



**Australian Government**

# **Assessment Requirements for CPPREP4161 Undertake pre-auction processes**

**Release: 1**

# Assessment Requirements for CPPREP4161 Undertake pre-auction processes

## Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

New unit of competency.

## Performance Evidence

To demonstrate competency in this unit, a person must develop strategies for auction of property, including scripts, checklist and supporting documentation, in the following situations:

- multiple properties at an in-room auction
- single auction on site.

In doing this, the person must meet the performance criteria for this unit.

## Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- auctioneer role, responsibilities and risks
- reserve price:
  - definition
  - purpose
  - setting
- auction instructions and auction day procedures
- auction documentation
- auction aids and equipment
- preparation of auction area, including access, identification of hazards, assessment of risks and implementation of risk controls
- auction process:
  - stating rules and conditions of auction according to state or territory legislation
  - calling for bids
  - confirming or renegotiating reserve with vendor as appropriate
  - describing property benefits
  - identifying salient features of contract
  - knocking down or passing in property as appropriate
  - using vendor bidding as appropriate according to state or territory legislation

- capacity of bidders, including impairment
- negotiation techniques
- legislation related to sale of property by auction in the state or territory of operation
- penalties for breach of auction legislation
- property information:
  - general and local market indicators and conditions
  - land characteristics
  - council zoning and allowable use
  - land titles and defects to title
  - specific environmental issues or features relating to the property
  - specific requirements relating to the type of property
- risks to the general public, clients, agency and self from auction activities
- ethical practice in auctioneering:
  - communication
  - neutrality in the auction process
  - ethical management of the bidding process.

## Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- auction contract documentation, instructions and auction-day procedures
- property information and market or location profiles for two types of property sales by auction, including multiple properties at an in-room auction and single auction on site
- auction procedures and forms.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>