

Strata Professionals Accreditation Program

for
STRATA COMMUNITY MANAGERS

Knowledge. Professionalism. Respect.



Raise your game, lift the industry.

CONTENTS

1. INTRODUCTION

2. FIRST STEPS

- 2.1 BECOME A MEMBER
- 2.2 CHOOSE YOUR LEVEL
- 2.3 REVIEW THE COURSES
- 2.4 SUMMARY OF COSTS

3. ACCREDITATION PATHWAY

- 3.1 STRATA COMMUNITY ASSOCIATE | ACCREDITED
- 3.2 STRATA COMMUNITY MANAGER | ACCREDITED
- 3.3 STRATA COMMUNITY MANAGER | CERTIFIED
- 3.4 STRATA COMMUNITY MANAGER | FELLOW
- 3.5 STRATA COMMUNITY MANAGER | HONORARY FELLOW
- 3.6 ACCREDITATION COMPARISON TABLE
- 3.7 EQUIVALENT EDUCATION

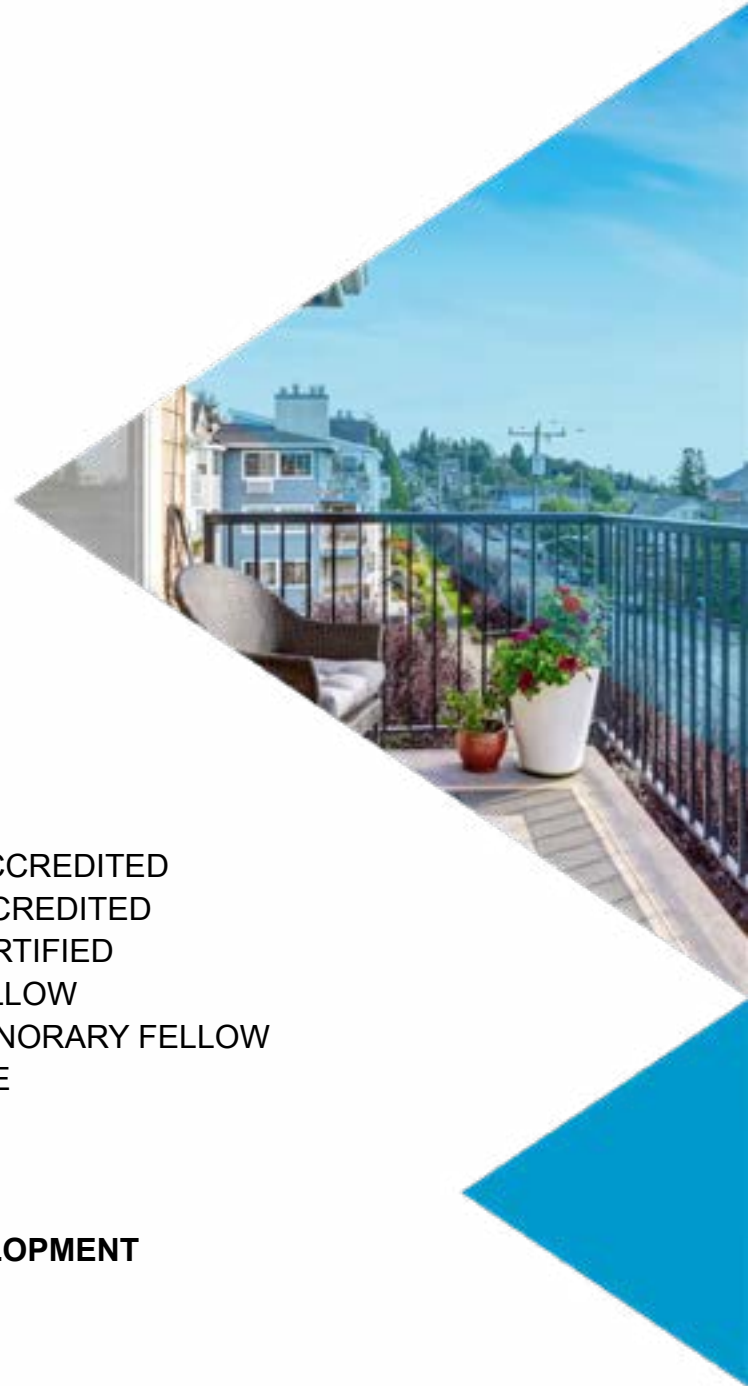
4. CONTINUING PROFESSIONAL DEVELOPMENT

- 4.1 HOW TO MAINTAIN ACCREDITATION
- 4.2 HOW MANY CPD POINTS DO I NEED?
- 4.3 WHAT QUALIFIES FOR CPD POINTS?
- 4.4 HOW MANY POINTS DO I GET?
- 4.5 CAN I STUDY ANYTHING THAT'S RELEVANT?
- 4.6 HOW DO I RENEW MY ACCREDITATION?

