



SCA (QLD) Accreditation Program for Strata Community Managers

What you need to know

Steps you need to take to become an Accredited Strata Manager with SCA (Qld).

STEP 1

Complete the Strata Starter course

You are required to complete the SCA (QLD) Strata Starter Course for body corporate managers if you have been in the strata industry for less than 12 months.

You will receive **2 CPD** points upon successful completion of this course. SCA will record this against your personal record.

STEP 2

Complete the SCA A100 course

Option 1 - Attend a face-to-face SCA (Qld) A100 course. Please contact events.qld@strata.community to find out when the next A100 is being held or visit the [Qld Education Webpage](#).

Option 2 - Complete the [A100 Online Manual and Assessment](#) course available on the SCA online education platform.

Option 3 - If you already have a good amount of industry knowledge and experience (at least 2 years), you may wish to take the [A100 Fast Track Assessment Only](#) option which is also available on the SCA online education platform.

Upon successful completion of Option 1 or 2 you will achieve 6 CPD points and 1 CPD point for Option 3. **Upon completion you will** receive a nationally recognised certificate and SCA will record this against your personal record.

STEP 3

Complete any four (4) Strata Community Management Certificate IV Units.

The Australian Collage of Professionals have a variety of courses which contain two or more units. To complete this step, you are required to complete any 4 units. Therefore, you have the option to choose any course(s) which achieves this goal.

All the below Courses are a part of the Certificate IV in Strata Community Management (Qld) qualification offered by the Australian College of Professionals.



PLEASE NOTE

If you choose to enrol in the Certificate IV, and have other qualifications or have been in the strata industry for a significant amount of time, please ensure you apply for [recognition of prior learning](#).

Australian College of Professionals Course with Unit details

Course Cost as of October 2021

Click on course blue headers for registration details.

[Course 1 - Qld – Strata Overview - \\$495](#)

The Strata Overview module covers entry level knowledge of the strata industry.

Upon successful completion you will achieve **6 CPD**

The two (2) Units of Competency for this training are:

CPPDSM3016	Work in the property industry
CPPDSM3017	Work in the strata community management sector

[Course 2 - QLD - Communication in Strata - \\$200](#)

The Communication in Strata module focuses on the communication, mediation and conflict management skills that are core to being a successful strata manager.

Upon successful completion you will achieve **12 CPD**

These five (5) Units of Competency are:

CPPDSM3019	Communicate with clients in the property industry
CPPDSM4028	Identify and analyse risks and opportunities in the property industry
CPPDSM4048	Implement customer service strategies in the property industry
CPPDSM4057	Monitor a safe workplace in the property industry

[Course 3 - Qld – Trust Accounting & Insurance - \\$500](#)

The Trust Accounting / Insurance module addresses the two (2) Units of Competency relating to trust accounting and organising insurance in the strata industry.

Upon successful completion you will achieve **6 CPD**

These Units of Competency are:

CPPDSM4048	Administer insurance for strata communities
CPPDSM4085	Handle strata community funds held on trust

[Course 4 - Qld – Strata Management Agency Practices - \\$850](#)

The Strata Management Agency Practices module is aimed at providing strata managers with the skills in managing a strata and assisting them in their day-to-day work. It focuses on both the theoretical and practical aspects of positive two-way communication with colleagues, employers, and clients, focusing on bodies corporate, associated sectors and legal and compliance requirements.

Upon successful completion you will achieve **21 CPD**

The seven (7) Units of Competency studied in this module are:

CPPCMN4008	Read plans, drawings, and specifications for residential buildings
CPPDSM4009	Interpret legislation to complete work in the property industry
CPPDSM4034	Negotiate and implement strata community management agreement
CPPDSM4044	Coordinate maintenance and repair of properties and facilities
CPPDSM4045	Facilitate meetings in the property industry
CPPDSM4047	Implement and monitor procurement process
CPPDSM4074	Select and appoint contractors in the property industry

[Course 5 - Qld – Financial Management - \\$450](#)

The Financial Management module focuses on both the theoretical and practical aspects of financial management.

Upon successful completion you will achieve **6 CPD**

The two (2) Units of Competency are:

BSBFIA412	Report on financial activity
BSBRKG304	Maintain business records

STEP 4

[Get a current Police Check \(max 3 months\)](#)

STEP 5

[Complete and submit your Accredited Strata Manager Associate Membership Form application.](#)

The [online application](#) process allows you to upload copies of your certificates and required documents in one final step.