



Australian Government

CPPREP4263 Manage buyer relationships in business broking

Release: 1

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Modification History

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

New unit of competency.

Application

This unit specifies the skills and knowledge required to manage buyer relationships in business broking.

It includes presenting the features of listed businesses to potential buyers according to vendor instructions and assisting buyers to make an informed offer.

The unit applies to industry professionals in real estate.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Respond to buyer enquiry for purchase of business.	1.1 Respond promptly to buyer enquiries and ascertain their needs and preferences. 1.2 Record details of buyer enquiries and information provided according to agency requirements.
2. Present business to buyer.	2.1 Assess buyer suitability against business listing and vendor instructions. 2.2 Offer information to buyer about listed business to meet their requirements. 2.3 Present features of listed business according to vendor

	instructions and seek buyer feedback to monitor interest in listing. 2.4 Provide buyer with required information to address issues or concerns associated with business or terms of sale.
3. Assist buyer to make an offer.	3.1 Organise buyer inspection of business premises and financial records while maintaining vendor confidentiality. 3.2 Discuss and confirm inventory and equipment associated with sale, staged purchase and retention arrangements. 3.3 Recommend sources of specialist advice to assist buyer to gain full understanding of purchase and tax implications. 3.4 Maintain communication to support buyer and to encourage an offer to be made. 3.5 Record buyer interactions according to agency requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- reading skills to interpret agency documents that include legal terminology
- numeracy skills to interpret numerical data to understand the financial position of businesses for sale
- technology skills to access and use agency databases to record buyer information.

Unit Mapping Information

No equivalent unit.

New unit of competency.

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>