



## **ABMA Building Compliance Accreditation Agency Limited**

*A not-for-profit community body established to provide a platform for joining forces to set standards for self-regulation across the maintenance of common property in residential & mixed-use strata communities*

**(p) 1800 123 262**  
**(e) [help@abma.org.au](mailto:help@abma.org.au)**  
**(w) [www.abma.org.au](http://www.abma.org.au)**

A.C.N. 637 319 987

# **ABMA**

## **Continuing Professional Development Series**

Skills building workshops & information sessions for those that work, live & invest in residential strata & mixed-use communities

**ABMA-2020 Caretaker's New Entrants Program**  
**Tailored for new caretakers of residential strata**



## CARETAKER'S NEW ENTRANTS PROGRAM

Are you about to embark on a career change into caretaking of residential strata? Are you considering purchasing Management Rights for the first time? Or have you been working as a Caretaker in residential strata and just need some help on understanding your caretaking duties?

If you have answered "Yes!" to any of these questions, then the **ABMA Caretaker's New Entrants Program** is perfect for you.

Including 3 modules of training, this entry level training program will set new caretaker's up for success in delivering the caretaking duties under the Caretaking Agreement. The 3 units of training include: -

1. Certificate of Building Management
2. Code Utilisation & Code of Conduct Training
3. In-Practice Skills Training

All enrollees must have a current copy of the ABMA Building Management Code© and be a current financial member of ARAMA [Australian Resident Accommodation Manager's Association].

The ABMA 3-day "**Caretaker's New Entrants Program**" course is a great first step for you and your business delivery team.

## COURSE MODULES

### Module # 1 – Certificate of Building Management

This full day in-class course can be delivered in either English or Chinese and includes: -

- Introduction to the ABMA Building Management Code©
- Introduction to the Facilities Management Plan
- Introduction to Early Dispute Prevention Services

### Module # 2 – Code Utilisation & Code of Conduct

Bring along your Caretaking Agreement to this course and learn how to apply the objective industry standards for cleaning, gardening, pool care, minor works and regulatory compliance to your Agreement [or follow one of the sample Agreements that the Trainer will provide you with].

### Module # 3 – In-Practice Skills Assessment & Level 1 Training

This half-day course can be delivered in English or Chinese and involves training on site in the use of cleaning equipment, gardening tools, pool water testing, etc.

## BUILDING MANAGER [PROVISIONAL] ACCREDITATION

Once participants have completed the "**ABMA Caretaker's New Entrants Program**" the next step to gaining ABMA Industry Practitioner Accreditation as a "Building Manager – Provisional" is completion of the Strata Professionals Annual Induction plus one continuing professional development ["CPD"] course.

To continue your qualifications and professional growth journey, consider the ABMA Diploma of Building Management.

For more information on the ABMA CPD Series or the Diploma of Building Management, visit [www.abma.org.au](http://www.abma.org.au) or Freecall 1800 123 262

Gain the only qualification available in Australia for residential strata caretaking services providers via the ABMA.