5. FREQUENTLY ASKED QUESTIONS

- 5.1 ACCREDITATION FAQs
- 5.2 CONTINUING PROFESSIONAL DEVELOPMENT FAQs
- 5.3 HOW DO I BECOME AN APPROVED CPD TRAINING PROVIDER?

Run by the Strata Community Association Ltd (SCA).
Applies in all States and Chapters, from 1st July 2021.



INTRODUCTION

Managing a Strata Community isn't easy.

You've got to liaise with contractors, read architectural plans, handle insurance claims and manage risk, monitor legislation and ensure a safe workplace for everyone involved.

You've got to know how to develop legally binding by-laws, read financial statements, balance budgets and funds. And you've got to do all of this under the scrutiny of the most active, and often irate members of the community.

That's why we've developed an Accreditation Program.

To prepare those new to the industry for the rigours of the job, cement the learnings of industry veterans, and provide a pathway for Strata Professionals to develop their careers.

If you're new to the industry

You'll learn the basics of the Strata landscape, the legal nature of a Strata Community and your responsibilities within that framework. You'll also get a glimpse of what you need to know in the future, and you'll have started on your path to becoming a knowledgeable, and respected Strata Professional.

If you're a Strata veteran

Becoming Accredited will validate everything you've learned over the years, providing you with an Australasian recognised Accreditation. Chances are you'll learn something you didn't know before, best practice for a tricky situation or a change in legislation, and you can use the Accreditation as a springboard to advance your career.

And finally, your decision right now, will elevate the entire profession.

The more Strata Professionals who pursue Accreditation, the more knowledgeable we'll become collectively, the more respect the industry will achieve as a whole.

So do yourself, and your profession a favour.

Join the Strata Community Association, and get started now.

FIRST STEPS

**You know it's
time to take
control of
your career.**

FIRST STEPS

First become a member

Before you begin the Accreditation process, you have to be an SCA member of your respective State or Chapter. To do that you have to be nominated by a Corporate Strata Business Member.

Membership is open to:

- Strata Management Organisation's Employees
- Strata Community Managers
- Strata Community Suppliers

Strata Community Suppliers have a separate pathway to Accreditation that leads to greater knowledge of the industry, and greater business prospects. [More here.](#)

The Strata Community Association

As the Strata profession's peak industry body, it's our responsibility to establish and set standards of practice across the board, set ethical guidelines for all our members and advocate for the entire profession. We're your voice to the Government, to your customers, and the world at large.

We proudly represent over 5,000 members in Australia and New Zealand, and fulfill the role of professional institute and consumer advocate.

The National Professional Standards and Membership Board Advisory Group

An important part of SCA, this board advisory group is comprised of representatives from every State and Chapter, and together with the National Board Advisory Group, they've developed the Accreditation Program by combining best practice from all involved.

They govern the overall program and Accreditation process, while the States and Chapter affiliates oversee the delivery of education programs.

FIRST STEPS

Next, choose your level

Depending on where you are now, and where you want to get to, there are a number of paths to Accreditation, and various levels along the way. The levels you can achieve and the accompanying post nominals you can place after your name, are as follows:

**If you're an employee of a Strata Management Firm,
but you're not a manager:**

LEVEL: 1A
POST NOMINAL: ASCA
ACCREDITATION: SCA **Accredited** Strata Community Associate



If you're a Strata Community Manager:

LEVEL: 1B
POST NOMINAL: ASCM
ACCREDITATION: SCA **Accredited** Strata Community Manager



LEVEL: 2
POST NOMINAL: CSCM
ACCREDITATION: SCA **Certified** Strata Community Manager



LEVEL: 3
POST NOMINAL: FSCM
ACCREDITATION: SCA **Fellow** Strata Community Manager



LEVEL: 4
POST NOMINAL: HFSCM
ACCREDITATION: SCA **Honorary Fellow** Strata Community Manager



Show the world you're accredited

Accreditation certificates and logos will be provided upon achieving each level, allowing you to promote your expertise and commitment to continuous improvement.

FIRST STEPS

Review the courses

The following courses form part of the Accreditation Process. With a starter course for those new to the industry, and more advanced programs along the way.

Strata Starter

Part of the initial requirements to becoming an **Accredited** Strata Community Manager, this introductory course will give you a general overview of the industry.

What you'll learn:

- What Strata is
- The role of the Strata Community Association
- Our expected Code of Conduct
- Governing bodies of the industry
- Industry terminology
- Strata Community Manager responsibilities

Delivered by:

- SCA States and Chapters

How long it takes:

- Varies by region, but generally 2 – 3 hours.

Recommend to complete:

- Within three months of joining SCA.

SCA A100/NZ100: Introduction to Living and Working in the Strata Community

This course must be completed* prior to applying for Level 1A accreditation and above, and delves into the key aspects of Strata Management in much greater detail.

