



Australian Government

Assessment Requirements for CPPREP4202

Establish and maintain vendor and lessor relationships and networks

Release: 2

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Modification History

Release 2 This version first released with CPP Property Services Training Package Release 10.2

Changes to Performance Evidence and Assessment Conditions.

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

New unit of competency.

Performance Evidence

To demonstrate competency in this unit, a person must:

- develop a prospecting plan with timeframes and activities to attract potential vendors and lessors for the sale and lease of commercial property
- establish a vendor relationship and complete required agency documentation for the listing of one commercial property for sale
- establish a lessor relationship and complete required agency documentation for the listing of one commercial property for lease.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- agency documentation required to be prepared and executed for the listing of commercial properties for sale and lease
- communication processes to provide vendors and lessors with feedback on the sales and leasing processes
- factors that can impact the sale or lease of commercial property and strategies for addressing these factors:
 - property ownership
 - land use, zoning and approvals
 - contractual arrangements
 - property attributes
- legislation relating to the sale or lease of commercial property in state or territory of operation
- prospecting purpose and methods used in real estate to attract commercial listings

- regulatory and ethical responsibilities and role of agents when managing relationships with vendors and lessors:
 - duty of disclosure
 - maintaining client privacy and confidentiality
 - providing accurate information
- scope of agency commercial sales and leasing services:
 - marketing activities
 - services provided
- methods for planning tenancy mix to suit commercial property
- vendor and lessor expectations.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- materials and equipment meeting the operational requirements for a real estate agency, including:
 - policies, procedures and documentation for establishing vendor and lessor relationships for commercial sales and leasing including listing agreements
 - legislation in the state or territory of operation relating to the sale or lease of commercial property
 - equipment, communication and data access and storage technology required to develop, manage and monitor vendor and lessor relationships
- agency documentation required for listing a commercial property for sale
- agency documentation required for listing a commercial property for lease.

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>