



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM4037A Conduct auction of rural property

Release: 1

CPPDSM4037A Conduct auction of rural property

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to conduct an auction for the sale of rural property. It includes conducting the auction in line with agency practice and legislative requirements. The outcomes required to prepare for the auction and complete follow-up procedures after the auction sale are addressed in CPPDSM4067A Plan for and complete sale of rural property by auction. The outcomes required for the preparation and conduct of a chattel clearing sale or auction are addressed in CPPDSM4038A Conduct goods, chattels or equipment clearing sale or auction.

The unit may form part of the licensing requirements for persons engaged in real estate activities in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of licensed stock and station agents, stock and station representatives or certificate holders, and auctioneers engaged in conducting auctions of rural property.

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

1 Conduct auction of rural property.

PERFORMANCE CRITERIA

- 1.1 Sale terms and conditions are prominently displayed and read out prior to specified time of commencement of sale and in line with agency practice and *legislative requirements*.
- 1.2 Property and seller are identified in relation to the contract prior to offering the property for sale.
- 1.3 Property is presented to public using marketing materials agreed to by seller to create product image.
- 1.4 Property is submitted for sale to solicit bids.
- 1.5 Questions from bidders and others engaged in the auction are answered honestly in line with agency practice, ethical standards and legislative requirements.
- 1.6 *Auction process* is professionally conducted to establish the optimum price possible for the property from the buyers in attendance.
- 1.7 Appropriate *communication and presentation skills* are used in conducting the auction.
- 1.8 Property is knocked down to the successful bidder or passed in, in line with seller's instructions, agency practice and legislative requirements.
- 1.9 Interests of seller are respected at all times in line with agency practice and legislative requirements.
- 1.10 Auction is conducted in a manner consistent with agency practice and legislative requirements.

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:

- ability to communicate with and relate to people from a range of social, economic and cultural backgrounds and with varying physical and mental abilities
- analytical skills to interpret documents such as legislation, regulations, contracts of sale and auction rules
- application of risk management strategies associated with the conduct of an

REQUIRED SKILLS AND KNOWLEDGE

auction of rural property

- computing skills to access agency databases, send and receive emails and complete standard forms online
- decision making and problem solving skills to analyse situations and make decisions that are consistent with legislative and ethical requirements
- group communication and presentation skills to conduct an auction of rural property
- literacy skills to access and interpret a variety of texts, including legislation and regulations; prepare general information, papers, formal and informal letters, reports and applications; and complete standard forms
- negotiation skills to conduct an auction of rural property
- numeracy skills to monitor price movements in the auction process
- planning, organising and scheduling skills to conduct an auction of rural property
- presentation skills to represent agency at auction in a professional manner
- research skills to identify and source documents and information related to the sale of rural property by auction.

Required knowledge and understanding:

- auction day procedures
- auction documentation, including:
 - authorities
 - contracts
 - display
 - statutory and agency documentation
- auction equipment, including:
 - audiovisual equipment
 - bell
 - display boards
 - flags
 - gavel
 - lectern
 - signs
 - stickers
- auction marketing plan
- auction process, including:
 - audibly state rules and conditions of auction, including vendor bidding
 - call for bids
 - confirm or renegotiate reserve with seller as appropriate
 - describe property benefits
 - identify salient features of contract

REQUIRED SKILLS AND KNOWLEDGE

- knock down or pass in property as appropriate
- use vendor bidding as appropriate in line with relevant legislation
- auction rules, including:
 - advertising auction results
 - auctioneer requirement to identify bidders
 - bidders
 - cooling off
 - disruption of an auction
 - dummy bids
 - estimated selling price
 - follow-up procedures if property is sold or passed in
 - oral information to be provided by auctioneer
 - post-auction information
 - public inspection of auction rules and conditions
 - questioning of auctioneer
 - rebates
 - rules and conditions of auctions
 - vendor bids
- negotiation techniques
- penalties for breach of auction legislation and regulations
- preparation of auction area
- property knowledge, including:
 - cropping properties: yields, seasons, types of crops, soils, facilities such as grain storage and transport, diseases and rotational cropping
 - dairies: quotas, breeds, lactation, dairy layout and equipment and conversion factors, such as dairy set up, herd, access and distance to market
 - general: local market conditions, trends in sector and industry, land titles, geophysical and topographical characteristics, carrying capacity and local land characteristics
 - grazing properties: dry sheep equivalent (DSE)/carrying capacity, pastures, soil types and breeds
 - irrigated properties: water licence availability, soil types, topography, and types of reticulation, such as flood, drip, direct or row cropping
 - water
- relevant federal and state or territory legislation and local government regulations related to:
 - animal health
 - anti-discrimination
 - aquaculture

REQUIRED SKILLS AND KNOWLEDGE

- auctions
- consumer protection
- crown land
- environmental issues
- equal employment opportunity (EEO)
- financial probity
- franchises and business structure
- industrial relations
- livestock
- native title
- OHS
- privacy
- rural property sales by auction
- taxation
- water rights
- risks and risk management strategies
- reserve price, including:
 - definition
 - purpose
 - setting
- roles and responsibilities of auctioneer.

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 practical demonstration of conducting an auction for the sale of rural property. 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

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

workplace environment.

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

- knowledge of ethical standards, legislative and regulatory requirements and agency practices associated with the conduct of auctions
- conducting auctions in line with agency practice and legislative requirements
- knowledge of the auction process
- using effective communication and presentation techniques in conducting auctions.

Context of and specific resources for assessment

Resource implications for assessment include:

- access to suitable simulated or real opportunities and resources to demonstrate competence
- assessment instruments that may include personal planner and assessment record book
- access to a registered provider of assessment services.

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.

Legislative requirements may include:

- relevant federal and state or territory legislation and local government regulations related to:
 - animal health
 - anti-discrimination
 - anti-money laundering
 - aquaculture
 - auctions
 - consumer protection
 - crown land
 - environmental issues
 - EEO
 - financial probity
 - franchises and business structure
 - industrial relations
 - livestock
 - native title
 - OHS
 - privacy
 - rural property sales by auction
 - taxation

- water rights.
- Auction process*** involves:
- audibly state rules and conditions of auction, including vendor bidding
 - calling for bids
 - confirming or renegotiating reserve with seller as appropriate
 - identifying benefits of property
 - identifying salient features of contract
 - knocking down or passing in property as appropriate
 - using vendor bidding in line with relevant legislation.
- Communication and presentation skills*** may include:
- assertiveness
 - confidence
 - group communication techniques
 - humour
 - knowledge of property
 - personal presentation
 - voice control.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Stock and station agency