

Strata Management		
Licence / Certificate	Pathway	Requirements
Class 1 Agent in strata managing	1	<ul style="list-style-type: none"> Held a Class 1 Agent licence in strata managing within 12 months before making the application
	2	<ul style="list-style-type: none"> Held a Class 2 Agent licence in strata managing for 2 years, and Completed Class 1 work experience requirements during a 2 year period, and Completed Diploma of Property (Agency Management) (CPP51119), or Diploma of Property Services (Agency Management) (CPP50307).
	3	<ul style="list-style-type: none"> Holds a Class 2 Agent licence in strata managing, and Must apply for the Class 1 licence before 23 March 2021, and Immediately before 23 March 2020: <ul style="list-style-type: none"> held a strata managing agent licence for 2 years, or held a strata managing agent licence and carried on business under the licence (ie. sole trader) or held a strata managing agent licence and was employed as a LIC (in strata)
Class 2 Agent in strata managing	1	<ul style="list-style-type: none"> Held a Class 2 Agent licence in strata managing within 12 months before making the application
	2	<ul style="list-style-type: none"> Held a Certificate of Registration as an Assistant Agent in strata management for 12 months, and Completed Class 2 work experience requirements during a 12 month period, and Completed (CPP40516) Certificate IV in Strata Community Management, or Completed units in CPP40516 Certificate IV in Strata Community Management as listed in Table 10 below, or Completed the units in Table 11 below, and Completed at least 1 unit from the units in Table 11 below before 23 March 2020.
Certificate of Registration Assistant Agent in Strata Management		<ul style="list-style-type: none"> Completed 7 units from the (CPP40516) Certificate IV in Strata Community Management in Table 12

Qualifications

Table 10

Qualification required for Class 2 Agent in strata management

Certificate IV in Strata Community Management (CPP40516)
Satisfactorily completed of the Certificate IV in Strata Community Management (CPP40516) with a registered training organisation.

Table 11

Alternative qualification for a Class 2 Agent in strata management:

(previous qualification required under the repealed quals order to be eligible for a strata managing agent licence)

CPP40609 or CPP40611 Certificate IV in Property Services (Operations)	
CPPDSM3016 or CPPDSM3016A	Work in the property industry
CPPDSM3017 or CPPDSM3017A	Work in the strata community management sector
CPPDSM3019 or CPPDSM3019A or CPPDSM3019B	Communicate with clients in the property industry, or Communicate with clients as part of agency operations
BSBFIA402 or BSBFIA402A	Report on financial activity
BSBREL401 or BSBREL401A	Establish networks
BSBRKG304, BSBRKG304A or BSBRKG304B	Maintain business records
BSBLED401 or BSBLED401A	Develop teams and individuals
BSBSMB402 or BSBSMB402A	Plan small business finances
BSBSMB406 or BSBSMB406A	Manage small business finances
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4028 or CPPDSM4028A	Identify and analyse risks and opportunities in the property industry
CPPDSM4034 or CPPDSM4034A	Negotiate and implement strata community management agreement, Assess and implement strata/community management agreement
CPPDSM4044 or CPPDSM4044A	Coordinate maintenance and repair of properties and facilities
CPPDSM4045 or CPPDSM4045A	Facilitate meetings in the property industry
CPPDSM4047 or CPPDSM4047A	Implement and monitor procurement process
CPPDSM4048, CPPDSM4048A or CPPDSM4048B	Implement customer service strategies in the property industry
CPPDSM4056 or CPPDSM4056A	Manage conflicts and disputes in the property industry
CPPDSM4057 or CPPDSM4057A	Monitor a safe workplace in the property industry

CPPDSM4063 or CPPDSM4063A	Participate in developing and establishing property or facility contracts
CPPDSM4072 or CPPDSM4072A	Provide leadership in the property industry
CPPDSM4074 or CPPDSM4074A	Select and appoint contractors in the property industry

Table 12

Qualification required for a Certificate of Registration as an Assistant Agent in strata management

Certificate IV in Strata Community Management (CPP40516)	
Total 7 core Units	
CPPDSM4056	Manage conflicts and disputes in the property industry
CPPDSM3016	Work in the property industry
CPPDSM4048	Implement customer service strategies in the property industry
CPPDSM4028	Identify and analyse risk and opportunities in the property industry
CPPDSM3017	Work in the strata community management sector
CPPDSM4057	Monitor a safe workplace in the property industry
CPPREP3002	Communicate effectively to support customer service in real estate, or
or	
CPPDSM3019	Communicate with clients in the property industry