What you'll learn:

The legal background of Strata Communities

- How boards make decisions
- How to develop and enforce by-laws

Community management & leadership

- Your responsibilities in relation to the owners & volunteers
- Industry code of conduct & ethics
- Contracting, risk management & insurance

FIRST STEPS

Financial management & facilities maintenance

- How to collect levies properly
- Reading financial statements, audits income taxes & investments
- Managing budgets & sinking funds
- General building maintenance

What you'll get:

- You'll also be given an online manual full of practical tips and sample forms to use in the day-to-day running of your community. This adds an extra layer of professionalism to your dealings with homeowners, vendors, managers and contractors.

Delivered by:

- SCA States and Chapters

How long it takes:

- 3 days

Must be completed:

- Within two years of joining SCA
- Before applying for Level 1A Accreditation and above.

A100/NZ Assessment

- A "Fast Track" option is available for those who have completed the Cert IV in Strata Community Management, or who have been a member for more than 2 years with SCA.

Completion of the NSW Certificate of Registration removes this requirement to undertake the A100/NZ100 Course.

Certificate IV of Strata Community Management CPP40516 Qualification

This is the most in-depth course available, and four units must be completed before applying for Level 1A (ASCA) and 1B (ASCM) Accreditation with the rest to be completed before applying for Level 2, **Certified** Strata Community Manager.

What you'll learn:

Certificate of registration

- In-depth property industry background
- How to identify & analyse risks
- A variety of customer service strategies
- How to manage conflict & disputes
- Monitoring a safe workplace

FIRST STEPS

Strata management agency practices

- How to read architectural plans, drawing & specs
- Correct interpretation of property legislation
- Negotiation & implementation of a management agreement
- Facilitating effective property industry meetings
- Implementing and monitoring the procurement process
- Selecting and appointing the right contractors
- Co-ordinating maintenance and repairs

Financial management

- How to maintain business records properly
- How to succinctly report on financial activity

Exemptions:

- Third party evidence is required to demonstrate sufficient experience of a particular unit and if 'Recognition of Prior Learning' is accepted, you won't have to complete that unit.

Delivered by:

- Recognised training organisations

How long it takes:

- Varies depending on time commitment

Must be completed:

- Four units* before applying for Level 1A and 1B Accreditation.
 - Full qualification before applying for Level 2 Accreditation.
-

Please Note:

Licensing, legislative, regulatory or certification requirements apply to Strata Community Management in some States. Relevant State and Territory regulatory authorities should be consulted to confirm those requirements.

FIRST STEPS

Summary of costs

Our aim is to make it possible for everyone in the Strata Industry to become Accredited. This will lift the level of professionalism across the sector, benefiting all involved. The costs have been developed accordingly.

Strata Professionals Accreditation Program

<u>Application Fee</u>	\$0
<u>Police Clearance Fee</u>	\$50 or less
<u>Certificates and Qualifications</u>	Determined by training provider

<u>Ongoing Professional Development</u>	\$300-500 a year, on average, to complete the required CPD points
<u>Police Clearance Fee</u>	\$50 every three years

ACCREDITATION PATHWAY

**Follow the
path and
you're one
step closer.**

ACCREDITATION PATHWAY



Strata Community Associate | *Accredited*

LEVEL: 1A
POST NOMINAL: ASCA
ACCREDITATION: SCA **Accredited** Strata Community Associate

If you work in the Strata Industry but you're not a Strata Community Manager, this Accreditation Pathway is for you. Whether you plan to be a manager in the future, or not, it's an essential foundation to operate successfully in this environment.

Step 1 - Membership

Join SCA

- State or Chapter

Step 2 - Coursework

Complete the following courses

- Strata Starter Course, within three months of joining (recommended)
- A100 Course, or fast track assessment
- Four units of the Cert IV in Strata Community Management

Step 3 - Experience

Be a member of SCA for at least a year

- Spend at least a year supporting a practising Strata Community Manager
- Achieve 12 CPD points over the previous 12 months

Step 4 - Professionalism

Conduct yourself professionally

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check, [details available here](#)
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

Step 5 – Submission

Once you've completed all the above you need to [fill out the online application form here](#), and be sure to include all the supporting documentation. SCA will let you know if you've been successful to become an SCA **Accredited** Strata Community Associate. Certificates and logos will also be provided so you can tell the world you're Accredited, and you can put the post nominal **ASCA** after your name.

ACCREDITATION PATHWAY



Maintaining Accreditation

To maintain your **ASCA** status, you need to:

Continue your professional development:

- Complete 24 CPD points in a 24 month period
- Including a minimum of 6 SCA CPD points in a 12 month period
- At least 50% of CPD points to be achieved through SCA events
- At least 2 hours of compulsory, and 2 hours of elective topics to be completed in a 24 month period.
- Must be in accordance with Category 1, 2 and 3 outlined in the CPD Policy

Conduct yourself professionally:

- Avoid any breaches of the SCA Code of Conduct
 - Provide a clear National Police Check every 3 years
 - Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance
-

ACCREDITATION PATHWAY



Strata Community Manager | *Accredited*

LEVEL: 1B

POST NOMINAL: ASCM

ACCREDITATION: SCA **Accredited** Strata Community Manager

If you work in the Strata Industry and you're a Strata Community Manager, this Accreditation Pathway is for you as an essential foundation in the development of your career.

