



Australian Government

Department of Education, Employment and Workplace Relations

AURS344330A Inspect, appraise and purchase used motor vehicles to supplement stock for sale

Release: 1

AURS344330A Inspect, appraise and purchase used motor vehicles to supplement stock for sale

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers the competence required to inspect and appraise used motor vehicles against perceived needs and pricing guides in preparation to purchase used motor vehicles. It also identifies the competence required to negotiate and purchase used motor vehicle stock.
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Application of the Unit

Application of the unit	This unit of competency applies to the following and should be contextualised to the qualification to which it is being applied: • Administration/sales vehicle sales
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Carry out vehicle inspections	1.1. Vehicles are inspected and appraised as necessary 1.2. Collected information is used to compare appraised vehicles against pricing guides
2. Value used motor vehicles	2.1. Collected information is used to value vehicle 2.2. Vehicle is valued using organisation records in readiness to make buying offer 2.3. Issues/concerns are discussed with experienced staff
3. Negotiate used motor vehicles purchase price	3.1. Discuss appraisal with vehicle owner 3.2. Negotiate a satisfactory purchase price using collected information/details
4. Purchase used motor vehicles	4.1. Purchase used motor vehicles within budget 4.2. Comply with legislation and/or statutory requirements during the purchase process 4.3. Update organisation records to reflect purchased used motor vehicles

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collate information regarding vehicle appraisal
- explain appraisal to the owner
- plan appraisal and purchase of motor vehicle
- experienced staff are consulted when issues arise with appraisal
- purchases are completed within budget
- price is negotiated with owner
- use business technology to identify market prices

Required knowledge

- market values and factors affecting used vehicle valuation
- industry records and how to maintain them
- vehicle inspection methods
- industry pricing guides
- vehicle supply/demand
- basic operating principles of motor vehicle systems/ components including types

REQUIRED SKILLS AND KNOWLEDGE
and models of vehicles • used vehicle appraisal process • negotiating skills and techniques • industry legislation and paperwork requirements • vehicle purchasing skills • company stock policy

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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of: • inspecting vehicles to determine a purchase price • comparing determined information • negotiating skills • buying skills.
Context of, and specific resources for assessment	• Underpinning knowledge and skills may be assessed on or off-the-job • The following should be made available: • enterprise specific records, industry pricing guides, newspapers, magazines, stock records, statutory requirements • business technology, computers/calculators • a qualified workplace assessor.
Method of assessment	• Assessment of practical skills must take place only after a period of supervised practice and repetitive experience. If workplace conditions are not available assessment, in simulated workplace conditions is acceptable • Practical assessments: • maintain industry records • access, interpret and apply technical information • compare appraisals with pricing guides and value used vehicles • carry out used vehicle inspections and appraisals • The prescribed outcome must be able to be achieved without direct supervision • Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.
Guidance information for assessment	

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, if used in the performance criteria, is detailed below. 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) may also be included.	
Methods	Methods include: - physically checking/inspecting vehicles, recording results, checking against price guides - negotiating purchase prices, completing paperwork, carrying out vehicle security register checks and purchasing vehicles
Specific requirements	Specific requirements may include: - manual and/or computer records - knowledge of operating principles of vehicle systems and/or components - knowledge of market trends and vehicle selling prices
Occupational health and safety (OHS) requirements	OHS requirements may include: - state/territory OHS legislation - award provisions
Information/documents	Sources of information/documents may include: - manufacturer/component supplier specifications - enterprise operating procedures - customer requirements - industry/workplace codes of practice

Unit Sector(s)

Unit sector	Sales
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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