



Australian Government

CPPREP4508 Conduct livestock auction

Release: 1

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Modification History

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

Supersedes and is equivalent to CPPDSM4039A Conduct livestock sale by auction.

Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to conduct an auction of livestock.

It includes accessing, interpreting and applying written instructions for the auction, calling an auction and completing the auction process.

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.

1	Confirm auction terms, conditions and presentation.	1.1	Confirm suitability of auction site and display of required auction advice and documentation according to legislative requirements.
		1.2	Confirm suitability and operation of auction equipment.
		1.3	Confirm availability and suitability of auction documentation, including instructions, authorities, contracts, reserve price and vendor bids.

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| | | 1.4 | Confirm number of registered bidders, online bidding and bidding by authority. |
| | | 1.5 | Confirm staff are available to facilitate the conduct of the auction. |
| 2 | Open auction. | 2.1 | Read out terms and conditions of sale by auction according to legislative requirements. |
| | | 2.2 | Identify livestock and vendor for each sales lot. |
| | | 2.3 | Describe livestock, consistent with description available to public. |
| | | 2.4 | Respond to questions from potential bidders and other parties. |
| | | 2.5 | Submit livestock for sale by auction and call for opening bids. |
| 3 | Manage auction to maintain flow. | 3.1 | Monitor bids and maintain auction process to achieve reserve or best price for each lot, including bidding increments and maintaining bidding momentum. |
| | | 3.2 | Manage bidding process, according to legislative requirements. |
| | | 3.3 | Exercise trial close strategy for each lot. |
| 4 | Complete auction. | 4.1 | Signify close of auction for each lot using appropriate methods. |
| | | 4.2 | Knock down livestock lot to successful bidder once reserve price has been met and all other bids exhausted. |
| | | 4.3 | Record sale details to maintain sales register and National Livestock Identification System (NLIS) details. |
| | | 4.4 | Pass in livestock lot when reserve price is not met and all bids exhausted. |
| | | 4.5 | Deliver records of auction transactions to agency to support timely preparation of financial records and completion of livestock sale. |

4.6 Obtain feedback on conduct and outcome of auction.

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to CPPDSM4039A Conduct livestock sale by auction.

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 CPPREP4508 Conduct livestock auction

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Performance Evidence

To demonstrate competency in this unit, a person must:

- call one auction, including:
 - opening
 - managing bids
 - closing
- prepare two reports for the following auction scenarios:
 - livestock passed in
 - livestock sold
- develop a report assessing personal performance for the auction conducted; the report must identify personal strengths and opportunities for improvement.

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:

- auctioneer role, responsibilities and risks
- reserve price:
 - definition
 - purpose
 - setting
- auction instructions and auction day procedures
- auction documentation
- auction aids and equipment
- staff required to support livestock auction
- preparation of auction area:
 - access

- identification of hazards
- assessment of risks
- implementation of risk controls
- auction process:
 - stating rules and conditions of auction according to state or territory legislation
 - calling for bids:
 - disruptive bidders
 - potential collusive bidding practices
 - disputed bidding
 - retracted bids
 - closing bids including:
 - final call
 - fall of hammer
 - closing script
 - confirming or renegotiating reserve with seller as appropriate
 - describing livestock condition
 - identifying key features of contract
 - knocking down or passing in livestock as appropriate
 - use vendor bidding as appropriate according to legislative requirements.
- capacity of bidders
- negotiation techniques
- legislation related to sale of livestock by auction in the state or territory of operation
- penalties for breach of auction legislation
- risks to clients, agency and self from auction activities
- ethical practice in auctioneering including:
 - communication
 - neutrality in the auction process
 - ethical management of the bidding process
- livestock:
 - breed, age, sex, condition, classes, weights, pregnancy status
- 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 state or territory of operation including National Livestock Identification System (NLIS) and National Vendor Declaration (NVD)
- risks and risk management strategies associated with preparing for sale of livestock
- agency livestock records and processes to update details
- 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:

- auction scenarios, auction advice, auction plan
- auction catalogue and description of livestock
- bidders for livestock
- sources of information about livestock condition and ownership
- sources of information on NLIS, NVD
- legislation relating to sale of livestock by auction in the state or territory of operation.

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