



Australian Government

CPPREP4304 Complete sales process - livestock

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.

Application

This unit specifies the skills and knowledge required to complete the livestock sales process.

It includes responding to buyer enquiries, arranging inspections, negotiating the sale, completing sales documentation and arranging delivery to buyer.

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

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 | Respond to and document buyer enquiry. | 1.1 | Receive, record and respond to buyer enquiry for livestock. |
| | | 1.2 | Confirm and document potential buyer details. |
| | | 1.3 | Provide and confirm description of livestock to potential buyer. |
| | | 1.4 | Organise inspection of livestock in consultation with vendor and buyer. |

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|---|------------------------------|-----|---|
| 2 | Negotiate sale of livestock. | 2.1 | Inspect livestock according to agreed inspection requirements, and agency practice and processes. |
| | | 2.2 | Negotiate sale of livestock with vendor and buyer. |
| | | 2.3 | Document agreed vendor and buyer terms and conditions of sale. |
| | | 2.4 | Prepare contracts and documentation for sale of livestock according to legislative requirements. |
| | | 2.5 | Use ethical and professional practices to negotiate sale of livestock. |
| | | | |
| 3 | Complete sale of livestock. | 3.1 | Secure deposits for sale of livestock. |
| | | 3.2 | Complete arrangements for payment according to agency practice, ethical standards and legislative requirements. |
| | | 3.3 | Negotiate and document agreed requirements for transport of livestock with vendor and buyer. |
| | | 3.4 | Arrange delivery of livestock according to vendor and buyer instructions. |
| | | | |
| 4 | Complete documentation. | 4.1 | Complete documentation associated with delivery of livestock to buyer according to agency practice, ethical standards and legislative requirements. |
| | | 4.2 | Update details of livestock sale, and vendor and buyer information in agency records management systems. |
| | | 4.3 | Record negotiated follow-up communication with vendor or buyer. |

Foundation Skills

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

Unit Mapping Information

No equivalent unit.

New unit of competency.

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 CPPREP4304 Complete sales process - livestock

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Performance Evidence

To demonstrate competency in this unit, a person must document and implement a strategy to negotiate and finalise the sale of livestock on two different occasions using two of the methods below:

- private treaty
- auction
- sale yards
- on farm.

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:

- livestock:
 - breed, age, sex, condition, classes, weights, pregnancy status
- livestock selling methods:
 - private treaty
 - auction
 - sale yards
 - on farm
- sale price and conditions:
 - price per head
 - price per kilo dress weight
 - price per kilo live weight
 - sale to abattoir
 - live export
 - feedlots
- livestock transportation
- livestock welfare

- assessment of livestock
- quarantine
- curfews
- prescribed documentation in the state or territory of operation
- legislation and regulations in the state or territory of operation
- livestock inspection requirements
- procedures for identifying and verifying ownership of livestock
- encumbrances on livestock:
 - livestock mortgages
 - bills of sale
 - agent's fees
 - overdrafts
 - removal of encumbrances
- pre- and post-saleyard procedures
- role of the agent in providing livestock sale services
- ethical practices associated with the sale of livestock
- required forms and documentation for the sale of livestock
- agency livestock records
- processes to determine price range expectations for livestock
- market indicators for livestock value
- 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:

- livestock records and databases
- sources of information about livestock condition and ownership
- procedures and forms/documents for sale of livestock
- details of at least two lots of livestock for sale by two different methods of sale.
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