



CPP40521

Certificate IV in Strata Community Management

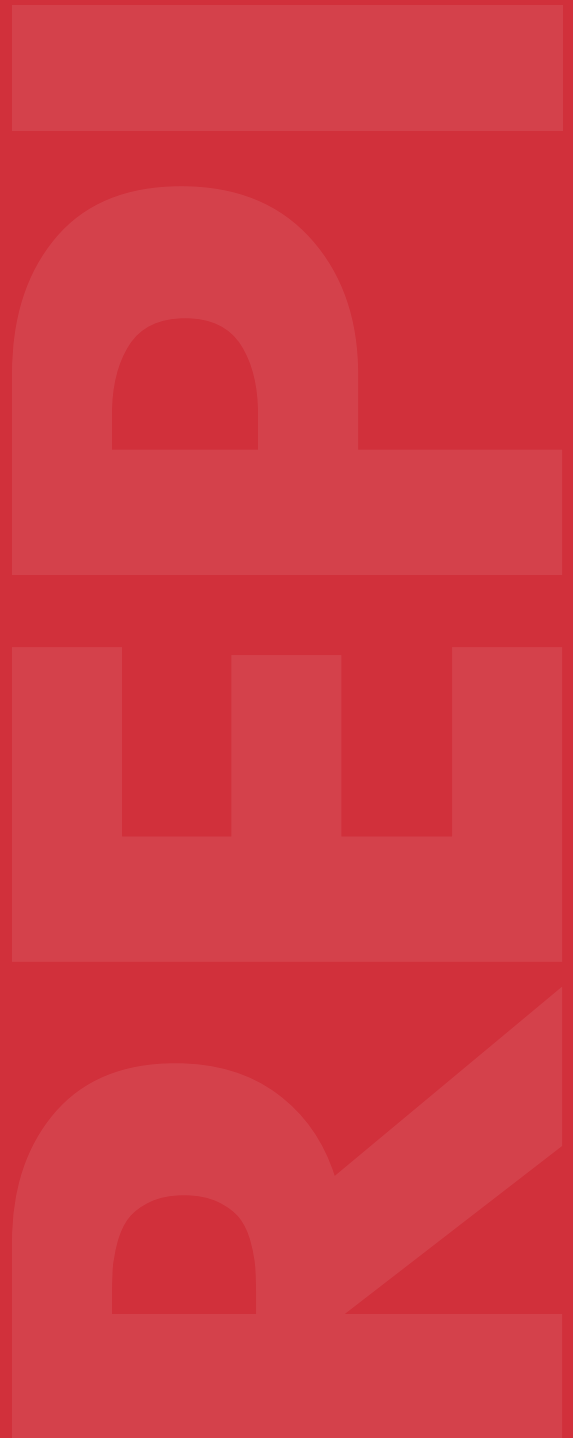
| Empowering *Excellence* in Property

Welcome

Red Edge Property Institute (REPI) is a specialist education provider dedicated to the strata and real estate industries. We deliver practical, industry-focused training that goes beyond theory, to equip students with the knowledge, skills, and confidence required to succeed in real property roles.

Through flexible online learning, expert industry guidance, and training built around genuine workplace scenarios, REPI helps bridge the gap between qualification and career success, creating professionals who are ready to make an impact from day one.

**REAL SKILLS.
REAL KNOWLEDGE.
REAL IMPACT.**



What We Offer

Choose the learning pathway that best suits your compliance and career goals.



VIC - Your Flexible Five

Complete any 5 core units from a selection of 14 options as a sequence or concurrently to meet your CAV compliance

5 units



Full Certificate IV

Complete 18 units, and choose 4 from the 16 strata electives for your Cert IV in Strata Community Management

18 units



NATIONALLY RECOGNISED
TRAINING

Study 100% Online | Your Choice of Units

CPP40521

Certificate IV in Strata Community Management

Build the Skills to Succeed in Australia's Growing Strata Industry

The Certificate IV in Strata Community Management has been designed for professionals seeking practical, industry-relevant training that reflects the realities of modern strata management.

Whether you are already working within owners corporations, supporting strata operations, or looking to establish a long-term career in the property sector, this nationally recognised qualification provides the skills and knowledge required to confidently manage day-to-day strata operations.

Unlike traditional training providers, REPI focuses on practical application rather than textbook theory. Students learn through real-world scenarios, industry documentation, compliance requirements, communication processes, and operational workflows commonly used throughout the strata industry. Learners are encouraged to bring their own workplace situations to work through with our trainers and get solutions – not just a qualification.

Attention Victorian Strata Professionals

Recent guidance from Consumer Affairs Victoria states that Victorian strata professionals must complete any five core units from the Certificate IV in Strata Community Management by 30 June 2027.

No-one wants to be forced into training that isn't applicable to their day-to-day role. Study with us and have flexibility and choice built in.

