



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM4038A Conduct goods, chattels or equipment clearing sale or auction

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to prepare and conduct a clearing sale or auction of goods, chattels or equipment. It includes preparing, conducting and completing the auction or clearing sale.

The unit may form part of the licensing requirements for persons engaged in stock and station agency 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 and stock and station representatives or certificate holders involved in preparing and conducting clearing sales or auctions of goods, chattels and equipment.

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

1 Prepare for clearing sale or auction.

- 1.1 Agreement to auction *goods, chattels and equipment* is obtained in line with agency practice and *legislative requirements*.
- 1.2 *Assisting professionals* are instructed to prepare *auction documentation* in line with seller instructions, agency practice and legislative requirements.
- 1.3 Assisting professionals are followed up in a timely manner to ensure that auction documentation is delivered prior to auction date.
- 1.4 *Auction details* are established in line with agency practice.
- 1.5 Ownership of goods, chattels and equipment to be sold is established to enable clear title to be passed to buyers in line with agency practice and legislative requirements.
- 1.6 Inventory of reserve and non-reserve items is prepared that includes pricing requirements in line with agency practice.
- 1.7 Goods control and security systems are established in line with agency practice.
- 1.8 Goods, chattels and equipment are inspected by auctioneer prior to sale in line with agency practice and legislative requirements.
- 1.9 *Auction day procedures*, method of conduct of sale and the reserve price are discussed with seller prior to auction day.
- 1.10 *Staff* and *resource* requirements for auction day are identified and booked in advance in line with agency practice.
- 1.11 Marketing is monitored on a regular basis to establish its effectiveness.
- 1.12 Enquiries from prospective buyers and other interested parties are addressed and where required copies of relevant documentation are provided.
- 1.13 Offers from prospective buyers prior to auction are referred to seller in line with agency practice and legislative requirements.
- 1.14 Order of auction is determined to permit preparation of catalogue in line with agency practice.
- 1.15 Safety of auction goods and venue is inspected in line with agreed practice, OHS requirements and relevant legislative requirements.

2 Implement auction day procedures.

- 2.1 *Auction area is prepared*, including deployment of staff, promotional materials and equipment consistent

ELEMENT**PERFORMANCE CRITERIA**

- with agency practice.
- 2.2 Auction documentation is prominently displayed consistent with agency practice and relevant legislation.
- 2.3 Inspection of goods, chattels and equipment is facilitated on auction day prior to the commencement of the auction.
- 2.4 Previously identified potential buyers are located in the audience to facilitate sale.
- 2.5 Questions from interested parties are answered or referred to informed sources in line with agency practice.
- 2.6 Auction day procedures are implemented in line with agency practice and legislative requirements.
- 3 Conduct auction.**
- 3.1 Terms and conditions of sale are prominently displayed and read out prior to the specified time of commencement of sale in line with agency practice and legislative requirements.
- 3.2 Bidder security systems are put into effect to eliminate theft and non-payment in line with agency practice.
- 3.3 Goods, chattels and equipment are presented to public using marketing materials agreed to by seller to create product image.
- 3.4 Goods, chattels and equipment are submitted for sale to solicit bids.
- 3.5 Question from bidders and others engaged in the auction are answered honestly and in line with agency practice, ethical standards and legislative requirements.
- 3.6 Auction process is conducted professionally to establish the optimum price possible for goods, chattels and equipment from the buyers in attendance.
- 3.7 Appropriate *communication and presentation skills* are used in conducting the auction.
- 3.8 Goods, chattels and equipment are knocked down to the successful bidders or passed in, in line with seller's instructions, agency practice and legislative requirements.
- 3.9 Interests of seller are respected at all times according to agency practice and legislative requirements.
- 3.10 Auction is conducted in a manner consistent with agency practice and legislative requirements.
- 4 Complete sale.**
- 4.1 *Follow-up procedures for goods, chattels and equipment that are sold* are implemented in line with agency practice and legislative requirements.

ELEMENT**PERFORMANCE CRITERIA**

- 4.2 *Sales documentation* is accurately completed and deposits are taken in line with agency practice and legislative requirements.
- 4.3 *Follow-up procedures for goods, chattels and equipment that are passed in* are implemented consistent with agency practice and legislative requirements.
- 4.4 Accurate *sales data* is compiled that reflects auction outcomes for use in follow-up procedures.
- 4.5 Appropriate *records of attendance or interest* are compiled to expand agency contact lists of potential clients identified through the auction process.
- 4.6 Publication of auction results and post-auction information are arranged in line 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 preparation and conduct of a clearing sale or auction
- 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 consistent with legislative and ethical requirements
- literacy skills to access and interpret a variety of texts, including legislation, regulations and sales documentation; prepare general information, papers, formal and informal letters, reports and applications; and complete standard and statutory forms
- negotiation skills to assist buyers and bidders to purchase goods, chattels and equipment at clearing sale or auction
- numeracy skills to calculate auction marketing expenses and keep them within agreed budget
- planning, organising and scheduling skills to undertake work-related tasks

REQUIRED SKILLS AND KNOWLEDGE

associated with preparing for a clearing sale or auction, including determining staff and equipment requirements

- research skills to identify and source documents and information related to goods, chattels and equipment or clearing sales and auctions.

