

Certificate IV in Strata Community Management

RMIT code: C4394

Online Learning Program

Program duration: 485 hours to be completed over 12 months

www.rmit.edu.au/programs/C4394

The Certificate IV in Strata Community Management has been designed in partnership with Strata Community Australia.

The certificate is an industry accredited program for professionals working in strata management or professionals in the property sector looking to move into strata management.

The Certificate IV in Strata Community Management qualification reflects the role of those involved in providing management services for strata communities.



Students studying this qualifications will learn about strata schemes and communities; the functions and duties of a manager including the administration and facilitation of meetings, handling strata funds and reporting on financial activities, administering insurance, implementing contracts of appointment and the ability to read plans.

During the program students will learn the importance of legislation and its application, effective communication with committees and other key stakeholders.

Once completed, the candidate will have a good understanding of handling a portfolio of strata titled properties and have the tools to work effectively as a strata manager.

RMIT University partners with Strata Community Australia to present the Certificate IV in Strata Community Management. These two organisations have collaborated to form an educational partnership to design an accreditation pathway for professionals in the strata community industry.

PROGRAM INFORMATION

The program is structured around four themes; foundation; operations; client management; and communication and conflict resolution.

1. Foundation

Property and Strata

CPPDSM3016 | Work in the property industry

CPPDSM3017 | Work in the strata community management sector

CPPDSM4009 | Interpret legislation to complete work in the property industry

Plans and Drawings

CPPCMN4008 | Read plans, drawings and specifications for residential buildings

2. Operations

Compliance

CPPDSM4084 | Administer insurance for strata communities

CPPDSM4057 | Monitor a safe workplace in the property industry

Records

BSBRKG304 | Maintain business records

CPPDSM4085 | Handle strata community funds held on trust

Financial Report on Budgets

BSBFIA402 | Report on financial activity

CPPDSM4086 | Oversee preparation of strata community budgets

3. Client Management

Present and Facilitate Meetings

BSBCMM401 | Make a presentation

CPPDSM4045 | Facilitate meetings in the property industry

CPPDSM4087 | Facilitate operation of owners committee

Negotiate and Implement Agreement

CPPDSM4034 | Negotiate and implement strata community management agreement

Maintenance and Repair

CPPDSM4044 | Coordinate maintenance and repair of properties and facilities

4. Communication and Conflict Resolution

Communication

CPPDSM3019 | Communicate with clients in the property industry

Conflict Resolution

CPPDSM4056 | Manage conflicts and disputes in the property industry

ENTRANCE REQUIREMENTS

Ideally, students will need to be working in the industry with over 12 months experience as assessment tasks are focused on work based projects, or industry operations and performance evidence.

DELIVERY

The qualification is offered as an online learning program hosted on the RMIT University learning management system. Interactive, digitally enhance resources are supported with structured facilitator led mentoring and individual facilitator guidance. The learning resources are focused on strata management.

RECOGNITION OF PRIOR LEARNING

The program learning resources and assessment requirements have been developed to offer students the option of fast tracking the four themes and individual courses within each theme. Students wishing to fast track the program are expected to have been working for two or more years in the industry.

INDUSTRY RECOGNITION

The Strata Community Australia (SCA) provides a nationally recognised professional accreditation program for strata managers.

As a member of SCA, each level of accreditation includes specific obligations for the member to undergo continuing professional development (CPD) to maintain their accreditation status.

Successful applicants are issued with certificates with their accreditation level and official accreditation logos for use in electronic and hard copy stationery.

The completion of the Certificate IV in Strata Community Management allows you to apply for the Level 2 – Certified Strata Community Manager (CSCM).

CSCM Requirements:

- Minimum two years membership plus Completion of Certificate IV in Strata Community Management or approved equivalent, plus
- Minimum of 24 CPD points acquired through to ongoing professional development (minimum of 12 points per annum).

HOW TO APPLY

Apply directly to the School of Vocational Engineering, Health and Sciences.

Contact:
Thierry Demathieu
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This information is designed for Australian and New Zealand citizens and permanent residents of Australia.

Disclaimer: Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing. For the most up-to-date information, please refer to the RMIT University website before lodging your application. Visit www.rmit.edu.au

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