Flexible Study Options

Flexibility is built into how you study. You can:

- ✓ Study one unit at a time by selecting from any of the 30 units we offer
- ✓ Meet your Victorian compliance needs by concurrently completing any five core units (selecting from any of the 14 core units we offer)
- ✓ Commit to complete the full Cert IV qualification (18 units total) with four electives (selecting from any of the 16 electives we offer)

Course Progression

You can study one unit at a time to keep from being overwhelmed, or several units concurrently, so you aren't waiting on feedback to continue studying. If you aren't ready to commit your hard-earned salary to the full course, you can pay-as-you-go.

Course Fees



\$250

Any unit
(single unit option)



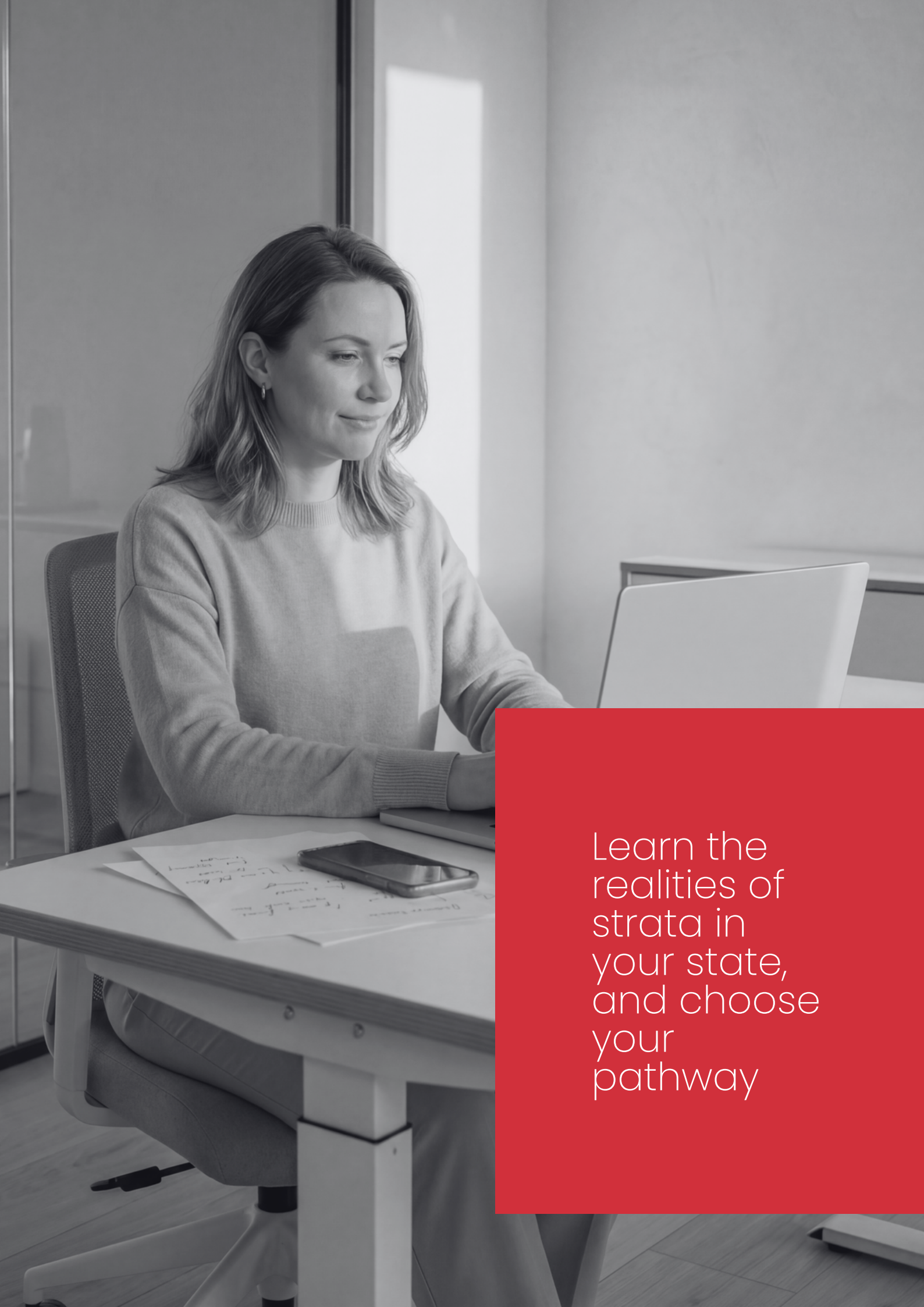
\$1,200

VIC – Your
Flexible Five



\$3,000

Full Certificate IV
(18 units)



Learn the
realities of
strata in
your state,
and choose
your
pathway

What You Will Learn

This course develops practical capability in the areas that matter most to today's strata professionals.