Step 1 - Membership

Join SCA

- State or Chapter

Step 2 - Coursework

Complete the following courses

- A100 Course, or fast track assessment
- Four units of the Cert IV in Strata Community Management

Step 3 - Experience

Be a member of SCA for at least a year

- Be practising as a Strata Community Manager for at least 1 year
- Achieve 12 CPD points over the previous 12 months

Step 4 - Professionalism

Conduct yourself professionally

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check, [details available here](#)
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

Step 5 – Submission

Once you've completed all the above you need to [fill out the online application form here](#), and be sure to include all the supporting documentation. SCA will let you know if you've been successful to become an SCA **Accredited** Strata Community Manager. Certificates and logos will also be provided so you can tell the world you're Accredited, and you can put the post nominal **ASCM** after your name.

ACCREDITATION PATHWAY



Maintaining Accreditation

To maintain your **ASCM** status, you need to:

Continue your professional development:

- Complete 24 CPD points in a 24 month period
- Including a minimum of 6 SCA CPD points in a 12 month period
- At least 50% of CPD points to be achieved through SCA events
- At least 2 hours of compulsory and 2 hours of elective topics to be completed in a 24 month period
- Must be in accordance with Category 1, 2 and 3 outlined in the CPD Policy

Conduct yourself professionally:

- Avoid any breaches of the SCA Code of Conduct
 - Provide a clear National Police Check every 3 years
 - Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance
-

ACCREDITATION PATHWAY



Strata Community Manager | **Certified**

LEVEL: 2
POST NOMINAL: CSCM
ACCREDITATION: SCA **Certified** Strata Community Manager

If you work in the Strata Industry and you're a Strata Community Manager with reasonable experience, you can skip Level 1B and go straight to Level 2, developing your career even faster.

Step 1 - Membership

Join SCA

- State or Chapter

Step 2 - Coursework

Complete the following courses

- A100 Course, or fast track assessment
- Cert IV in Strata Community Management or a Cert IV in Property Services (Operations)

Step 3 - Experience

Be a member of SCA for at least two years

- Be practising as a Strata Community Manager for at least 2 years
- Achieve 24 CPD points over the previous 24 months

Step 4 - Professionalism

Conduct yourself professionally

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check, [details available here](#)
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

Step 5 – Submission

Once you've completed all the above you need to [fill out the online application form here](#), and be sure to include all the supporting documentation. SCA will let you know if you've been successful to become an SCA **Certified** Strata Community Manager. Certificates and logos will also be provided so you can tell the world you're Certified, and you can put the post nominal **CSCM** after your name.

ACCREDITATION PATHWAY



Maintaining Accreditation

To maintain your **CSCM** status, you need to:

Continue your professional development:

- Complete 24 CPD points in a 24 month period
- Including a minimum of 6 SCA CPD points in a 12 month period
- At least 50% of CPD points to be achieved through SCA events
- At least 2 hours of compulsory, and 2 hours of elective topics to be completed in a 24 month period.
- Must be in accordance with Category 1, 2 and 3 outlined in the CPD Policy

Conduct yourself professionally:

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check every 3 years
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

If you're moving up a level:

- Provide a Statutory Declaration of Criminal History
-

ACCREDITATION PATHWAY



Strata Community Manager | *Fellow*

LEVEL: 3

POST NOMINAL: FSCM

ACCREDITATION: SCA **Fellow** Strata Community Manager

If you've been working in the Strata Industry for over five years and have been volunteering with SCA, then becoming a **Fellow** Strata Community Manager will help elevate your standing in the industry.

Step 1 - Accreditation

*Must already be a **Certified** Strata Community Manager (Level 2) for one year.*

Step 2 - Experience

Be a member of SCA for at least five years

- Be practising as a Strata Community Manager
 - Achieve 24 CPD points over the previous 24 months
 - Demonstrate extensive record of service to industry; a minimum of 30 CPD volunteer hours (Board or committee participation, and dedication to training or mentoring)
- OR
- Demonstrate at least 5 years' experience managing Strata Communities, including a qualification equal to a Diploma, or higher, in an industry related discipline; plus 15 CPD volunteer hours achieved over a 5 year period

Step 3 - Professionalism

Conduct yourself professionally

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check, [details available here](#)
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

Step 4 – Submission

Once you've completed all the above you need to [fill out the online application form here](#), and be sure to include all the supporting documentation. SCA will let you know if you've been successful to become an SCA **Fellow** Strata Community Manager. Certificates and logos will also be provided so you can tell the world you're a Fellow, and you can put the post nominal **FSCM** after your name.

