



CPP51122

Diploma of Property (Agency Management - Strata)



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

CPP51122 Diploma of Property
(Agency Management - Strata)

Course Fees

Total course fee is:

- SCA Members \$3,990
- Non-Members \$5,500

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

The course fee is GST-free.

Training Locations

Fully Online

What will you obtain on completion?



You will be awarded a CPP51122 Diploma of Property (Agency Management - Strata)

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

Diploma

Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.

Awarded by

Your CPP51122 Diploma of Property (Agency Management - Strata) 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 Anywhere

The course will be offered fully online with virtual attendance.

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](#).

Time Commitment

The expected volume of learning for the CPP51122 Diploma of Property (Agency Management - Strata) is approximately 1,800 hours, including structured training, workplace application and assessment activities. The actual duration may vary depending on individual experience and credit transfer.

Course Duration

The course will take approximately one to two years to complete.

One day a month. Assessments will be completed through the course.

Who should do the Diploma course?

The CPP51122 Diploma of Property (Agency Management - Strata) is designed for people who are in senior positions in the strata management industry and are looking to build their knowledge and competency base.

Licensing requirements vary by state and territory. Students are responsible for confirming current requirements with the relevant regulator.

NSW Occupational Requirements

To work as a Class 1 Strata Manager in NSW, you must:

1. Have held a class 2 strata managing agent licence for at least 2 years.
2. Have completed the educational qualifications required for a Class 1 Agent – CPP51122 Diploma of Property (Agency Management - Strata) or any of the other prescribed qualifications.
3. Have satisfactorily completed the work experience requirements for Class 1 within a two-year period with logbook evidence.
4. Apply for a Strata Managing Agent Class 1 Licence with NSW Fair Trading.
5. Pay the applicable fee (renewable every 1, 3, or 5 years).
6. Complete 5 hours of CPD each year at your or your employer's expense.

If you're a Class 1 Agent and not the nominated Licensee in Charge, you must work under the supervision of a Licensee in Charge.

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



What does a Strata Principal and Branch Manager do?

A Strata Principal and Branch Managers are professionals who make decisions critical to the overall direction of an organisation.

It is their task to set and contribute to the objectives, strategies, policies and programs for the organisation which provides an overall direction and the risk management.

They organise the functions and resources of professional practices such as administrative systems and personnel.

By acting as the organisation's key representative, they ensure the organisation complies with company laws and other relevant legislation.

They monitor the overall performance of the business, provide general management support and conduct internal audits to ensure compliance in the delivery of services.

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.

Ideally learners have completed the CPP40521 Certificate IV in Strata Community Management (or equivalent) but this is not a pre-requisite to enrolling in the CPP51122 Diploma of Property (Agency Management - Strata).

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.

Credit Transfer

In some instances course participants may 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.

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.

Student Support Services



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.



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.





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 CPP51122 Diploma of Property (Agency Management - Strata), 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 twelve units must be completed to be awarded the qualification.

Core units

CPPREP5001	Manage compliance in the property industry
CPPREP5002	Establish and monitor property industry trust account management practices
CPPREP5003	Manage ethical practice in the property industry
CPPREP5004	Manage a safe workplace in the property industry
CPPREP5005	Manage teams in the property industry
CPPREP5006	Manage operational finances in the property industry
CPPREP5007	Develop a strategic business plan in the property industry

Strata specialist electives

CPCSUS5002	Develop action plans to retrofit existing buildings for energy efficiency
CPPSCM5001	Manage strata community resilience
CPPSCM5002	Conduct strategic planning for strata community sustainable practices and operation
CPPSCM5003	Manage strata community asset maintenance and defects
CPPSCM5004	Perform strategic financial management of a strata community

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 Principal and Branch Manager, Strata Education, additional fees and other general information download our Student Handbook from our [website](#).



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