Key Learning Areas

- Applying strata and owners corporation legislation
- Managing records, registers, and compliance requirements
- Preparing meeting agendas, notices, and minutes
- Supporting committee decision-making processes
- Coordinate maintenance and repairs
- Managing contractors and service providers
- Understand procurement and supplier management
- Prepare budgets and levy schedules
- Interpret financial reports
- Monitor arrears and trust accounting processes
- Manage insurance obligations and claims
- Understand common property responsibilities
- Read building plans and documentation

Everything you learn is aligned with real portfolio management tasks and day-to-day workplace requirements.

Study Your State's Legislation

Strata management differs across Australia and is governed by state-based legislation.

At REPI, you will enrol into a study stream aligned to your state or territory, ensuring your learning reflects the legislation, terminology, compliance obligations, and industry practices relevant to where you work.



Course Structure & Unit Selection

Choose your own Learning Pathway

REPI encourages students to tailor their qualification through elective selection from 16 options!

The full Cert IV includes all core units, and choose any 2 electives from group A, and another 2 electives from either group A or general electives from the list below.

You can formalise your knowledge in your existing areas of expertise or develop new skills in the parts of strata you want to learn.

Feeling like you've already got the knowledge?

Recognition of Prior Learning will help you progress towards your qualification quickly.

CORE UNITS	
BSBINS309	Maintain business records
BSBOPS404	Implement customer service strategies
BSBWHS307	Apply knowledge of WHS laws in the workplace
CPPSCM3020	Source and extract information from strata plans
CPPSCM4009	Access and interpret legislation in strata community management
CPPSCM4034	Implement strata community management agreement
CPPSCM4040	Develop and monitor maintenance strategies that contribute to asset life cycle
CPPSCM4044	Coordinate repair and maintenance of strata community property and facilities
CPPSCM4045	Facilitate strata community meetings
CPPSCM4047	Implement procurement processes in strata community management
CPPSCM4056	Manage conflicts and disputes in strata community management
CPPSCM4084	Administer insurance for strata communities
CPPSCM4086	Coordinate preparation of strata community budgets
CPPSCM4087	Facilitate operation of strata community committees

ELECTIVE UNITS

Group A: Specialist electives

BSBPEF401	Manage personal health and wellbeing
BSBTEC403	Apply digital solutions to work processes
CPPCMN4008	Read plans, drawings and specifications for residential buildings
CPPCMN4012	Contribute to sustainable solutions throughout a building's life cycle
CPPSCM4028	Identify and analyse risks in strata community management
CPPSCM4066	Conduct strata community site visits
CPPSCM4083	Terminate strata community
CPPSCM4085	Handle strata community funds held in trust
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

Group B: General electives

BSBCMM411	Make presentations
BSBOPS401	Coordinate business resources
BSBTWK401	Build and maintain business relationships
CPPCMN4013	Operate a sustainable business
CPPDSM5022	Develop and implement asset management plans
CPPDSM6002	Conduct property investment feasibility study
CPPDSM6008	Develop and implement strategic facilities management plans

Online Learning. Your Way.

Study online, choose the electives that matter to you, and learn at your own pace. REPI's flexible learning model gives you control of your qualification from day one.



Fully online & Flexible

Study from anywhere, anytime



Choose Your Electives

Personalise your learning



Industry-Relevant Learning

Real-life industry scenarios



Industry Experts

Learn from strata professionals



Supportive Community

You're never learning alone



Balance your study,
with your life
and your goals

Next Steps

From your first enquiry through to course completion, you'll receive friendly guidance and support every step of the way. If you have any questions, we're only a phone call or email away.

Follow these simple steps to get started

1

Choose Your Course

Select the course that best suits your career goals.

Single Unit Option

- *Any unit*
- *\$250*

VIC – Your Flexible Five

- *Complete any 5 core units from a selection of 14 options as a sequence or concurrently to meet your CAV compliance*
- *\$1,200*

Full Certificate IV

- *Complete 18 units, and choose 4 from the 16 strata electives for your Cert IV in Strata Community Management*
- *\$3,000*

2

Complete the Enrolment Form

Fill out the online enrolment form with your personal details.

3

Submit Your Documents

Provide the required documents:

- Photo ID
- USI (Unique Student Identifier)
- Supporting documents (if applicable)

4

Application Review

We'll review your application and assess your RPL eligibility (if applicable).

5

Receive Your Confirmation

Once your enrolment is approved, you'll receive:

- Enrolment confirmation
- Payment instructions
- Student login details
- Course commencement information

6

Start Learning

Access your online course and begin your learning journey.

We're with you every step of the way.

From choosing the right course to completing your qualification, the REPI team is here to answer your questions and provide ongoing support throughout your learning journey.



**Your future
in strata
starts here.**

Enrol today.