



Australian Government

**Assessment Requirements for CPPREP4264
Manage the sales process in business
broking**

Release: 1

Assessment Requirements for CPPREP4264 Manage the sales process in business broking

Modification History

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

Supersedes but is not equivalent to CPPDSM4053A List business for sale and CPPDSM4069A Promote and market listed business.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Performance Evidence

To demonstrate competency in this unit, a person must document and implement a plan to manage the sales process for two different businesses.

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:

- legal and agency documentation to be completed and maintained for the sale of businesses
- contracts and agreements used for the sale of businesses
- legal requirements applying to retail businesses in the state or territory of operation
- deposit requirements for different types of businesses
- factors that may impact the successful conclusion of a business sale:
 - buyer capacity and credentials
 - confidentiality agreements
 - involvement of third parties in the negotiation or sales process
 - legal requirements
 - status of business structure or ownership
 - vendor motivation and requirements
- legislation and regulations governing the sale of businesses in the state or territory of operation
- negotiation techniques used to facilitate agreement between vendors and buyers and to break deadlocks
- ethical standards, regulatory requirements and role of agents in the sale of businesses.

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:

- materials and equipment meeting the operational requirements for a real estate agency:
 - policies, procedures and documentation relating to the sale of businesses
 - legislation in the state or territory of operation relating to the sale of businesses
 - equipment, communication and data access and storage technology required to maintain records and information associated with the sale of businesses
- vendors, buyers and information to support the sale of two different businesses.

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>