



Assistant Strata Manager Course

Units from 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

Units of competency studied are from **CPP40521** Certificate IV in Strata Community Management, and **CPPSS00079** Introduction to Strata Community Management Skill Set (**CPPSCM3017** Work effectively in strata community management).

Course Fees

The upfront fee for the course is:

- SCA Members \$995
- Non-Members \$1,580

The course fee is GST-free.

Training Locations

Sydney
Online

What will you obtain on completion?



Upon completing the course students will have:

- **attained the CPPSS00079 Introduction to Strata Community Management Skill Set (CPPSCM3017 Work effectively in strata community management) and 5 units of the CPP40521 Certificate IV in Strata Community Management.**
- **met the prescribed educational requirements to become an Assistant Strata Managing Agent in NSW.**

This will be recognised through the issuance of a Certificate of Attainment that carries the course name, your name, the name of the issuing RTO and the signature of the authorising representative of the RTO.

Awarded by

Your Certificate of Attainment 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.

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 course is comprised of 6 units of competency. The combined total supervised and unsupervised hours comes out as 168 hours (22 days and 3 hours).

Course Duration

The supervised hours is 42 (5 days and 4.5 hours).

One day a month, with follow-up assessments, typically completing the course in around 6 months within a 12-month enrolment period. You are required to attend all sessions, either virtually or in person.

COURSE UNITS OF COMPETENCY

A total of six units must be completed to receive the Certificate of Attainment.

Cluster 1

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

Cluster 2

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

New South Wales

Licensing requirements vary by state and territory therefore completion of this course does not guarantee licensing. Students are responsible for confirming current requirements with the relevant regulator.

In NSW, you need a certificate of registration to start working as an Assistant Strata Managing Agent in strata management.

- A certificate of registration is issued for 4 years and is not renewable.
- Assistant agents must be employed by a licence holder and supervised by a licensee in charge who holds a class 1 licence in the same category of work being performed.



Within the four-year period, you must complete your qualifications and progress to a Class 2 licence. If not, you must stop working as an Assistant Agent and cannot apply for a new certificate of registration for 12 months after the expiry of your certificate.

Once you have completed this course you can apply for the Certificate of Registration.

You can apply for a new Certificate of Registration online at the [Service NSW](https://www.service.nsw.gov.au) website. The application will take about twenty minutes.

Career Outcomes

Completing this course will enable you to progress through the following career path.



What does an Assistant Strata Manager do?



Assistant Strata Managers are at the foundation and starting point of a career in strata management. It is their duty to assist the Strata Manager by ensuring that all activities are prepared and coordinated.

This role helps to build organisational skills, communication skills, customer service skills and the ability to function as an effective and efficient team member.

This is the first step to understanding legislation, by-laws, budgets, meeting agendas and minutes, liaising with committees and importance of due diligence and process.

An Assistant Strata Manager is required to be client focused and solution orientated.

Typical duties of this role are;

- Support and organise meetings
- Diary organisation and prioritisation
- Customer relationship building
- Data entry and record maintenance
- Responding to enquiries
- Assist with basic finance applications
- Preparation and dissemination of documents

This course provides you with the skills and learning to commence your career in strata management as an Assistant Strata Manager.

Should you wish to progress your career and become a Strata Manager, the units studied in this course will be credited towards a CPP40521 Certificate IV in Strata Community Management.

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 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.

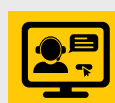
Student Support Services



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

We understand that each learner is an individual with their own circumstances and needs.

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

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 Certificate of Attainment, 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.

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



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