



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM4067A Plan for and complete sale of rural property by auction

Release: 1

CPPDSM4067A Plan for and complete sale of rural property by auction

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to plan for and complete the sale of rural property by auction. It includes preparing for the auction sale and completing the sale. The outcomes required to conduct an auction for the sale of rural property are addressed in CPPDSM4037A Conduct auction of rural property.

The unit may form part of the licensing requirements for persons engaged in stock and station agency activities in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of licensed stock and station agents and stock and station representatives or certificate holders involved in preparing auctions and completing the sale of rural property.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Prepare for auction sale.

- 1.1 Agreement to auction rural property is obtained in line with agency practice and **legislative requirements**.
- 1.2 **Assisting professionals** are instructed to prepare **auction documentation** in line with seller instructions, agency practice and legislative requirements.
- 1.3 Assisting professionals are followed up in a timely manner to ensure that auction documentation is delivered prior to auction date.
- 1.4 **Auction details** are established in line with agency practice.
- 1.5 **Staff** and resource requirements for auction day are identified and booked in advance in line with agency practice.
- 1.6 Property is inspected by auctioneer prior to auction in line with agency practice and legislative requirements.
- 1.7 **Auction day procedures**, method of conduct of sale and the reserve price are discussed and confirmed in writing with seller prior to auction day.
- 1.8 Marketing is monitored on a regular basis to establish its effectiveness.
- 1.9 Enquiries from prospective buyers and other interested parties are addressed and where required copies of relevant documentation are provided.
- 1.10 Offers from prospective buyers prior to auction are referred to seller in line with agency practice and legislative requirements.
- 1.11 Order of auction is determined to permit preparation of catalogue in line with agency practice.

2 Implement auction day procedures.

- 2.1 **Preparation of auction area**, including deployment of staff, promotional materials and equipment is undertaken in line with agency practice.
- 2.2 Auction documentation is prominently displayed in line with agency practice and relevant legislation.
- 2.3 Property inspection is facilitated on auction day prior to the commencement of the auction, if applicable.
- 2.4 Previously identified potential buyers are located in the audience to facilitate sale.
- 2.5 Questions from interested parties are answered or referred to informed sources in line with agency practice.
- 2.6 Auction day procedures are implemented in line with

ELEMENT	PERFORMANCE CRITERIA
3 Complete sale of rural property.	agency practice and legislative requirements.
	3.1 <i>If property is sold, follow-up procedures</i> are implemented in line with agency practice and legislative requirements.
	3.2 <i>Sales documentation</i> is accurately completed and deposits are taken in line with agency practice and legislative requirements.
	3.3 <i>If property is passed in, follow-up procedures</i> are implemented consistent with agency practice and legislative requirements.
	3.4 Accurate <i>sales data</i> is compiled that reflects auction outcomes for use in follow-up procedures.
	3.5 Appropriate <i>records of attendance or interest</i> are compiled to expand agency contact lists of potential clients identified through the auction process.
	3.6 Publication of auction results and post-auction information are arranged in line with agency practice and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- ability to communicate with and relate to people from a range of social, economic and cultural backgrounds and with varying physical and mental abilities
- analytical skills to interpret documents such as legislation, regulations, contracts of sale and auction rules
- application of risk management strategies associated with the preparation and completion of the sale of rural property by auction
- computing skills to access agency databases, send and receive emails and complete standard forms online
- decision making and problem solving skills to analyse situations and make decisions consistent with legislative and ethical requirements
- literacy skills to access and interpret a variety of texts, including legislation, regulations and sales documentation; prepare general information, papers, formal and informal letters, reports and applications; and complete standard and statutory forms

REQUIRED SKILLS AND KNOWLEDGE

- negotiation skills to assist sellers to establish auction marketing plans, reserve price and auction day procedures
- numeracy skills to calculate auction marketing expenses within agreed budget
- planning, organising and scheduling skills to undertake work-related tasks associated with preparing for an auction, including determining staff and equipment requirements
- research skills to identify and source documents and information related to the sale of rural property by auction.

Required knowledge and understanding:

- auction day procedures
- auction documentation, including:
 - authorities
 - contracts
 - display
 - statutory and agency documentation
- auction equipment, including:
 - audiovisual equipment
 - bell
 - display boards
 - flags
 - gavel
 - lectern
 - signs
 - stickers
- auction marketing plan, including:
 - advertising and promotional strategies
 - communicating with seller
 - contact with prospective buyers
 - outcomes of auction marketing
 - post-listing conference
 - property descriptions
 - reasons for confirming auction marketing procedures and expenses
- auction rules, including:
 - advertising auction results
 - auctioneer requirement to identify bidders
 - bidders
 - cooling off
 - disruption of an auction

