



Australian Government

CPPREP3103 Assist with the sale of properties

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes and is equivalent to CPPDSM3005A Assist with the sale of properties.

Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to assist with the sale of all forms of property by private treaty or auction as part of a sales team.

It includes assisting with property inspections, sales presentations and preparing for auctions.

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 what needs to be done to demonstrate achievement of the element.
1. Assist with property inspections.	1.1 Confirm details of property inspections with appropriate persons. 1.2 Assist members of sales team in planning, preparing and conducting property inspections. 1.3 Communicate effectively with prospective buyers to answer questions fully or refer query to appropriate person. 1.4 Contribute to sales team review of property inspection.
2. Prepare for delivery of property	2.1 Use effective interpersonal communication techniques to clarify buyer requirements and to respond to buyer questions and

sales presentation.	concerns. 2.2 Prepare materials to assist with sale of property. 2.3 Confirm details of appointment for sales presentation. 2.4 Assist sales team members in delivering sales presentation. 2.5 Contribute to sales team review of sales presentation.
3. Assist with follow-up service.	3.1 Research and prepare information for sales team follow-up service for seller and prospective buyers. 3.2 Assist sales team to follow-up seller and prospective buyers.

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to CPPDSM3005A Assist with the sale of properties.

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>