ACCREDITATION PATHWAY



Maintaining Accreditation

To maintain your **FSCM** status, you need to:

Continue your professional development:

- Complete 12 CPD points in a 24 month period
- Including a minimum of 3 SCA CPD points in a 12 month period
- At least 50% of CPD points to be achieved through SCA events
- At least 2 hours of compulsory, and 2 hours of elective topics to be completed in a 24 month period.
- Must be in accordance with Category 1, 2 and 3 outlined in the CPD Policy

Conduct yourself professionally:

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check every 3 years
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

If you're moving up a level:

- Provide a Statutory Declaration of Criminal History
-

ACCREDITATION PATHWAY



Strata Community Manager | *Honorary Fellow*

LEVEL: 4

POST NOMINAL: HFSCM

ACCREDITATION: SCA **Honorary Fellow** Strata Community Manager

If you've gone over and above to give your time to support SCA, you may be nominated to become a lifetime member of the Strata Community.

Step 1 - Accreditation

*Must already be a **Fellow** Strata Community Manager (Level 3)*

Step 2 - Professionalism

Conduct yourself professionally

- Avoid any breaches of the SCA Code of Conduct
- Provide a clear National Police Check, [details available here](#)
- Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance

Step 3 – Nomination

Your State or Chapter Board will nominate you to become an SCA **Honorary Fellow** Strata Community Manager. Certificates and logos will be provided so you can tell the world you're an Honorary Fellow, and you can put the post nominal **HFSCM** after your name.

ACCREDITATION PATHWAY



Maintaining Accreditation

To maintain your **HFSCM** status, you need to:

Continue your professional development:

- Complete 12 CPD points in a 24 month period
- Including a minimum of 3 SCA CPD points in a 12 month period
- At least 50% of CPD points to be achieved through SCA events
- Must be in accordance with Category 1, 2 and 3 outlined in the CPD Policy

Conduct yourself professionally:

- Avoid any breaches of the SCA Code of Conduct
 - Provide a clear National Police Check every 3 years
 - Provide a Certificate of Currency for your Corporate Professional Indemnity Insurance
-

ACCREDITATION PATHWAY

Accreditation comparison table

Level	SCA Membership Requirements to apply for level	Education/ Qualification Requirements to apply for level	CPD Requirements to apply for level
Level 1a Accredited (ASCA)	Minimum 1 year of SCA membership and 1 years' experience in the support services of Strata Community Managers plus adherence to the SCA Code of Conduct	Completed the A100 Course** and 4 units of the Cert IV in Strata Community Management (SCM)*	Minimum of 12 CPD points (including 2 hours of compulsory and elective topics) from ongoing professional development during 1 years prior to application.
Level 1b Accredited (ASCM)	Minimum 1 year of SCA membership and 2 years' experience in the management of Strata Communities plus adherence to the SCA Code of Conduct	Completed the A100 Course** and 4 units of the Cert IV in Strata Community Management (SCM)*	Minimum of 12 CPD points (including 2 hours of compulsory and elective topics) from ongoing professional development during 1 years prior to application.
Level 2 Certified (CSCM)	Minimum 2 years of SCA membership and experience in the management of Strata Communities plus adherence to the SCA Code of Conduct.	Completed the A100 Course** and Cert IV in Strata Community Management (SCM) or Property Services	Minimum of 24 CPD points (including 2 hours of compulsory and elective topics) from ongoing professional development achieved during 2 years prior to application.

ACCREDITATION PATHWAY

Level	SCA Membership Requirements to apply for level	Education/ Qualification Requirements to apply for level	CPD Requirements to apply for level
Level 3 Fellow (FSCM)	Must be an existing Level 2 Strata Community Manager plus meet one of the two options listed under Other requirements	<p>Other requirements</p> <ul style="list-style-type: none"> • Minimum of 5 years' membership plus extensive record of service to industry, a minimum of 30 CPD volunteer hours eg. board/ committee participation and dedication to training/ mentoring; <p>OR</p> <ul style="list-style-type: none"> • Minimum 5 years' membership, plus a minimum of 5 years' experience managing Strata Communities, plus a qualification equal to Diploma or higher in an industry related discipline, plus 15 CPD volunteer hours achieved over 5 year period. 	Minimum of 24 CPD points (including 2 hours of compulsory and elective topics) from ongoing professional development achieved during 2 years prior to application.
Level 4 Honorary Fellow (HFSCM)	Must be an existing Level 3 Strata Community Manager, been presented as an Honorary or Life Member plus meet one of the two options listed under Other requirements	N/A	N/A

* Level 1: The 4 units will be determined by each state/chapter and apply to legislative requirements where relevant.

** All participants can undertake the free A100 Assessment Only after they have completed the Cert IV in SCM, however if the exam is failed, the participant must complete the full A100 course.

