment ensures course suitability and identifies any reasonable adjustments or support that may be required.
- Learners must be 18 years of age or over.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process by which a course participant may be deemed exempt from elements of the course based on what they have already learned in the past.

This learning may be Formal (previous accredited training); Non-formal (completion of short courses or other training that is equivalent); Informal (what has been learned at work or in life). Course participants can apply for RPL. There is an assessment process and fees apply.

IT Requirements

Participants are required to have access to a computer or device with internet connectivity and up-to-date antivirus software. They must also have access to the Microsoft Office suite including Word and Excel, Adobe Acrobat Reader or equivalent software for viewing and submitting PDF documents, Zoom for participating in online classes and meetings, and a functional email account for communication with trainers and submission of assessment tasks.

Credit Transfer

In some instances course participants have already completed units of the course, or equivalent, at another RTO or other authorised issuing organisation, such as a university. The participant can apply for a Credit Transfer.

Strata Education will accept and provide credit to learners for units of competency where these are evidenced by a) AQF certification documentation or b) authenticated VET transcripts.

Time Commitment

The CPP40521 Certificate IV in Strata Community Management is comprised of 18 units of competency. Each unit requires 7 hours in a single day of face to face attendance; whether in the training room or online.

With face to face sessions, workplace learning, assignments and research the total time commitment is in excess of 400 hours and is typically completed over six to eighteen months; dependent on each individual.

Course Duration

You have the flexibility to complete the course within an 18-month enrolment period, but you are required to attend all sessions, either virtually or in person, according to the specified options schedule.

Option 1 - One day per week for 18 weeks, plus follow-up assessments. This option typically takes around 6 months to complete.

Option 2 - One day per month for up to 18 months. Assessments will be completed throughout the course.

Academic Support

Our training staff will be available during business hours to support any aspect of your learning journey relating to the course content, assessments and workplace practice.

Additional support is available for course participants for their individual learning needs. Any known concerns can be raised through the application process or as matters arise through the course. See the [Student Handbook](#) for more information.





Assessment Methods

Competency is determined only after all relevant evidence has been gathered and reviewed. Strata Education considers evidence from a range of sources, including evidence obtained through its own assessment processes.

Strata Education assessment processes include:

- Recognition of Prior Learning
- Credit Transfer
- Assessment Tasks

Please see the Assessment Methods Requirements for detailed information.

To successfully complete the course and be issued the CPP40521 Certificate IV in Strata Community Management, learners must satisfactorily complete all assessment tasks.

Assessment Methods Requirements

Throughout the course assessment is conducted using a combination of realistic workplace tasks, projects, knowledge question and answer, responses to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods to be applied.

Demonstration / Role-Play - Demonstration of a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and will always relate to duties relevant to the strata workplace. These activities allow the assessor to observe the learner apply their knowledge and skills during practical activity.

Written Report, Case Study, Journal - Production of a range of written records or reports based on real workplace scenarios or based on a case studies provided by the assessor.

Knowledge Questions - Written knowledge questions over the course of their study. Learners are encouraged to research their answers from the course training materials and notes as well as relevant workplace references.

Project - Undertake a range of projects in the context of his or her own workplace or using a case study that is provided by the assessor. A project will require the creation of various workplace documents.

Workplace Supervisor/ Third Party Report - Workplace supervisors/ third party will be asked to provide feedback about the learner's experience and performance on selected skills and applications. The third party will receive instructions on the requirements for completing the report.

COURSE UNITS OF COMPETENCY

A total of eighteen units must be completed to be awarded the qualification. These will be clustered into six separate modules of related competencies. This will ensure that participants are learning in a sequenced manner to ensure foundational learning precedes course content in later modules that requires prior learning.

NOTE: *NSW legislation requirements mean a total of nineteen units must be competed with Module 1 containing an additional unit, CPPSCM3017.*

Module 1

CPPSCM4009	Access and interpret legislation in strata community management
BSBWHS307	Apply knowledge of WHS laws in the workplace
CPPSCM4028	Identify and analyse risks in strata community management

Module 1 (NSW)

CPPSCM3017	Work effectively in strata community management
CPPSCM4009	Access and interpret legislation in strata community management
BSBWHS307	Apply knowledge of WHS laws in the workplace
CPPSCM4028	Identify and analyse risks in strata community management

Module 2

CPPSCM3020	Source and extract information from strata plans
CPPCMN4008	Read plans, drawings and specifications for residential buildings

Module 3

CPPSCM4034	Implement strata community management agreement
BSBOPS404	Implement customer service strategies
CPPSCM4056	Manage conflicts and disputes in strata community management

Module 4

CPPSCM4087	Facilitate operation of strata community committees
CPPSCM4045	Facilitate strata community meetings
BSBINS309	Maintain business records

Module 5

CPPSCM4040	Develop and monitor maintenance strategies that contribute to asset life cycle
CPPSCM4084	Administer insurance for strata communities
CPPSCM4086	Coordinate preparation of strata community budgets

Module 6

CPPSCM4066	Conduct strata community site visits
CPPSCM4044	Coordinate repair and maintenance of strata community property and facilities
CPPSCM4047	Implement procurement processes in strata community management
CPPSCM4085	Handle strata community funds held in trust

For full course competency list visit training.gov.au



READY TO ENROL?



Simply click on this [link](#) to start the enrolment process

Or go to www.strata.edu.au

Further Information

For more information on being a Strata Manager, Strata Education, additional fees and other general information download our Student Handbook from our [website](#).



StrataEducation

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