



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPDSM5017A Dispose of property**

**Release: 1**

## **CPPDSM5017A Dispose of property**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to dispose of property as part of an investment portfolio. It requires the ability to determine client requirements accurately and use effective communication methods in dealings with legal advisers and sale agents to coordinate and finalise arrangements for the disposal of property.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

### **Application of the Unit**

#### **Application of the unit**

This unit of competency supports the work of those involved in disposing of property as part of an investment portfolio.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

## Pre-Requisites

**Prerequisite units** Nil

## 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
<b>1 Determine disposal requirements.</b>	<p>1.1 Disposal requirements are confirmed in consultation with <i>client</i> according to <i>organisational requirements</i>.</p> <p>1.2 Client is informed of relevant <i>factors that may impact on disposal of property</i> according to organisational requirements.</p> <p>1.3 <i>Disposal method</i> suitable for <i>asset type</i> is selected according to organisational requirements.</p> <p>1.4 <i>Business equipment and technology</i> are used to access and organise <i>relevant information</i> according to organisational requirements.</p> <p>1.5 Situations requiring <i>specialist advice</i> are identified and assistance is sought as required according to organisational requirements.</p>
<b>2 Arrange disposal.</b>	<p>2.1 Market information is collected and evaluated to determine <i>price</i> according to organisational and <i>legislative requirements</i>.</p> <p>2.2 Appropriate <i>interpersonal techniques</i> are used to facilitate an accurate and relevant exchange of information with <i>relevant people</i>.</p> <p>2.3 Disposal documentation is reviewed to ensure it is accurate and meets intending purchaser, legal and organisational requirements.</p> <p>2.4 Agent is appointed to facilitate completion of property disposal according to legislative and organisational requirements.</p>
<b>3 Complete disposal.</b>	<p>3.1 Arrangements for sale are completed and <i>appropriate documentation</i> is executed according to organisational and legislative requirements.</p> <p>3.2 Deposits are secured and appropriate arrangements made to account for deposit on subsequent settlement.</p> <p>3.3 <i>Feedback</i> on disposal arrangements is sought and reviewed to determine cost-effectiveness according to organisational requirements.</p> <p>3.4 Sale records are updated to reflect completion of sale and securely stored according to legislative and organisational 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:

- communication skills to provide relevant instructions and advice on property disposal
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- organisational skills to monitor property disposals and obtain and collate feedback on disposal methods
- problem solving skills to negotiate property disposals and to source, analyse and interpret property and market information
- research skills to source information on a range of appropriate disposal methods, and collect and analyse financial performance information on property disposals to determine price
- technical skills to prepare and complete reports and access market information.

### Required knowledge and understanding:

- limitations of work role, responsibility and professional abilities
- local property market conditions and overall trends in the industry
- methods and techniques of disposal
- organisational and professional procedures, ethical practices and business standards
- relevant federal and state or territory legislation and local government regulations related to:
  - anti-discrimination
  - consumer protection
  - environmental issues
  - equal employment opportunity (EEO)
  - financial probity
  - franchise and business structures
  - industrial relations
  - OHS
  - privacy
  - property sales, leasing and management
- sources of advice on property disposals
- taxation issues regarding property disposals
- valuation methods and techniques to appraise property.

## 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 practical demonstration of disposal of property as part of an investment portfolio. 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:

- choosing suitable disposal methods appropriate to a range of at least three asset types
- communicating disposal documentation requirements clearly to advisers
- determining appropriate price based on an accurate analysis of market information
- gathering regular feedback during the disposal cycle
- knowledge of organisation's practices, ethical standards and legislative requirements associated with disposing of property as part of an investment portfolio
- successfully disposing of a property.

#### Context of and specific resources for assessment

Resource implications for assessment include:

- a registered provider of assessment services
- assessment materials and tools
- candidate special requirements
- competency standards
- cost and time considerations
- suitable assessment venue and equipment.

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 activity and must include evidence relating to each of the 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.

***Clients*** may include:

- bankers
- fund managers
- institutions
- internal and external property groups
- private investors
- property owners.

***Organisational requirements*** may be outlined and reflected in:

- access and equity principles and practice guidelines
- business and performance plans
- complaint and dispute resolution procedures
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- mission statements and strategic plans
- OHS policies, procedures and programs
- policies and procedures in relation to client service
- quality and continuous improvement processes and standards
- quality assurance and procedure manuals.

***Factors that may impact on disposal of property*** may relate to:

- environmental aspects
- financial and building constraints
- intrinsic value, such as heritage or cultural value
- location
- market conditions
- nature of asset
- potential market value.

***Disposal method*** may include:

- closed tender
- direct disposal
- expression of interest
- private treaty
- public auction
- public tender
- sale and leaseback.



- Asset types*** may include:
- land
  - land and improvements
  - site with planning or development approvals
  - site without planning or development approvals.
- Business equipment and technology*** may include:
- computers
  - data storage devices
  - email
  - facsimile machines
  - internet, extranet and intranet
  - photocopiers
  - printers
  - scanners
  - software applications, such as databases and word applications.
- Relevant information*** to disposal may include:
- bank reports
  - general knowledge of industry
  - government statistics
  - industry reports and indices
  - market intelligence from industry operators
  - media reports
  - published analytical reports.
- Specialist advice*** may be sought from:
- architects
  - bankers and financiers
  - land economists
  - members of industry associations
  - other developers
  - planners
  - real estate agents
  - solicitors
  - taxation and accounting practitioners
  - valuers.
- Price*** may be determined by factors such as:
- current market price tolerances
  - method of sale
  - tax implications
  - terms of disposal
  - timeframes and conditions.
- Legislative requirements*** may be outlined and reflected in:
- Australian standards, and quality assurance and certification requirements
  - award and enterprise agreements
  - codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title,

zoning, utilities use (water, gas and electricity), and contract or common law

- home building requirements
- privacy requirements
- relevant federal, and state or territory legislation that affects organisational operation, including:
  - anti-discrimination and diversity
  - environmental issues
  - EEO
  - industrial relations
  - OHS
- strata, community and company titles
- tenancy agreements
- trade practices laws and guidelines.

***Interpersonal techniques*** may include:

- active listening
- clear presentation of options
- consultation methods
- culturally inclusive and sensitive engagement techniques
- questioning to clarify and confirm understanding
- seeking feedback
- two-way interaction
- verbal or non-verbal language.

***Relevant people*** may include:

- internal and external legal advisers
- managers
- solicitors
- taxation and accounting practitioners.

***Appropriate documentation*** may include:

- documents and pro formas for the client
- forms and paperwork required by legislation and statutory regulation
- internal documents required for the completion of the disposal process.

***Feedback*** may include:

- clients and colleagues
- documentation and reports
- quality assurance data
- questionnaires.

## **Unit Sector(s)**

**Unit sector** Property development, sales and management

## **Competency field**

**Competency field** Property operations and development