ACCREDITATION PATHWAY

Equivalent education

If you're joining the Strata industry from another profession, you may have education that qualifies for some of the Accreditation prerequisites. This enables you to enrol in the Accreditation program.

Bridging Course

If your education meets the grade, then you can complete a bridging course of 4 units of the Certificate IV in SCM. This has been developed to teach the fundamentals of Strata to those entering the workforce from another vocation, and means you don't have to complete the whole qualification for Level 2.

How do I know if my previous education is relevant?

You'll have to submit the details to SCA.

CONTINUING
PROFESSIONAL DEVELOPMENT

**Always learning,
always getting
better.**

Strata Professionals Accreditation Program
Strata Community Managers

CONTINUING PROFESSIONAL DEVELOPMENT

How to maintain your Accreditation

Accreditation needs to be renewed every two years, and depending on what level you're at, there are varying numbers of Continuing Professional Development (CPD) points to be achieved every year.

CPD Points – Record Keeping

If you complete an SCA Delivered activity:

The resultant CPD points will be updated automatically in the SCA database – iMIS. You can check on your progress, and download your CPD points as follows:

- Visit the [Strata Community Website here](#), and sign in
- Select My Account in top toolbar
- Click on the CPD tab
- Enter the Transaction Date for the period required, then select Find
- Select Export on the right, then select Excel

If you complete an activity outside of the SCA

If it qualifies for CPD points you need to provide SCA an update yourself, through the link provided below, and hold onto any supporting documentation. You'll need the following information:

- Date & duration
- Content overview
- Learning outcomes (if applicable)
- Training provider details

Retrospective updates need to be accompanied with a certificate, or written proof of attendance from the training provider.

[Non SCA Delivered Training submissions available here](#)

CPD Points - Reminders

We'll provide you with quarterly updates on your progress, and remind you to keep up to date. We'll also suggest training and development opportunities relevant to your education level, so you can take up whatever programs you have time for. All of your CPD points can be completed in this way, if you like.

CONTINUING PROFESSIONAL DEVELOPMENT

How many CPD points do I need to maintain?

Strata Community Associate

Accreditation Level	Requirement	Permitted Sources for CPD Points
Level 1a - ASCA	24 CPD Points over a period of 24 months	<ul style="list-style-type: none">- At least 6 CPD per annum from Professional Development education conducted by SCA.- At least 2 hours of compulsory topics and 2 hours of elective (best practice) topics must be completed over the 24 months of the Accreditation period.- Any training and education in accordance with Category 1, 2 and 3 outlined in the CPD Policy.

Strata Community Manager

Accreditation Level	Requirement	Permitted Sources for CPD Points
Level 1b and 2 - ASCM, CSCM	24 CPD Points over a period of 24 months	<ul style="list-style-type: none">- At least 6 CPD per annum from Professional Development education conducted by SCA.- At least 2 hours of compulsory topics and 2 hours of elective (best practice) topics must be completed over the 24 months of the Accreditation period.- Any training and education in accordance with Category 1, 2 and 3 outlined in the CPD Policy.
Level 3 - FSCM	12 CPD Points over a period of 24 months	<ul style="list-style-type: none">- At least 3 CPD per annum from Professional Development education conducted by SCA.- At least 2 hours of compulsory topics and 2 hours of elective (best practice) topics must be completed over the 24 months of the Accreditation period.- Any training and education in accordance with Category 1, 2 and 3 outlined in the CPD Policy.
Level 4 - HFSCM	12 CPD Points over a period of 24 months	<ul style="list-style-type: none">- At least 6 CPD per annum from Professional Development education conducted by SCA.- Any training and education in accordance with Category 1, 2 and 3 outlined in the CPD Policy.

CONTINUING PROFESSIONAL DEVELOPMENT

What qualifies for CPD Points?

There are three different categories of CPD, as follows.

Category 1 – *Learning activity with no assessment*

Training must:

- Have an identifiable, non-assessed learning outcome
- Have significant intellectual or practical content
- Be relevant to the Strata Community Management sector
- Be delivered interactively by one of the following:
 - workshops (external and internal such as company inhouse training)
 - web-based tools (webinars, eLearning, etc)
 - Strata related forums, seminars, breakfasts, workshops or conference presentation.

Delivered by:

- SCA National, State or Chapter
 - An existing, pre-approved SCA Training Provider.
 - A training provider submitted to SCA, and approved prior to training, or retrospectively
-

Category 2 – *Structured learning with assessed outcome.*

Training must:

- Have an identifiable, assessed learning outcome
- Have significant intellectual or practical content
- Be relevant to the Strata Community Management sector
- Be linked to a relevant:
 - Australian or New Zealand University
 - TAFE qualification
 - another relevant national training package

Delivered by:

- An Australian or New Zealand University, or TAFE
 - A registered training organisation
 - An accredited training organisation
 - Another national, or internationally recognised body delivering industry relevant education.
-

Category 3 – *Contribution to industry professionalism*

SCA Members who:

- Volunteer their time, expertise and knowledge with SCA
- Give back to the industry, by participating in SCA boards or committees for example
- Train SCA members at events such as the A100/NZ100

CONTINUING PROFESSIONAL DEVELOPMENT

How many points do I get?

