



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPDSM4024A Advise clients on livestock sale and purchase options**

**Release: 1**

## **CPPDSM4024A Advise clients on livestock sale and purchase options**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to provide sellers or buyers with information on the options available for selling and buying livestock where one of a number of methods of sale may be used. These methods of sale include auctions and private sales, including direct consignment, electronic, forward contracts and over the hooks marketing.

The unit may form part of the licensing requirements for persons engaged in livestock sales in those States and Territories where the selling of livestock is a regulated activity.

### **Application of the Unit**

#### **Application of the unit**

This unit of competency supports the work of those who have responsibility for providing sellers and buyers with information on the options available for selling and buying livestock. It includes determining client needs, recommending options for sale or purchase of livestock and taking instructions on sale or purchase of livestock. This work must be performed in line with agency practice, ethical standards and relevant federal and state or territory legislative and regulatory arrangements.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

## Pre-Requisites

**Prerequisite units** Nil

## Employability Skills Information

**Employability skills** The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |  |   |
|--|---|
| <b>1 Determine client needs.</b>                             | 1.1 <i>Client requirements</i> for sale or purchase of <i>livestock</i> are established in line with agency practice.<br>1.2 <i>Motivation of client</i> to sell or purchase livestock is identified to assist in preparation of sale or purchase program.  |
| <b>2 Prepare proposal for sale or purchase of livestock.</b> | 2.1 Relevant information is given on <i>market conditions</i> and <i>selling and buying options</i> to enable the client to decide on sale or purchase options.<br>2.2 Based on client's decision, a <i>proposal</i> for selling or purchasing required livestock is prepared.<br>2.3 Proposal for selling or purchasing the livestock is submitted to and discussed with client.<br>2.4 <i>Details of proposal</i> are advised to agency staff to enable resources and programs to be established to sell or purchase the livestock. |
| <b>3 Take instructions on sale or purchase of livestock.</b> | 3.1 <i>Instructions</i> are sought from client on the sale or purchase of livestock.<br>3.2 Proposal is reviewed and implemented according to agreements reached with client.<br>3.3 Advice and instructions are given to client to facilitate completion of sale or purchase of livestock.<br>3.4 Sale or purchase <i>documentation</i> is completed in line with agency practice, ethical standards and legislative requirements and in a timely manner that reflects the agreement reached.  |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

#### Required skills:

- application of risk management strategies associated with advising clients on livestock sale and purchase options
- computing skills to access agency databases, send and receive emails and complete standard forms online
- numeracy skills, including the ability to perform and apply measurements and

## **REQUIRED SKILLS AND KNOWLEDGE**

calculations

- literacy skills, including the ability to interpret industry documentation associated with market conditions
- negotiation skills to gain commitment to sell or purchase livestock
- planning, organising and scheduling skills to undertake work-related tasks, such as arranging livestock inspections
- verbal communication skills for face-to-face communication with livestock sellers and buyers
- written communication skills to prepare proposals for clients and complete documentation relating to livestock sale and purchase.

### **Required knowledge and understanding:**

- federal and state or territory legislation and local government regulations related to selling and purchasing livestock, including:
  - animal health and welfare
  - anti-discrimination
  - aquaculture
  - brands and earmarks
  - chemical treatments and residues, export slaughter intervals and withholding periods
  - consumer protection
  - fees and charges
  - financial services advice
  - food safety
  - livestock sales and auctions
  - livestock
  - national livestock identification scheme (NLIS)
  - national vendor declaration (NVD)
  - OHS
  - privacy
  - public health
  - public liability
  - tagging requirements
  - water curfew
  - waybills, including combined waybills
- livestock, including:
  - ages
  - breeds
  - classes
  - grades