REQUIRED SKILLS AND KNOWLEDGE

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, including:
 - advertising and promotional strategies
 - communicating with seller
 - contact with prospective buyers
 - description of goods, chattels and equipment
 - outcomes of auction marketing
 - post-listing conference
 - reasons for confirming auction marketing procedures and expenses
- auction process, including:
 - audibly state rules and conditions of auction
 - call for bids
 - confirm or renegotiate reserve with seller as appropriate
 - describe goods, chattels and equipment
 - identify salient features of contract
 - knock down or pass in goods and equipment as appropriate
 - use vendor bidding as appropriate in line with relevant legislation
- auction rules
- communication and presentation skills
- consumer protection principles that impact on the sale of rural property, including:
 - cooling off provisions
 - false representation and misleading conduct in relation to the sale of land

REQUIRED SKILLS AND KNOWLEDGE

- impact on contracts of consumer protection legislation
- insurance provisions
- penalties and remedies for breaches
- protection offered for consumers
- rights and obligations of agents
- secret commissions

REQUIRED SKILLS AND KNOWLEDGE

- follow-up procedures if goods, chattels or equipment are passed in, including:
 - highest bidder
 - other bidders
 - seller
- follow-up procedures if goods, chattels or equipment are sold, including:
 - buyer
 - losing bidder
 - other bidders
 - seller
- goods, chattels and equipment, including:
 - furniture
 - machinery
 - other items of movable equipment
 - sundries
- knowledge of goods, chattels and equipment for different types of rural properties, including:
 - acreage
 - aquaculture properties
 - commercial properties
 - cropping properties
 - dairy properties
 - grazing properties
 - hobby farms
 - horticulture properties
 - irrigated properties
 - mixed uses
 - olive properties
 - orchards
 - residential properties
 - tree production properties
 - viticulture properties
- negotiation techniques
- penalties for breach of auction legislation and regulations
- preparation of auction area, including:
 - goods, chattels and equipment inspection
 - distractions and hazards
 - security
- records of attendance and interest in auctions, including:

REQUIRED SKILLS AND KNOWLEDGE

- collection techniques
- reasons for collection
- types of data
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - auctions
 - consumer protection
 - equal employment opportunity (EEO)
 - financial probity
 - OHS
 - privacy
 - rural property sales
 - taxation
- reserve price, including:
 - definition
 - purpose
 - setting
- roles and responsibilities of auctioneer

REQUIRED SKILLS AND KNOWLEDGE

- sales data, including:
 - collection techniques
 - reasons for collection
 - types of data
- sales documentation.

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 preparing for and conducting an auction or clearing sale of goods, chattels and equipment. 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:

- arranging publication of auction results and post-auction information in line with agency practice and legislative requirements
- compiling accurate sales data for use in follow-up procedures
- compiling records of attendance or interest in auction to expand agency contact lists of potential clients
- conducting clearing sale or auction of goods, chattels and equipment in line with agency practice and legislative requirements
- finalising auction sale, including the completion of sales documentation and implementation of follow-up procedures if goods, chattels or equipment are sold or

passed in

- knowledge of auction or clearing sale marketing procedures, auction day procedures and auction process associated with the sale of rural goods, chattels and equipment
- knowledge of ethical standards, legislative and regulatory requirements and agency practices associated with the preparation for and conduct of an auction or clearing sale of goods, chattels and equipment

- planning and implementing a marketing plan for an auction or clearing sale of goods, chattels and equipment in line with agency practice and legislative requirements
- planning and implementing auction day procedures in line with agency practice and legislative requirements
- preparing auction documentation consistent with seller instructions, agency practice and legislative requirements
- taking instructions on reserve price from seller in line with agency practice and legislative requirements
- using effective communication and presentation techniques in conducting an auction or clearing sale of goods, chattels and equipment.

Context of and specific resources for assessment

Resource implications for assessment include:

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

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.

Goods, chattels and equipment may include:

- furniture
- machinery
- other items of movable equipment
- sundries.

Legislative requirements may include:

- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - auctions
 - consumer protection
 - EEO
 - financial probity
 - OHS
 - privacy
 - rural property sales
 - taxation.

Assisting professionals may include:

- auctioneers
- conveyancers
- solicitors.

Auction documentation may include:

- contracts
- contract inclusions
- warranties.

Auction details may include:

- date
- time
- venue.

Auction day procedures may include:

- advertising and marketing materials
- auction documentation
- channels of communication
- inspection arrangements for goods, chattels and equipment
- managing the auction process
- roles and responsibilities of agency staff

- security arrangements
- transport arrangements for goods, chattels and equipment purchased.

- Staff*** may include:
- agency support staff
 - auctioneer
 - licensed stock and station agents.
- Resources*** may include:
- audiovisual equipment
 - bell
 - display boards
 - flags
 - gavel
 - lectern
 - signs
 - stickers.
- Auction area preparation*** may include:
- auction documentation and equipment
 - distractions
 - hazards
 - marketing materials
 - security.
- Communication and presentation skills*** may include:
- assertiveness
 - confidence
 - group communication techniques
 - humour
 - knowledge of goods, chattels and equipment
 - personal presentation
 - voice control.
- Follow-up procedures if goods, chattels and equipment are sold*** may refer to:
- buyer or seller
 - losing bidder
 - other bidders
 - transport.
- Sales documentation*** may include:
- contract of sale
 - declaration of selling agent
 - finance statement to purchaser
 - log books
 - receipts for purchase money paid
 - vendor's statement
 - warranties.
- Follow-up procedures if goods, chattels and equipment are passed in*** may refer to:
- highest bidder
 - other bidders
 - seller.
- Sales data*** may refer to:
- collection techniques
 - reasons for collection

Records of attendance and interest may refer to:

- types of data.
- collection techniques
- reasons for collection
- types of data.

Unit Sector(s)

Unit sector

Property development, sales and management

Competency field

Competency field

Stock and station agency