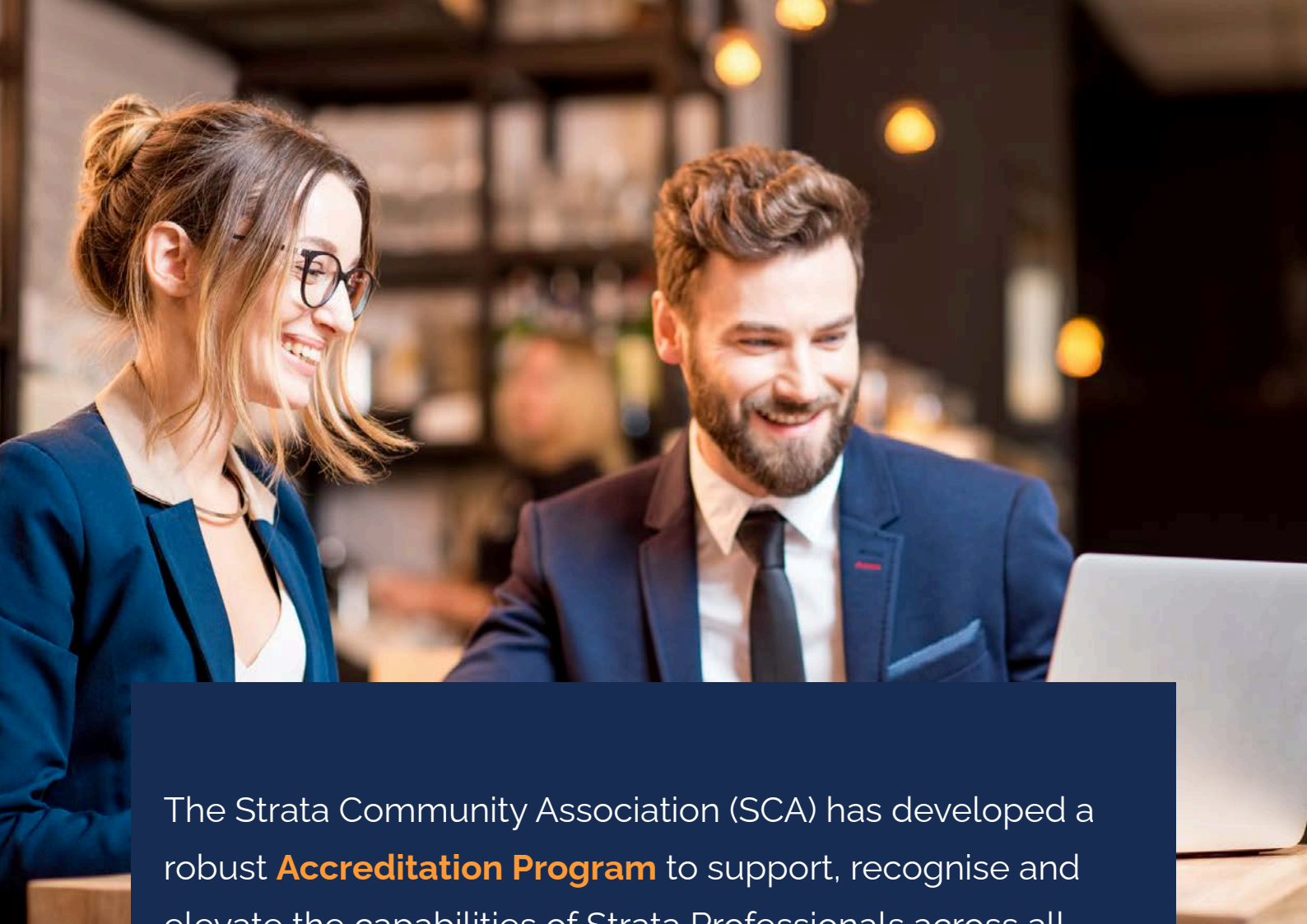




SCA Strata Manager **Accreditation**

Last Updated: July 2025





The Strata Community Association (SCA) has developed a robust **Accreditation Program** to support, recognise and elevate the capabilities of Strata Professionals across all career stages.