Different weights are allocated to a variety of different types of training, as detailed below.

Category 1 – *Learning activity with no assessment* | Points summary table

Description	Applicable Points
Non SCA training (other than through an RTO)	0.5 points per 1.5 hours of training 1 points per 3 hours of training
Non SCA Training delivered by a pre-approved SCA Training Provider	1 point per 2 hours of training
SCA delivered training	1 point per 1 hour (includes up to 1 hour)
SCA State / Chapter Conference / Symposium	Max. 4 points per day
SCA Annual Conference	Max. 4 points per day
SCA State/Chapter Principal / Leader Forums	Max. 4 points per day

Category 2 – *Structured learning with assessed outcome* | Points summary table

Description	Applicable Points
SCA A100/NZ100 Essential of Strata Community Management	Max. 6 points (3 days or full online course) Max 1 point for online assessment only completed
Certificate IV or Diploma qualification in Strata Community Management or other property qualification	3 points per completed individual unit, max. 12 points per annum
Certificate IV in Training & Assessment	3 points per completed individual unit, max. 12 points per annum

1 point = 1 hour

CONTINUING PROFESSIONAL DEVELOPMENT

Category 3 – Contribution to industry professionalism | Points summary table

Description	Applicable Points
SCA Board / Board Advisory Group / State/ Chapter Board & Committee meeting	1 point per meeting attendance, max. 6 points per annum
Presenter at SCA approved educational events/ seminars/courses including SCAA100/NZ100 Introduction to Strata Community Management	1 point per 1 hour presentation, max. 6 points per annum Max 2 points per day
SCA Trainer re-accreditation program	Max. 2 points
SCA Advice Line / Mentoring	Max. 3 points per year
SCA Educational Compulsory/Elective (Best Practice) Content Development	3 points for development of final content
Task Force, Sub Committee, Focus Groups to create SCA content	1 point per meeting attendance, max. 6 points per annum Max 2 points per day

1 point = 1 hour

CONTINUING PROFESSIONAL DEVELOPMENT

Can I study anything that's relevant?

To a certain extent, yes, however SCA will also guide your professional development by determining a certain amount of points must be achieved through compulsory topics, with the balance coming from elective topics.

Compulsory topics

At least two hours of training must be completed in:

- Legislation
- Code of Conduct
- Risk Management

There is no specific time for each topic, so long as 2 hours of training is accumulated overall.

Elective topics

At least two hours of training must be completed from a range of topics identified in your region.

There is no specific time for each topic, so long as 2 hours of training is accumulated overall.

CONTINUING PROFESSIONAL DEVELOPMENT

How do I renew my Accreditation?

Should you meet the requirement every 24 months your Accreditation automatically renews, and there's no fee. SCA will advise you if you successfully meet the requirements to move up a level.

Accreditation requirements:

- Completion of all the relevant CPD
- No breaches of the SCA Code of Conduct
- A clear National Police Check every 3 years
- A Certificate of Currency for your Corporate Professional Indemnity Insurance

Additional requirements to move up a level:

- A Statutory Declaration of Criminal History

If you knowingly or negligently include false information, you'll be liable to be disciplined for professional misconduct.

How your Accreditation can lapse

If you don't complete the CPD requirement and our audit discovers you don't have the correct number of points, your Accreditation may lapse. This will be at the discretion of the Professional Standards and Membership Board Advisory Group, which makes a recommendation to your State or Chapter Board after reviewing your progress over the past two years.

Please note.

In order to maintain a high level of credibility around Accreditation decisions made by the State or Chapter Boards are final in this regard.

Reversing a lapsed Accreditation

If you complete the missing requirements and earn the next quarter of required points within three months of the renewal date, you can apply, and renew your Accreditation once again.

FREQUENTLY ASKED QUESTIONS

**There's no
such thing as
a silly question.**

FREQUENTLY ASKED QUESTIONS

Accreditation FAQs

If you can't find the answer you're looking for below, please don't hesitate to contact us on 0434 706 770, or accreditation@strata.community

What if I haven't completed the required Certificates, but have other relevant qualifications?

That's OK, other courses may be accepted as an equivalent. If you've completed a course that you think is equal to, or even a higher level than is required, please submit the relevant Certificate for consideration.

Please be aware, however, completion of the A100 course is mandatory.

If you have not completed the A100 course but feel your experience in the industry is extensive, you may apply for the fast track option to complete the assessment only instead.

The Professional Standards and Membership Board Advisory Group will review your application, and let you know accordingly.

What if I have no qualifications, but I've been working as a Strata Community Manager for a long time?

