



**Australian Government**

# **CPPREP4501 Prepare to complete the sales process - off the plan properties**

**Release: 1**

# CPPREP4501 Prepare to complete the sales process - off the plan properties

## 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 collate information to support sales of off the plan properties in real estate.

The unit applies to industry professionals acting on behalf of principals in 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 what needs to be done to demonstrate achievement of the element.                                                                                                                                                                              |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Review information from developer.                          | 1.1 Determine and outline details and any limitations to property title.<br>1.2 Confirm terms of sale, development schedule and completion date.<br>1.3 Determine building construction characteristics and level of input permitted for buyers on finishes and appliances. |
| 2. Evaluate information from developer about negotiable areas. | 2.1 Confirm price range for negotiation and minimum acceptable deposit.<br>2.2 Confirm schedule and conditions for progress                                                                                                                                                 |

|                                                   |                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | payments.<br>2.3 Identify negotiable areas in contract conditions, including penalty clauses.                                                                                                                                                                                                                                                               |
| 3. Establish and document contingency provisions. | 3.1 Establish and document provisions for when completed building does not meet specifications.<br>3.2 Establish and document provisions for when building construction does not meet scheduled timeframes.<br>3.3 Establish and document provisions for sales that do not settle.<br>3.4 Access and interpret relevant legislation for off the plan sales. |
| 4. Prepare sale information.                      | 4.1 Collate information about property to support sale settlement.<br>4.2 Prepare an information pack to facilitate property sale.                                                                                                                                                                                                                          |

## 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 CPPREP4501 Prepare to complete the sales process - off the plan properties

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## 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.

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