Contents

Introduction	3	Step 4 - Maintaining and Renewing Your Accreditation	6
Step 1 - Choose Your Level	3	Other Matters Regarding Accreditation	7
Step 2 - Accreditation Prerequisites	4	Accreditation Checklist	8
Step 3 - Submission of Application	6	Annexure A - Accreditation Credentials	9

Introduction

Managing a strata community is a complex and demanding profession. It requires a unique blend of legal knowledge, financial acumen, people skills and operational oversight. From interpreting legislation and developing by-laws to managing budgets, insurance claims and contractor relationships, Strata Managers must navigate it all while supporting a diverse community of lot owners and residents.

New to the Industry?

Our Accreditation Program lays a strong foundation for those entering the profession. You'll gain a clear understanding of how strata communities operate, your legal and ethical responsibilities, and the core knowledge you'll need to thrive. This is the first step in your journey toward becoming a trusted, skilled and respected Strata Manager.

Experienced Strata Professional?

Accreditation formally acknowledges the depth of your experience while keeping you up to date with emerging best practices and legislative change. It also provides a nationally recognised professional status that enhances your credibility and opens new career pathways.

Why It Matters

By choosing to become accredited, you're not only advancing your own career, but you're also helping to raise the standards of professionalism across the strata sector. A stronger, more capable community of Strata Managers benefits everyone.

Take the next step

Join the SCA Accreditation Program today and help shape the future of strata management.



Step 1 Choose Your Level

Whether you have just completed your first year or you are looking to formalise years of experience as a strata manager, the SCA Accreditation Program offers a clear progression pathway tailored to your career stage.

There are multiple levels of Accreditation, each with corresponding post-nominals that recognise your professional standing within the industry. These designations reflect your expertise, commitment, and contribution to the strata profession.

Step 2

Accreditation Prerequisites



Level 1 – Accredited Strata Community Manager

Post-nominal: ASCM

To be awarded Level 1 ASCM Accreditation, you must meet the following minimum requirements and demonstrate your commitment to professional standards, industry knowledge and ethical conduct.

Membership

- Minimum 1 year Membership with SCA

Complete the following Education

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

Experience

- Be practising as a Strata Community Manager for at least 1 year
- Achieve 12 CPD points over the previous 12 months (from date of application)

Professionalism

- Avoid any breaches of the SCA Code of Ethics
- Provide a clear current National Police Check (no older than 12 months)



Level 2 – Certified Strata Community Manager

Post-nominal: CSCM

To be awarded Level 2 CSCM Accreditation, you must meet the following minimum requirements and demonstrate your commitment to professional standards, industry knowledge and ethical conduct.

Membership

- Minimum 2 years Membership with SCA

Complete the following Education

- A100 Course or fast track assessment
- Certificate IV in Strata Community Management, Property Services (Operations) or higher level of formal education in a strata related field.

Experience

- Be practising as a Strata Community Manager for at least 2 years
- Achieve 24 CPD points over the previous 24 months (from date of application)

Professionalism

- Avoid any breaches of the SCA Code of Ethics
- Provide a clear current National Police Check (no older than 12 months)





Level 3 – Fellow Strata Community Manager

Post-nominal: FSCM

To be awarded Level 3 FSCM Accreditation, you must meet the following minimum requirements and demonstrate your commitment to professional standards, industry knowledge and ethical conduct.

Accreditation

- Hold Level 2 – Certified Strata Community Manager (CSCM) Accreditation for at least one year

Membership

- Minimum 5 years Membership with SCA

Experience

- Be practising as a Strata Community Manager for at least 5 years
- Achieve 12 CPD points over the previous 12 months (from date of application)

SCA Engagement

- You must have completed a minimum of 30 SCA Volunteer CPD points through SCA approved activities (see CPD Policy).

Or

- Hold a qualification equivalent to a Diploma or higher in a strata related discipline and have completed a minimum of 15 SCA Volunteer CPD points through SCA approved activities (see CPD Policy).

Professionalism

- Avoid any breaches of the SCA Code of Ethics



Level 4 – Honorary Fellow Strata Community Manager

Post-nominal: HFSCM

The title of HFSCM represents the highest honour awarded by the Strata Community Association. It recognises individuals who have demonstrated extraordinary service, leadership and dedication to the SCA Community and strata industry.