## **REQUIRED SKILLS AND KNOWLEDGE**

- pregnancy status
- values
- varieties
- weights
- yields
- livestock sale methods, including:
  - advantages and disadvantages of different methods of sale
  - auctions
  - direct consignments
  - electronic - Auctions Plus
  - forward contracts
  - on-property auctions and feature sales
  - private paddock sales
- market conditions and trends, including:
  - sources of information
  - types of information
  - verification of information
- motivations for sale or purchase of livestock
- procedures for identifying and verifying ownership of livestock
- proposal for sale or purchase of livestock, including:
  - presentation techniques
  - proposal content and format
- risks associated with the following aspects of advising clients on the sale and purchase of livestock:
  - care and handling of livestock
  - client misrepresentation
  - document preparation
  - NLIS
  - non-compliance with financial services advice legislation
  - ownership of livestock and encumbrances
- staff supervision.

## **Evidence Guide**

### **EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

**Overview of assessment**

This unit of competency could be assessed through a practical demonstration of the candidate advising a client on livestock sale or purchase options. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

A person who demonstrates competency in this unit must be able to provide evidence of:

- correctly identifying documentation required for the sale and purchase of livestock
- determining client needs, including requirements and motivations, for buying and selling livestock
- knowledge of and ability to source and interpret common information on market conditions related to livestock sale and purchase
- knowledge of the relative advantages and disadvantages of different methods of selling and buying livestock
- preparing and presenting proposal for a client outlining a plan for selling and purchasing livestock
- taking instruction from a client for the sale and purchase of livestock
- understanding and applying agency codes, ethical standards and relevant federal, and state or territory legislation and regulations in relation to the sale and purchase of livestock
- understanding and applying risk management strategies associated with advising clients on livestock sale or purchase options.

**Context of and specific resources for assessment**

Resource implications for assessment include:

- access to livestock
- access to livestock seller or buyer
- access to information on market conditions related to livestock sale and purchase
- access to NVD, NLIS and other relevant

documentation on livestock

- access to federal, state and territory legislation and regulations relevant to livestock sales.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.



## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

***Client*** may include:

- buyer
- seller.

***Client requirements*** may include:

- level of service provided by agent
- number of livestock to be sold or purchased
- payment to seller
- payment by buyer
- price
- type of livestock to be sold or purchased
- timeframe for sale or purchase
- transport
- urgency of sale or purchase.

***Livestock*** may include:

- alpacas
- cattle
- deer
- goats
- horses
- ostriches
- pigs
- sheep.

***Motivation of client*** may include:

- building livestock numbers
- cash flow
- changing farming practices
- climatic conditions
- expansion
- feed and water
- market conditions
- retirement
- succession planning.

***Market conditions*** may include:

- climate
- demand
- forecasts
- livestock levels

- local and international markets
  - prices
  - returns
  - supply
  - trends.
- Selling and buying options*** may include:
- auctions
  - direct consignments
  - electronic - Auctions Plus
  - forward contracts
  - on-property auctions and feature sales
  - over the hooks marketing
  - private sale to property or feedlot.
- Proposal*** may be:
- verbal
  - written.
- Detail of proposal*** may include:
- agency terms and conditions
  - selling or buying methods
  - date
  - details of livestock to be sold or purchased
  - drafting
  - fees and charges
  - name of seller or buyer
  - payment options
  - transport
  - timing of sale or purchase.
- Instructions*** may include:
- advertising
  - selling or buying methods
  - details of livestock to be sold or purchased
  - drafting for presentation
  - livestock descriptions
  - NLIS tag
  - ownership details
  - proceeds distribution, including:
    - payment to owners
    - splits between partners, holders or encumbrances, financial institutions and other third parties
  - reserve prices
  - timeframe for sale or purchase of livestock
  - transportation requirements.
- Documentation*** may include:
- animal health statement
  - crossing papers
  - delivery dockets for feedlots and shipping

- footrot-free declaration
- NLIS tags
- NVD
- post-sale summary
- pregnancy test data
- sale contract
- stud registration papers
- veterinary certificates
- waybill.

## **Unit Sector(s)**

**Unit sector** Property development, sales and management

## **Competency field**

**Competency field** Stock and station agency