



Australian Government

Department of Education, Employment and Workplace Relations

CHCCH620D Acquire properties by purchase or transfer

Release: 1

CHCCH620D Acquire properties by purchase or transfer

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to negotiate the purchase in property or transfer of property from public to community housing

Application of the Unit

Application

This unit may be applied in the social housing context of community services work

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Formulate terms and conditions of *contract* or transfer agreement element

- 1.1 Formulate draft *contract*/transfer agreement terms and conditions to protect client's interests
- 1.2 Issue instructions to legal *consultants* to prepare draft contract where appropriate
- 1.3 Formulate draft contracts and/or agreements to meet relevant industry, company and legislative requirements
- 1.4 Convey draft contract/agreement terms and conditions to the relevant party or its agent before negotiations are undertaken

2. Negotiate contract/agreement terms and conditions

- 2.1 Hold discussions with interested parties to enable agreement to be reached on form and contents of contract/agreement
- 2.2 Ensure contract/agreement is signed by all parties once agreement has been reached on the form and content

ELEMENT**PERFORMANCE CRITERIA**

3. Confirm acceptability of contract

3.1 Issue instructions to relevant consultants to enable the property inspection to be effected

3.2 Liaise with relevant parties regarding upgrades or maintenance requirements of identified properties

3.3 Convey decision to interested parties in a timely manner and in writing

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Commercial and contract law
- Due diligence processes
- Economics as they relate to the property industry
- Property appraisal methods and interpretation of findings
- Feasibility studies

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Identify terms and conditions acceptable to all parties being determined
- Successfully conduct due diligence review
- Execute a contract which reflects the relevant positions of each party

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Demonstrate the application of skills in:
 - collection and analysis of financial performance information
 - negotiating
 - communication both verbal and written
 - planning
 - instructing consultants
 - analysing

REQUIRED SKILLS AND KNOWLEDGE

- decision-making

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.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Assessment of competency may be made through practical demonstration in the work environment or in a relevant simulated work environment

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged

Method of assessment:

- In cases where the learner does not have the opportunity to cover all relevant aspects of this unit in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

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. 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.

RANGE STATEMENT

This unit is relevant to activity within the following market sectors:

- Not for profit rental housing
- Retail
- Commercial
- Industrial
- Residential
- Hospitality
- Infrastructure
- Services

Contract may be initiated by:

- The purchaser or
- Vendor

Consultants may include:

- Legal
- Banking
- Financial
- Architectural
- Engineering
- Surveying
- Environmental
- Valuation
- Planning
- Insurance

Relevant legislation (Federal, State and Local) and industry codes of practice cover areas including:

- The market sector
- Financial transactions
- Taxation
- Environment
- Construction
- Land use
- Zoning
- Native title
- Utilities use (water, gas, electricity)

Unit Sector(s)

Not Applicable