



Australian Government

Assessment Requirements for CPPREP4262 Establish vendor relationships in business broking

Release: 1

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Modification History

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 and implement one prospecting plan with timeframes and activities to attract potential vendors
- establish vendor relationships and complete documentation for two different business listings.

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:

- required documentation to be prepared and executed for business listing and sale
- communication processes to provide vendors with feedback on the sales process
- factors that can impact the sale of a business and strategies for addressing each:
 - business structure
 - business ownership
 - contractual arrangements
 - attributes
 - goodwill
 - financial position
- legislation relating to the listing and sale of businesses in the state or territory of operation
- listing and sales processes used in business broking
- prospecting purpose and methods used in real estate to attract business listings
- ethical standards, regulatory requirements and role of agents when managing vendor–agency relationships
- scope of agency business broking services.

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:
 - policies, procedures and documentation for establishing vendor relationships in business broking including listing agreements
 - legislation in the state or territory of operation relating to the sale of businesses
 - equipment, communication and data access and storage technology required to develop, manage and monitor vendor relationships in business broking
- potential vendors for the sale of two different businesses.

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>