



Australian Government

CPPREP4303 Establish vendor and buyer relationships in livestock sale

Release: 1

CPPREP4303 Establish vendor and buyer relationships in livestock sale

Modification History

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

Supersedes but is not equivalent to CPPDSM4024A Advise clients on livestock sale and purchase options.

Updated to the Standards for Training Packages.

Application

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

It includes planning activities to achieve livestock listings, establishing vendor and buyer needs and expectations, completing an agreement with the vendor for sale of livestock, establishing a plan for ongoing communication with vendors and buyers and maintaining records associated with the vendor and buyer relationships.

This unit applies to people currently working in or seeking to work in the stock and station sector of real estate.

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.

1 Plan prospecting methods.

1.1 Analyse prospecting methods.

1.2 Identify methods appropriate to target market, and personal and agency brand.

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| | | 1.3 | Apply prospecting methods to create opportunities and interest in establishing vendor and buyer relationships. |
| 2 | Develop vendor relationship. | 2.1 | Record vendor profile, preferences and expectations in relation to purchase of livestock. |
| | | 2.2 | Prepare agreement between agent and vendor for sale of livestock. |
| | | 2.3 | Prepare livestock sale documentation according to legislative requirements. |
| | | 2.4 | Develop vendor communication plan. |
| 3 | Develop buyer relationship. | 3.1 | Confirm and document buyer preferences for purchase of livestock. |
| | | 3.2 | Promote personal and agency brand in communication with buyer. |
| | | 3.3 | Engage buyer in agency communication and advertising for livestock, matching buyer preferences and expectations. |
| | | 3.4 | Develop buyer communication plan. |
| 4 | Maintain vendor and buyer records. | 4.1 | Document interactions with vendors and buyers. |
| | | 4.2 | Maintain records of agency–vendor and agency–buyer relationships. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria

- technology skills to access information via the internet, databases, business records management systems.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to CPPDSM4024A Advise clients on livestock sale and purchase options.

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>

Assessment Requirements for CPPREP4303 Establish vendor and buyer relationships in livestock sale

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Performance Evidence

To demonstrate competency in this unit, a person must:

- develop, document and implement a plan for prospecting for vendors and buyers including:
 - analysing prospecting methods for a target market
 - identifying methods that would incorporate establishing a relationship with vendors and buyers
- document buyer preferences for purchase of livestock
- prepare and complete livestock sale documentation according to legislative requirements.
- develop and implement a communication strategy for buyers and vendors to address client needs and expectations.

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:

- prospecting purpose and methods
- agency and personal brand
- strategies for attracting vendors and buyers
- processes for livestock sales
- livestock selling methods
- techniques for establishing and maintaining agency–client relationships
- vendor and buyer expectations and preferences for:
 - method of sale
 - timeframe for sale
 - marketing
 - communications

- role of the agent in selling livestock
- ethical standards and regulatory requirements associated with selling livestock including animal welfare
- privacy standards and confidentiality of client data
- agency practices in relation to marketing and communication
- documents and record keeping required as part selling livestock
- agency fees, charges, and conditions
- legislation and local government regulations relating to selling livestock in the state or territory of operation
- communication strategies for responding to client complaints.

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:

- real estate livestock sales procedures, forms and documents
- legislation and local government regulations relating to selling livestock in the state or territory of operation.

Links

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