



Australian Government

CPPREP4103 Establish vendor relationships

Release: 1

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Modification History

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

Supersedes but is not equivalent to CPPDSM4056A Manage conflict and disputes in the property industry and CPPDSM4060A Negotiate sale and manage sale to completion or settlement.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to establish vendor relationships to support property sales.

It includes planning activities to achieve property listings, confirming vendor needs and expectations, preparing and conducting a listing presentation, completing a listing agreement and planning for ongoing communication and records management associated with the vendor relationship.

This unit applies to people currently working in or seeking to work in real estate who apply a knowledge of legislative and compliance requirements, ethical standards and consumer preferences to manage real estate operations.

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 the performance needed to demonstrate achievement of the element.

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| 1 Plan and review prospecting methods. | 1.1 Analyse and document prospecting methods suitable for property sales. |
| | 1.2 Identify methods appropriate to target market and |

		personal and agency brand to create a prospecting plan.
	1.3	Apply prospecting plan to create opportunities and interest in establishing vendor–agency relationships.
	1.4	Examine prospecting activities to build agency database.
2	Confirm vendor requirements.	2.1 Provide information to potential vendor about scope and services of agency.
		2.2 Establish and record vendor profile, preferences and expectations.
		2.3 Inspect, confirm and record property details.
3	Present property listing.	3.1 Plan listing presentation with reference to property appraisal report.
		3.2 Collate resources to support listing presentation plan.
		3.3 Present property listing.
		3.4 Complete listing documentation according to legislative requirements.
4	Establish communication plan.	4.1 Develop communication plan with vendor including sections for instructions and feedback on sales process.
		4.2 Document communication plan.

Foundation Skills

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

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to:

- CPPDSM4056A Manage conflict and disputes in the property industry

- CPPDSM4060A Negotiate sale and manage sale to completion or settlement.

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>