



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM4077A Sell livestock by private sale

Release: 1

CPPDSM4077A Sell livestock by private sale

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to sell livestock by private sale. It includes advertising the livestock, responding to buyer enquiries, arranging inspections, negotiating the sale, completing sales documentation and arranging delivery to the buyer. A variety of selling systems is used in private livestock sales. These include direct consignment, electronic, forward contracts and over the hooks marketing.

The unit may form part of the licensing requirements for persons engaged in livestock sales in those States and Territories where the selling of livestock is a regulated activity.

Application of the Unit

Application of the unit

This unit of competency supports the work of those who have responsibility for the private sale of livestock using selling methods such as direct consignment, forward contracts and over the hooks marketing. Such sales must be consistent with agency practice, ethical standards and relevant federal, and state or territory legislative and regulatory arrangements.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite unit

The following unit is a prerequisite requirement for this unit:

- CPPDSM4075A Select livestock for sale.

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 Advertise livestock for sale.	<p>1.1 Inspection of <i>livestock</i> is conducted to establish description of animals to be sold.</p> <p>1.2 <i>Value of livestock</i> is discussed and agreed with seller.</p> <p>1.3 <i>Advertising copy</i> is prepared based on outcomes of livestock inspection and discussion with seller.</p> <p>1.4 Advertising copy and <i>schedule</i> are agreed with seller and implemented in line with seller instructions.</p>
2 Respond to buyer enquiries.	<p>2.1 <i>Buyer</i> enquiries are received and recorded in line with agency practices.</p> <p>2.2 Bona fide nature of potential buyers is established to streamline the selling process in line with agency practices.</p> <p>2.3 Buyer enquiries are answered or referred to <i>informed sources</i> in line with agency practices.</p>
3 Inspect livestock.	<p>3.1 Seller is contacted to confirm livestock is still for sale.</p> <p>3.2 Inspection of livestock is arranged at a mutually convenient time for seller and buyer.</p> <p>3.3 Seller is advised of <i>inspection requirements</i>.</p> <p>3.4 <i>Inspection arrangements</i> are confirmed with buyer.</p> <p>3.5 Inspection of livestock is conducted in line with agreed inspection requirements and agency practice.</p>
4 Negotiate and close sale of livestock.	<p>4.1 Negotiations are conducted in line with agency practice, ethical standards and relevant legislative requirements to reach agreement and to close sale.</p> <p>4.2 <i>Sales documentation</i> is completed in line with agency practice and relevant legislative requirements and reflects the final draft and agreed selling price.</p> <p>4.3 Deposits are secured and appropriate arrangements are made to account for the deposit on subsequent settlement.</p> <p>4.4 Arrangements for payments are completed according to agency practice, ethical standards and legislative requirements.</p>
5 Arrange delivery of livestock to buyer.	<p>5.1 <i>Transport requirements</i> are agreed with seller and buyer.</p> <p>5.2 Delivery of livestock is arranged in line with seller or buyer instructions.</p> <p>5.3 <i>Documentation</i> associated with delivery of livestock to buyer is completed in line with agency practice, ethical standards and relevant legislative requirements.</p>

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:

- application of procedures associated with the private sale of livestock, including direct consignment, forward contracts and over the hooks marketing
- application of risk management strategies in the private sale of livestock
- computing skills to access agency databases, send and receive emails and complete standard forms online
- literacy skills, including the ability to interpret federal, and state or territory legislation, codes of practice and other industry documentation associated with selling and transporting livestock
- negotiation skills to close sale of livestock
- numeracy skills, including the ability to perform and apply measurements and calculations
- planning, organising and scheduling skills to undertake work-related tasks such as organising inspections of livestock
- written communication skills to prepare advertising copy and complete sales documentation
- verbal communication and presentation skills to negotiate the private sale of livestock.

