



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM5019A Identify and secure a property opportunity

Release: 1

CPPDSM5019A Identify and secure a property opportunity

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to create and secure property opportunities. It requires the ability to recognise and investigate a viable property opportunity and develop a strategy to secure a property deal.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, 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 those involved in creating and securing property opportunities.

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 Research property opportunity.	1.1 Consultative processes are used to verify client investment objectives and obtain advice from specialist property personnel according to organisational requirements. 1.2 Property market information is gathered and organised in a format suitable for analysis and interpretation according to organisational and legislative requirements. 1.3 Reliable methods for gathering information are used according to organisational requirements, making efficient use of time and resources. 1.4 Property opportunities are identified and reviewed to allow effective comparability against client needs according to organisational requirements. 1.5 Potential opportunities are documented and categorised to enable valid comparisons to be made against market variables and industry benchmarks.
2 Analyse property opportunity.	2.1 Identified opportunities are reviewed and measured against property trends and market parameters to determine future recommendations. 2.2 Information is assessed using reliable and valid data analysis methods according to organisational requirements. 2.3 Factors increasing or diminishing investment risk are assessed and discussed with client. 2.4 Investment scenarios are developed and checked against prescribed criteria to minimise subjective assessment. 2.5 Limitations in evaluating market information are identified and specialist advice is sought as required according to organisational requirements.
3 Recommend and secure property deal.	3.1 Interim control of asset is established through agreed methods according to client and organisational requirements. 3.2 Recommendations are made that are verifiable, current and sufficiently detailed to meet client, organisational and legislative requirements and which include strategy for exit in line with client requirements. 3.3 Reliable methods for securing control are used according to organisational requirements, making efficient use of time and resources.
4 Package property	4.1 Property deal is packaged and documented for

ELEMENT**deal.****PERFORMANCE CRITERIA**

presentation to interested parties for review and feedback according to organisational requirements.

4.2 **Business equipment and technology** are used to organise relevant information in a format suitable for analysis and interpretation according to organisational requirements.

4.3 Feedback from **relevant people** is analysed and incorporated into the package where appropriate according to organisational requirements.

4.4 **Package** is presented to relevant people to enable formal **commitment** to proposed property opportunity.

4.5 Information is securely maintained with due regard to client confidentiality, and legislative and organisational 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:

- analytical skills to apply statistical methods and techniques
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities and to liaise with property investment stakeholders
- organisational skills to maintain records and databases, organise and prepare property opportunity submissions, and propose models for property investment
- problem solving skills to determine factors that may affect property markets and evaluate risks
- research skills to analyse and interpret property and market information, and identify relevant sources of information
- technology skills to use financial and assessment software and spreadsheets efficiently and to access and present market information.

Required knowledge and understanding:

- concepts and strategies for placement of capital in property for investment
- current market knowledge

REQUIRED SKILLS AND KNOWLEDGE

- ethical practices and relevant codes of conduct
- industry benchmarks
- investment risk factors and relationship to return expectations
- land economics
- local property market conditions and overall trends in the industry
- political environment
- range of research methods and analysis techniques
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - OHS
 - privacy
 - property sales, leasing and management
- town planning
- valuation.

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 practical demonstration of creating and securing property opportunities. 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:

- analysing property market information using data analysis techniques and developing investment scenarios
- documenting and presenting a packaged property deal and gaining a formal commitment to the deal
- knowledge of organisation's practices, ethical standards and legislative requirements associated with identifying and securing property opportunities
- making recommendations on a property opportunity and using appropriate control methods to secure control of the property deal
- sourcing and organising property market information and using it to identify property opportunities.

Context of and specific resources for assessment

Resource implications for assessment include:

- a registered provider of assessment services
- assessment materials and tools
- candidate special requirements
- competency standards
- cost and time considerations
- suitable assessment venue and equipment
- workplace documentation.

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 activity and must include evidence relating to each of the 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.

Consultative processes may include:

- face-to-face meetings
- telephone, facsimile and written communication.

Clients may include:

- financial institutions
- fund managers
- individuals
- internal and external property groups
- investment organisations.

Organisational requirements may be outlined and reflected in:

- access and equity principles and practice guidelines
- business and performance plans
- complaint and dispute resolution procedures
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- mission statements and strategic plans
- OHS policies, procedures and programs
- policies and procedures in relation to client service
- quality and continuous improvement processes and standards
- quality assurance and procedure manuals.

Property market information may be sourced from:

- consultants
- industry and organisational databases
- information services
- press clippings
- published industry data, including industry indices
- third parties
- trade journals.

Analysis may include:

- computer modelling
- examination of cash flows and other financial projections
- examination of collected data
- quantitative and qualitative analysis
- probability analysis
- time series recognition.

Legislative requirements

may be outlined and reflected in:

- Australian standards
- general duty of care to clients
- home building requirements
- privacy requirements
- relevant federal, and state or territory legislation that affects organisational operation, including:
 - anti-discrimination and diversity
 - environmental issues
 - EEO
 - industrial relations
 - OHS
- relevant industry codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas and electricity), and contract or common law
- strata, community and company titles
- tenancy agreements
- trade practices laws and guidelines.

Resources may include:

- materials
- personnel
- tools and equipment
- training
- transport.

Opportunities:

- may include:
 - adding value
 - aggregating assets
 - altering existing property
 - change in use, ownership, appearance or perception of property
 - changing style of investment
 - creating something new
 - using bankers and financiers
- may be maximised by:
 - flexibility in negotiation
 - protection of integrity of concept
 - enhancing saleability of proposition.

Market variables may relate to:

- ability to control assets
- balancing a portfolio
- capacity to improve assets
- capital growth versus short-term gain

- cash flows
 - demographics
 - gearing possibilities
 - geographic aspects
 - limits to financial resources
 - return on investment
 - return versus risk
 - taxation considerations
 - type of property.
- Industry benchmarks** may include:
- building operational costs
 - business strategy parameters
 - economic parameters
 - financial constraints
 - historical operational costs
 - industry published building occupation data
 - market expectations
 - research data
 - statutory costs.
- Market parameters** may include:
- assessment of supply and demand for asset type
 - best use of asset
 - financial constraints
 - maximum asset use
 - return on investment
 - tenancy possibilities.
- Specialist advice** may be sought from:
- architects
 - bankers and financiers
 - business consultants
 - developers
 - land economists
 - members of industry associations
 - planners
 - real estate agents
 - solicitors
 - taxation and accounting practitioners
 - valuers.
- Methods for securing control** may include:
- confidentiality agreements
 - legal constraints
 - letters of intent
 - memoranda of understanding
 - options over site.
- Business equipment and**
- computers

- technology*** may include:
- data storage devices
 - email
 - facsimile machines
 - internet, extranet and intranet
 - photocopiers
 - printers
 - scanners
 - software applications, such as databases and word applications.
- Relevant people*** may include:
- accountants
 - agents
 - clients
 - government personnel
 - interested parties
 - legal representatives
 - management and colleagues
 - members of industry associations
 - site personnel
 - taxation specialists.
- Package*** may include:
- analysis of alternatives
 - chosen option
 - clear indication of commerciality of deal
 - details of site security
 - extent of financial involvement
 - history of proposition
 - letters of intent from interested parties
 - statements on credibility of parties.
- Commitment*** may relate to:
- confidentiality agreements
 - guarantees
 - letters of intent.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development