



Australian Government

CPP50409 Diploma of Property Services (Business Broking)

Release 2

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Modification History

Version Comment

- 2 Update superseded imported elective units to equivalent current elective units:
- BSBADM502B to BSBADM502
 - BSBMGT516A to BSBMGT516
 - FNSACCT501B to FNSACC501
 - FNSACCT507B to FNSACC507

This version released with CPP07 version 14.4.

Description

Not Applicable

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability Skills Qualification Summary	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • apply reading skills to access and interpret a variety of information relating to appraising a business and relevant information regarding legislative requirements • clarify concerns and communicate with clients to enable the appraisal process and resolve complications • complete relevant documentation and reports • document agreements and distribute relevant documents and information to clients and other relevant internal and external parties • evaluate and communicate strengths and limitations of current businesses and proposals to the client • identify and complete appropriate documentation • produce and distribute formal documents to reflect agreements made by parties involved in the listing process
Teamwork	<ul style="list-style-type: none"> • confirm own interpretation and application of financial, legal and procedural requirements with appropriate persons to ensure consistency • interact with clients and resolve their concerns and issues • participate in professional networks to identify and build relationships with relevant individuals and organisations in order to obtain and maintain personal knowledge • relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities • use networks to assist in the implementation of promotional activities
Problem solving	<ul style="list-style-type: none"> • interpret and apply financial, legal and procedural requirements • resolve potential negotiation dilemmas, buyer or seller concerns and issues, and conflict arising from the sale process

Employability Skills Qualification Summary	
	<ul style="list-style-type: none"> • resolve potential client concerns and issues
Initiative and enterprise	<ul style="list-style-type: none"> • analyse business and associated plant and equipment ownership and status as they relate to listing a business with a brokerage office • analyse sales process, buyer intentions and seller expectations • identify current market trends and positions and determine best listing options • identify synergistic opportunities and incorporate them in assessment
Planning and organising	<ul style="list-style-type: none"> • access and understand a variety of information relating to listing a business and relevant information regarding legislative requirements • access and understand a variety of information relating to assessing a business and relevant information regarding legislative requirements, especially as they relate to mergers and acquisitions • identify personnel and resources required to support, promote and market the listed business
Self-management	<ul style="list-style-type: none"> • adapt work processes to meet the specific needs of clients or colleagues as required • allow work to reflect an understanding and respect of individual differences • adapt work processes to meet the specific needs of the client and other staff • interpret and comply with relevant legislative requirements • monitor own performance and identify any personal development needs • plan and implement business broking services and work practices according to client requirements and agency values, legislative requirements and ethical standards • understand mechanisms to obtain and analyse client comments and feedback
Learning	<ul style="list-style-type: none"> • access learning opportunities to extend own personal work competencies to improve service delivery in business broking • apply knowledge of agency practice, ethical

Employability Skills Qualification Summary	
	<p>standards and legislative requirements related to business broking operations</p> <ul style="list-style-type: none"> • apply knowledge of agency practice, ethical standards and legislative requirements associated with listing a business • assess against industry competency standards and other relevant benchmarks personal knowledge and skills in providing business broking services to determine continuing training needs and priorities • identify, plan and apply opportunities for personal development strategies to maintain currency of professional competency in providing effective business broking services
Technology	<ul style="list-style-type: none"> • compare buyer profile to business buyer database • select and use technology appropriate to task • use business technology to structure and present information on listings

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the property industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

This table is a summary of Employability Skills that are typical of this qualification and should not be interpreted as definitive.

Packaging Rules

Packaging rules
<p>To achieve recognition at the Diploma level, the candidate must demonstrate competency in the twenty-one core units, plus three electives from any other stream in CPP07 Property Services Training Package (total twenty-four units).</p> <p>The candidate must select two electives from the list below. One of these electives may be undertaken from:</p> <ul style="list-style-type: none"> • any Diploma qualification in CPP07 Property Services Training Package • any Diploma qualification in any other endorsed Training Package. <p>All units must contribute to a valid, industry-supported vocational outcome.</p>

Packaging rules	
Core units	
BSBFIA401A	Prepare financial reports
BSBFIM501A	Manage budgets and financial plans
BSBFIM502A	Manage payroll
BSBHRM402A	Recruit, select and induct staff
BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT617A	Develop and implement a business plan
BSBSMB404A	Undertake small business planning
BSBWOR502A	Ensure team effectiveness
CPPDSM4006A	Establish and manage agency trust accounts
CPPDSM4015B	Minimise agency and consumer risk
CPPDSM4029A	Appraise business
CPPDSM4053A	List business for sale
CPPDSM4060A	Negotiate sale and manage sale to completion or settlement
CPPDSM4061A	Obtain prospects for listing
CPPDSM4069A	Promote and market listed business
CPPDSM4079A	Work in the business broking sector
CPPDSM5006A	Coordinate customer service activities in the property industry
CPPDSM5014A	Develop property marketing and sales strategy
CPPDSM5033A	Merge or acquire a business
CPPDSM5038A	Value a business
Elective units	

Packaging rules	
BSBADM502	Manage meetings
BSBITB501A	Establish and maintain a workgroup computer network
BSBMGT516	Facilitate continuous improvement
CPPDSM4072A	Provide leadership in the property industry
FNSACC501	Provide financial and business performance information
FNSACC507	Provide management accounting information