Required knowledge and understanding:

- advertising, including:
 - costs of advertising
 - procedures for preparation of advertising copy
 - procedures for scheduling advertising
 - types of advertising
- federal and state or territory legislation and local government regulations related to selling and transporting livestock, including:
 - animal health and welfare
 - anti-discrimination
 - aquaculture
 - brands and earmarks
 - chemical treatments and residues, export slaughter intervals and withholding periods
 - consumer protection

REQUIRED SKILLS AND KNOWLEDGE

- financial probity
- fees and charges
- food safety
- livestock sales and auctions
- national livestock identification scheme (NLIS)
- national vendor declaration (NVD)
- OHS
- privacy
- public health
- public liability
- tagging requirements
- water curfew
- waybills, including combined waybills
- livestock, including:
 - ages
 - breeds
 - classes
 - grades
 - pregnancy status
 - values
 - varieties
 - weights
 - yields
- livestock selling systems used in private sales, including:
 - direct consignment
 - electronic - Auctions Plus
 - forward contracts
 - over the hooks marketing
 - paddock to paddock
- livestock transport, including:
 - costs
 - insurance
 - legislative requirements
 - methods
 - responsibility for payment
 - risks
- risks and risk management strategies associated with the following aspects of livestock auctions:

REQUIRED SKILLS AND KNOWLEDGE

- care and handling of livestock
- chemical treatment and residues
- client misrepresentation
- conflict of interest
- health of livestock
- non-compliance with financial services advice legislation
- ownership of livestock and encumbrances
- sale documentation
- staff supervision
- transport
- sale price, including:
 - price per head
 - live weight cents per kilo
 - carcass weight cents per kilo.

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 the candidate demonstrating the process of conducting the private sale of livestock through the use of at least one selling system - direct consignment, electronic, forward contracts and over the hooks marketing. This should include arranging advertising, screening buyers, conducting inspections, negotiating and closing the sale, completing the sales documentation and arranging the delivery of the livestock to the relevant buyer. 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:

- conducting the private sale of livestock through a variety of selling systems in line with agency practice, ethical standards and relevant federal, and state or territory legislation
- completing all documentation associated with livestock sales in line with agency practice, ethical standards and relevant federal, and state or territory legislation
- arranging delivery of livestock to the appropriate buyer in line with buyer or seller instructions following sale, including preparation of relevant documentation associated with transportation of livestock
- knowledge and practical application of the relevant federal, and state or territory legislative requirements for the private sale of livestock
- knowledge and practical application of the risk management strategies associated with all stages of the private sale of livestock, including advertising, screening buyer enquiries, conducting inspections, negotiating, completing relevant documentation and facilitating delivery of livestock to the buyer.

Context of and specific resources for assessment

Resource implications for assessment include access to:

- computerised or manual systems for recording livestock sales
- federal and state or territory legislation and regulations relevant to livestock sales
- livestock
- normal agency documentation and requirements for sale of livestock, such as agency policy and procedures relating to auctions and standard industry forms, contracts and agreements
- venue, staff and equipment for sale of livestock.

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.

- Livestock*** may include:
- alpacas
 - cattle
 - deer
 - goats
 - horses
 - ostriches

- Value of livestock*** may include:
- pigs
 - sheep.
 - carcass weight cents per kilo
 - live weight cents per kilo
 - price per head.
- Advertising copy*** may include:
- graphics
 - legislative requirements
 - photographs
 - text, including:
 - contact details of agent
 - description of livestock
 - inspection arrangements
 - sale price.
- Schedule*** may include:
- placement of advertising:
 - industry publications
 - internet
 - newspapers
 - time and date of advertising.
- Buyer*** may include:
- agents
 - feedlot operators
 - individuals
 - live exporters
 - processors
 - supermarket chains.
- Informed sources*** may include:
- government agencies
 - producers
 - professional sources of advice, including:
 - accountants
 - banks and finance companies
 - exporters
 - financial advisers
 - veterinarians
 - sellers
 - stock and station agents.
- Inspection requirements*** may include:
- conditions of inspection, including:
 - on the water
 - paddock
 - yarding.
- Inspection arrangements*** may include:
- date of inspection
 - time of inspection

- Sales documentation*** may include:
- venue of inspection.
 - animal health statement
 - crossing papers
 - delivery dockets for feedlots and shipping
 - footrot-free declarations
 - NVD
 - NLIS tags
 - pregnancy test data
 - sale contract
 - stud registration papers
 - veterinary certificates
 - waybills.
- Transport requirements*** may include:
- delivery location and time
 - loading requirements
 - time and venue of pick up
 - type of vehicle.
- Documentation*** may include:
- animal health statements
 - NVDs
 - travel permits
 - waybills.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Stock and station agency