

Diploma of Property Services (Agency Management)

CPPDSM4006A – Establish & Manage Agency Trust Accounts

This unit of competency specifies the outcomes required to establish and manage trust accounts in an agency context. It includes reviewing agency accounts for compliance with trust account requirements, establishing and managing trust accounts, maintaining records of trust transactions, and monitoring and reviewing trust accounts.

- Review agency trust accounts for compliance with trust account requirements
- Establish and maintain trust accounts
- Manage and control trust accounts
- Monitor and review trust accounts
- Authorise and verify trust accounts

BSBMGT503A – Prepare Budgets & Financial Plans

This unit covers the preparation of financial plans and budgets by operational/non-financial managers, as required by their particular organisation. This unit is related to BSBMGT504A Manage budgets and financial plans.

- Analyze strategic and operational plans
- Develop revenue expenditure and capital investment proposals
- Build agreement for budget and financial plans

BSBMGT504A – Manage Budgets & Financial Plans

This unit covers all of the significant aspects of financial management for operational managers who are not financial specialists. It emphasises the preparation of users of budgets / financial plans through communication and training and consistent surveillance over budget performance, with early intervention where required.

- Communicate budget and financial plans
- Monitor and control activities against plans
- Report outcomes of financial plans

BSBFLM505A – Manage Operational Plan

This unit specifies the outcomes required to develop and monitor the implementation of the operational plan to provide effective and efficient workplace practice within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

- Plan resource use
- Acquire resources
- Monitor operational performance

BSBMGT502A - Manage People Performance

This unit cover the ability of manager to manage the performance of the staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management. It is a unit that all manager / prospective managers who have responsibility for other employees should strongly consider undertaking.

- Allocate work
- Assess performance
- Provide feedback
- Manage follow up

BSBMGT506A – Recruit, Select and Induct Staff

This unit covers all aspects of selection and recruitments relevant to managers who are not specialists in the area. It ensures that managers engage in appropriate planning g and that selection and inductions leads to the recruitment and retention of high quality staff. This unit is almost essential for those who now have (or are likely to have) an involvement in or responsibility for recruiting, selecting and / or inducting staff.

- Determine future people needs
- Select appropriate people
- Confirm employment arrangements