Even still, we'll need you to complete the required qualifications, or an approved equivalent, to become Accredited. Our aim is to lift, and standardise the level of the entire industry, and if we don't know what kind of education Strata Professionals have, that's an impossible task.

What if I provide Strata Management services in more than one region?

That's fine, once you're Accredited you can carry that status into a variety of regions. So long as you're a member in that region, and you conduct at least two hours of compulsory, and two hours of elective topics in each region. If the State has any specific minimum requirements, those must also be met.

FREQUENTLY ASKED QUESTIONS

How often do I need to provide a police clearance?

When you first apply for Accreditation, and every 3 years thereafter.

[Full details on the AFP website here](#)

What if I change employer?

No problem, just let us know when you're going to start your new job. For your membership to hold, your new employer must hold Corporate, or personal membership with SCA in a State or Chapter. If you don't let us know, your membership and Accreditation status may be forfeit. A Strata Management Corporate Member is also obligated to let us know if an employee who carries Accreditation, is leaving the business.

What if I lose my job?

So long as you find a new job with another SCA Corporate Member within six months, your membership and Accreditation will hold. If it takes longer, you'll have to apply for Accreditation once again, at your current Level. While you're in between positions you're not allowed to use the Accreditation post nominals.

When can I use my post nominals?

When you've achieved an Accreditation level, and:

- you're employed by a Strata Management Business that is also a Member of SCA
 - you've been nominated by a Strata Management Corporate Member
 - you've been granted Personal Membership, if applicable in your state;
 - and you receive a formal notification from SCA Accreditation
-

What if my Accreditation lapses?

Should your Accreditation lapse by not having a current SCA membership for over 6 months, to have your Accreditation reinstated you must first of all re-apply for a new SCA membership. Next, you need to ensure you've completed the past two years' worth of compulsory and elective topics to achieve your CPD points. The number of CPD points required depends on how long your membership has lapsed for.

Under a year without membership?

1.5x the annual CPD requirements

- ASCA, ASCM, CSCM = 18 CPD in the past 12 months
- FSCM, HFSCM = 9 CPD in the past 12 months

Over a year without membership?

2x the annual CPD requirements

- ASCA, ASCM, CSCM= 24 CPD in the past 12 months
- FSCM, HFSCM =12 CPD in the past 12 months

FREQUENTLY ASKED QUESTIONS

Continuing Professional Development FAQs

How do I keep track of my CPD Points?

Your account in our member database, iMIS, will be automatically updated when you complete a CPD activity organised by SCA. If you complete a training event outside of SCA, then you need to submit the details for approval, before the points are added to your account.

[You can submit external activities for points here.](#)

[You can see how many points you have by logging in here.](#)

- Select My Account in top toolbar
 - Click on the CPD tab
 - Enter the Transaction Date for the period required, then select Find
 - Select Export on the right, then select Excel
-

What if I don't get enough CPD Points by the time my renewal is due?

Then it's likely your Accreditation will not be renewed, and you'll have to re-apply when you've met the requirements. If there are exceptional circumstances, however, please let us know and an extension of time, or a partial exemption may be given by the SCA Board.

Exceptional circumstances include:

You have been, or will be substantially absent from the business because of
- parental leave, illness, long service leave, overseas study or similar occurrence.

All decisions by the Board in this regard are final.

FREQUENTLY ASKED QUESTIONS

How do I become an approved CPD training Provider?

To help educate, and further the careers of our Strata Professionals you need to be a member of SCA for starters, and then you need to need to demonstrate your ability to deliver the right material.

Step 1 – Membership

You need to be a Business, Strata Profession Industry Provider, or Corporate Strata Management member.

Step 2 – Application

Complete the application form, and find further guidelines on becoming an SCA Approved Training Provider on the [SCA website here](#).

Step 3 - Review

Your application will be reviewed and assessed by your local Education Manager or the National Professional Standards Manager, who also makes the decision on whether your application has been successful.

Approval can be given for a single, or unlimited number of professional development events, with one CPD point available for every two hours of training.

The following criteria are taken into consideration.

People & Infrastructure

- Qualifications or experience of training personnel
- Provision of a suitable training infrastructure
- An appropriate evaluation tool to assess outcomes

Training Materials

- Training material with significant intellectual or practical content, relevant to the management and practice of strata titled properties and its profession as a whole
- Training relevant to members immediate, or long-term, professional development and to the management and practice of strata titled properties
- Quality and timely material that accurately reflects the content of the training provided

Experience & Knowledge

- Demonstrable experience in providing CPD activities relevant to the Strata profession and industry

Strata Professionals Accreditation Program

STRATA COMMUNITY MANAGERS

Unique programs created to develop the careers and prospects of everyone involved in the Strata Industry.

Strata Community Association
Suite 101, Level 1, 845 Pacific Highway
Chatswood NSW 2067
Australia

E: accreditation@strata.community
P: 0434 706 770

