



Australian Government

CPPREP4304 Complete sales process - livestock

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 complete the livestock sales process.

It includes responding to buyer enquiries, arranging inspections, negotiating the sale, completing sales documentation and arranging delivery to buyer.

This unit applies to people currently working in or seeking to work in the real estate stock and station sector.

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 the performance needed to demonstrate achievement of the element.

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|---|--|-----|---|
| 1 | Respond to and document buyer enquiry. | 1.1 | Receive, record and respond to buyer enquiry for livestock. |
| | | 1.2 | Confirm and document potential buyer details. |
| | | 1.3 | Provide and confirm description of livestock to potential buyer. |
| | | 1.4 | Organise inspection of livestock in consultation with vendor and buyer. |

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| 2 | Negotiate sale of livestock. | 2.1 | Inspect livestock according to agreed inspection requirements, and agency practice and processes. |
| | | 2.2 | Negotiate sale of livestock with vendor and buyer. |
| | | 2.3 | Document agreed vendor and buyer terms and conditions of sale. |
| | | 2.4 | Prepare contracts and documentation for sale of livestock according to legislative requirements. |
| | | 2.5 | Use ethical and professional practices to negotiate sale of livestock. |
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| 3 | Complete sale of livestock. | 3.1 | Secure deposits for sale of livestock. |
| | | 3.2 | Complete arrangements for payment according to agency practice, ethical standards and legislative requirements. |
| | | 3.3 | Negotiate and document agreed requirements for transport of livestock with vendor and buyer. |
| | | 3.4 | Arrange delivery of livestock according to vendor and buyer instructions. |
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| 4 | Complete documentation. | 4.1 | Complete documentation associated with delivery of livestock to buyer according to agency practice, ethical standards and legislative requirements. |
| | | 4.2 | Update details of livestock sale, and vendor and buyer information in agency records management systems. |
| | | 4.3 | Record negotiated follow-up communication with vendor or buyer. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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>