Accreditation

- Hold Level 3 – Fellow Strata Community Manager (FSCM) Accreditation

Membership

- Be awarded Life Membership by your SCA State or Chapter Board

Professionalism

- Avoid any breaches of the SCA Code of Ethics

Note: To maintain HFSCM Accreditation, recipients must remain actively engaged in the management of strata communities, in any capacity relevant to the profession.

Step 3

Submission of Application

To apply for Accreditation, you must complete the relevant application form available at www.strata.community/accreditation.

All applicants are required to submit supporting documentation, including:

- Evidence of completed coursework or qualifications (e.g. A100, Certificate IV, Diploma) relevant to the level of Accreditation sought
- A current National Police Check (or New Zealand equivalent), issued within the past 12 months

Applications will not be assessed until all required documentation is received.

You must have met the CPD requirements for the level of Accreditation you are applying for. If you believe your CPD record is incomplete, contact membership@strata.community.

If you need additional CPD points, we recommend speaking with your SCA education team for guidance.

Note: CPD points earned through SCA activities are recorded in your member profile within 7 days of completion. If you are claiming CPD points from external training, please submit your request via the online [CPD Points Application for External Training Form](#).

Step 4

Maintaining and Renewing Your Accreditation

To retain your Accreditation with the Strata Community Association, you must remain committed to continuous professional development, adhere to SCA Best Practices and uphold the highest standards of professional conduct.

All accredited professionals are required to,

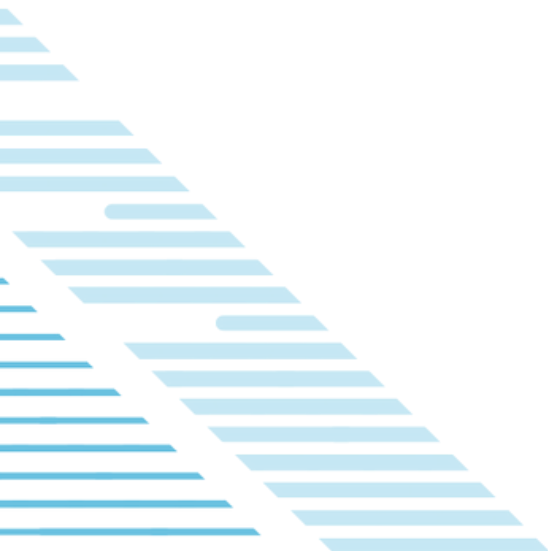
- Complete a minimum of 12 CPD points within each Fiscal Year
- Ensure all CPD activities align with the SCA CPD Policy
- Comply with SCA Code of Ethics at all times. Accreditation may be revoked if a member is found to have breached the SCA Code of Ethics.
- Provide a current National Police Check (or New Zealand equivalent) every three years.
- Maintain SCA Membership.

Note: Formal qualifications outside of the Certificate IV in Strata Community Management, Property Services (Operations) or equivalent higher-level education directly related to the strata industry, will be considered on a case-by-case basis during the application process.

SCA provides quarterly CPD reports to all SCA members. These reports offer a clear summary of CPD points earned to date, helping members track progress toward their renewal requirements and maintain ongoing compliance with the CPD Policy.

You can also check your current status within your personal profile within the SCA member centre.

If you meet all renewal requirements by 30 June (the end of each fiscal year), your Accreditation will be renewed automatically by the SCA Team and you won't need to take any further action.



Other Matters Regarding Accreditation

Equivalent Qualifications

If you haven't completed the specific qualifications required, other relevant formal education may be considered.

Submit your certificates for review to accreditation@strata.community.

However, the A100 course remains mandatory. If you have 2 years experience as a manager or completed the Certificate IV in Strata Community Management, you may be eligible for the A100 Fast Track Assessment Only pathway.

No Formal Qualifications

Regardless of your industry experience, completion of the required qualifications or an approved equivalent is necessary. This ensures a consistent and professional standard across all Accredited Strata Managers.

