



Australian Government

Assessment Requirements for CPPREP4501

Prepare to complete the sales process - off the plan properties

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 prepare information packs for two off the plan properties in different developments for use by an agency to facilitate sale of the properties.

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:

- Commonwealth and state or territory legislation and local government regulations relevant to the sales process for off the plan properties in real estate
- disclosure requirements relevant to off the plan properties, including material facts
- ethical standards and regulatory requirements relating to off the plan properties
- unit entitlements and by-laws for strata property
- protocols to follow when preparing information for off the plan properties
- buyer expectations:
 - comprehensive information about proposed building
 - method of sale and payments
 - sales timeframe
 - contract conditions, including penalty clauses and input to finishes and appliances.

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:

- full documentation for two off the plan properties in different developments to allow for creation of comprehensive information packs
- role descriptions and information for people participating in role-play exercises
- equipment and information required to prepare documentation in a real estate agency.

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>