REQUIRED SKILLS AND KNOWLEDGE

- dummy bids
- estimated selling price
- oral information to be provided by auctioneer
- post-auction information
- public inspection of auction rules and conditions
- questioning of auctioneer
- rebates
- rules and conditions of auctions
- vendor bids
- consumer protection principles that impact on the sale of rural property, including:
 - cooling off provisions
 - false representation and misleading conduct in relation to the sale of land
 - impact of consumer protection legislation on contracts
 - insurance provisions
 - penalties and remedies for breaches
 - protection offered for consumers
 - rights and obligations of agents
 - secret commissions
- follow-up procedures if property is passed in, including:
 - highest bidder
 - other bidders
 - seller
- follow-up procedures if property is sold, including:
 - buyer
 - losing bidder
 - other bidders
 - seller
- penalties for breach of auction legislation and regulations
- preparation of auction area, including:
 - auction equipment
 - distractions and hazards
 - property inspection
 - security
- property knowledge, including:
 - cropping properties: yields, seasons, types of crops, soils, facilities such as grain storage and transport, diseases and rotational cropping
 - dairies: quotas, breeds, lactation, dairy layout and equipment and conversion

REQUIRED SKILLS AND KNOWLEDGE

- factors, such as dairy set up, herd, access and distance to market
- general: local market conditions, trends in sector and industry, land titles, geophysical and topographical characteristics, carrying capacity and local land characteristics
- grazing properties: dry sheep equivalent (DSE)/carrying capacity, pastures, soil types and breeds
- irrigated properties: water licence availability, soil types, topography, and types of reticulation, such as flood, drip, direct or row cropping
- relevant federal and state or territory legislation and local government regulations related to:
 - animal health
 - anti-discrimination
 - anti-money laundering
 - aquaculture
 - auctions
 - consumer protection
 - crown land
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchises and business structure
 - industrial relations
 - livestock
 - native title
 - OHS
 - privacy
 - rural property sales
 - taxation
 - water rights
- reserve price, including:
 - definition
 - purpose
 - setting
- sales data, records of attendance and interest in auctions, including:
 - collection techniques
 - reasons for collection
 - types of data
- sales documentation, including:
 - contract of sale

REQUIRED SKILLS AND KNOWLEDGE

- contract inclusions, such as the pasturing of livestock, clearing of timber and verification of equipment specifications
- declaration of selling agent
- finance statement to purchaser
- receipts for purchase money paid
- vendor's statement.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

This unit of competency could be assessed through case study or practical demonstration of the procedures associated with planning for and completing the sale of a rural property by auction. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence.

The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- arranging publication of auction results and post-auction information in line with agency practice and legislative requirements
- compiling accurate sales data for use in follow-up procedures
- compiling records of attendance or interest in auction to expand agency contact lists of potential clients
- finalising auction sale, including the completion of sales documentation and implementation of follow-up procedures if properties are sold or passed in
- knowledge of auction marketing procedures, auction day procedures and auction process associated with the sale of rural property
- knowledge of ethical standards, legislative and regulatory requirements and agency practices associated with the preparation for and conduct of an auction
- planning and implementing an auction marketing plan in line with agency practice and legislative requirements
- planning and implementing auction day procedures in line with agency practice and legislative requirements
- preparing auction documentation consistent with seller instructions, agency practice and legislative requirements
- taking instructions on reserve price from seller in line with agency practice and legislative requirements
- using effective communication and presentation techniques in conducting auctions.

Context of and specific resources for assessment

Resource implications for assessment include:

- access to a registered provider of assessment services
- access to suitable simulated or real opportunities and resources to demonstrate competence
- assessment instruments that may include personal planner and assessment record book.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy

capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative requirements may include:

- relevant federal and state or territory legislation and local government regulations related to:
 - animal health
 - anti-discrimination

- anti-money laundering
- aquaculture
- auctions
- consumer protection
- crown land
- environmental issues
- EEO
- financial probity
- franchises and business structure
- industrial relations
- livestock
- native title
- OHS
- privacy
- rural property sales, leasing and management
- taxation
- water rights.

Assisting professionals may include:

- auctioneers
- conveyancers
- solicitors.

Auction documentation may include:

- contract
- contract inclusions.

Auction details may include:

- date
- time
- venue.

Staff may include:

- agency support staff
- auctioneer
- licensed stock and station agents.

Auction day procedures may include:

- advertising and marketing materials
- auction documentation
- channels of communication
- deposits
- managing the auction process
- property inspection arrangements
- roles and responsibilities of agency staff
- security arrangements.

Preparation of auction area may include:

- auction documentation
- auction equipment, including:
 - audiovisual equipment
 - bell

- display boards
 - flags
 - gavel
 - lectern
 - signs
 - stickers
 - distractions
 - hazards
 - marketing materials
 - security.
- If property is sold, follow-up procedures*** may refer to:
- buyer
 - losing bidder
 - other bidders
 - seller.
- Sales documentation*** may include:
- contract inclusions such as the pasturing of livestock, clearing of timber and verification of equipment specifications
 - contract of sale
 - declaration of selling agent
 - finance statement to purchaser
 - receipts for purchase money paid
 - special conditions may include insurance, natural increases, timber, crops, water licences, permissive occupancy, possession prior to completion or depasturing
 - vendor's statement.
- If property is passed in, follow-up procedures*** may refer to:
- highest bidder
 - other bidders
 - seller.
- Sales data*** may refer to:
- collection techniques
 - reasons for collection
 - types of data.
- Records of attendance or interest*** may refer to:
- collection techniques
 - reasons for collection
 - types of data.

Unit Sector(s)

Unit sector

Property development, sales and management

Competency field

Competency field Stock and station agency