Accreditation Across Regions

Your Accreditation is recognised across SCA regions, provided you maintain membership in each and meet the local CPD requirements.

Changing Employers

If you change employers, ensure your new workplace holds an SCA Corporate or Personal Membership. Notify SCA of the change to maintain your accreditation status. If your SCA Membership is terminated, your accreditation becomes void and you must immediately cease using the post-nominal.

Periods of Unemployment

Your Accreditation remains valid for up to six months while between jobs, as long as you return to a position with an SCA Corporate Member. During this period, post-nominals must not be used. Upon resuming Membership, you are required to fulfil the 12 CPD points requirement for the fiscal year.

Police Checks

You must provide a current National Police Check (or New Zealand equivalent) when you first apply for Accreditation and every three years thereafter.

Lapsed Accreditation

If your Accreditation lapses due to more than six months without membership or you fail to meet the required CPD points, you must reapply and meet CPD requirements for the lapsed period. This may involve completing 1.5x or 2x the annual CPD load, depending on the length of the lapse.

If you are unable to meet your CPD requirements due to extended leave such as maternity, long service, or other significant absence, you may request a temporary exemption or deferral. Requests must be submitted in writing to your State or Chapter Membership Team and will be reviewed on a case-by-case basis. You may be granted an extension or partial exemption.

Appeals

To ensure transparency and fairness, all appeals must be submitted in writing to accreditation@strata.community for review by the Professional Standards and Membership Board Advisory Group (PSMBAG). All decisions made by the PSMBAG are final.

Accreditation Checklist

ASCM – Accredited Strata Community Manager

- ☐ At least 1 year of SCA membership
- ☐ At least 1 year practising as a Strata Community Manager
- ☐ Completed A100/NZ100 Course (or fast track assessment)
- ☐ Completed 4 units of Cert IV in Strata Community Management - Attach Statement of Attainment
- ☐ 12 CPD points (past 12 months)
- ☐ Clear National Police Check (within 12 months) – Attach
- ☐ Submit online application with all supporting documents

CSCM - Certified Strata Community Manager

- ☐ At least 2 years of SCA membership
- ☐ At least 2 year practising as a Strata Community Manager
- ☐ Completed A100/NZ100 Course (or fast track assessment)
- ☐ Completed Cert IV in Strata Community Management or Cert IV in Property Services (Operations) - Attach Statement of Attainment
- ☐ 24 CPD points (past 24 months)
- ☐ Clear National Police Check (within 12 months) – Attach
- ☐ Submit online application with all supporting documents

FSCM – Fellow Strata Community Manager

- ☐ At least 5 years of SCA membership
- ☐ Accredited at Level 2 (CSCM) for at least 1 year
- ☐ At least 5 years practising as a Strata Community Manager
- ☐ 12 CPD points (past 12 months)
- ☐ Meet one of the following:
30 CPD volunteer hours through SCA
or
5+ years strata management experience
+ Diploma or higher
+ 15 CPD volunteer hours
- ☐ Clear National Police Check (within 12 months) – Attach
- ☐ Submit online application with all supporting documents

HFSCM - Honorary Fellow Strata Community Manager

- ☐ Accredited at Level 3 (FSCM)
- ☐ Awarded Life Membership by your SCA State or Chapter Board
- ☐ Actively engaged in strata management (in any capacity)

Annexure A - Accreditation Credentials

The following Members are required to use this CPD policy to meet maintain or apply for accreditation post nominals.

Abbreviation	Description
Strata Management Members	
	Strata Manager Members actively managing lots
ASCM	Accredited Strata Community Manager
CSCM	Certified Strata Community Manager
FSCM	Fellow Strata Community Manager
HFSCM	Honorary Fellow Strata Community Manager
Strata Management Members	
	Operational or Executive Members who don't manage lots
ASCA	Accredited Strata Community Associate
CSCE	Certified Strata Community Executive
FSCE	Fellow Strata Community Executive
HFSCE	Honorary Fellow Strata Community Executive
Strata Service Supplier Members	
ASSP	Accredited Strata Service Supplier
FSSP	Fellow Strata Service Supplier
HFSSP	Honorary Fellow Strata Service Supplier

