

<b>Curriculum Document</b>				
<b>Curriculum Code</b>	<b>Curriculum Title</b>			
333901-000-00-00	National Occupational Certificate: Auctioneer			
<b>Quality Partner: Development</b>	<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Logo</b>
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## SECTION 1: CURRICULUM SUMMARY

### 1. Occupational Information

#### 1.1 Associated Occupation

333901-000-00-00-00: Occupational Certificate: Auctioneer

#### 1.2 Occupation or Specialisation Addressed by this Curriculum

- None

#### 1.3 Alternative Titles used by Industry

- None

### 2. Curriculum Information

#### 2.1 Curriculum Structure

This qualification is made up of the following compulsory Knowledge, Practical Skill and Work Experience Modules:

##### **Knowledge Modules:**

List of Knowledge Modules for which Specifications are included

- 333901-000-00-00-KM01, Workplace Fundamentals, NQF level 4 Credits 15
- 333901-000-00-00-KM02, Basics of health, safety, and the environment, NQF Level 3, Credits 10
- 333901-000-00-00-KM03, Introduction to Information Communications technology NQF level 4, Credits 15
- 333901-000-00-00-KM04, Legislation and Regulatory Framework for Auctioneering, NQF Level 4, Credits10
- 333901-000-00-00-KM05, Ethical Business Principles, NQF Level 4 Credits 10
- 333901-000-00-00-KM06, Principles of Auctioneering, NQF Level 4. Credits 30

**Total number of credits for Knowledge Modules: 90**

##### **Practical Skill Modules:**

- 333901-000-00-00-PM-01, Secure mandate and compile different types of contracts for auctioneering, NQF level 4, Cr 5
- 333901-000-00-00-PM-02, Identify, classify, and lot auction stock, NQF level 4, Cr 5

- 333901-000-00-00-PM-03, Identify and apply safety, health and risk prevention for auctioneering, NQF level 4, Cr 5
- 333901-000-00-00-PM-04, Estimate current market value of auctioneering assets, NQF level 4, Cr 5
- 333901-000-00-00-PM-05, Conduct marketing for auction sale, NQF level 4, Cr 10
- 333901-000-00-00-PM-06, Conduct an auction, NQF level 4, Cr 14
- 333901-000-00-00-PM-07, Conduct after sale seller settlement report, NQF level 4, Cr 10

**Total number of credits for Practical Skill Modules: 54**

**Work Experience Modules:**

- 333901-000-00-00-WM-01, Processes for securing mandate and compiling different types of contracts for auctioneering, NQF level 4, Cr 6
- 333901-000-00-00-WM-02, Procedures for identification, classification, and lotting of auction stock, NQF level 4, Cr 5
- 333901-000-00-00-WM-03, Procedures for identifying and applying safety, health, and risk prevention for auctioneering, NQF level 4, Cr 5
- 333901-000-00-00-WM-04, Processes for estimating current market value of auctioneering assets, NQF level 4, Cr 5
- 333901-000-00-00-WM-05, Procedures for conducting marketing for auction sale, NQF level 4, Cr 5
- 333901-000-00-00-WM-06, Procedures for conducting an auction, NQF level 4, Cr 5
- 333901-000-00-00-WM-07, Procedures for conducting after sale (seller) settlement report, NQF level 4, Cr 5

**Total number of credits for Work Experience Modules: 36**

**2.2 Entry Requirements**

NQF Level 3

**3. Quality Partner: Assessment Information**

Name of body: Services Sector Education and Training Authority

Address of body: 15 Sherborne Rd, Parktown, Johannesburg, 2193

Contact person name: Tebello Mokoena

Contact person work telephone number: 011 276 9605

## SECTION 2: OCCUPATIONAL PROFILE

### 1. Occupational Purpose

Conducts transparent and fair sales of movable and immovable assets by accepting offers from buyers (the Public) and accepting the highest purchase price to realise the best sales value for the seller. Attributes for the auctioneer amongst others should include; communication skills, writing skills, research skills, financial skills and ICT

### 2. Occupational Tasks

- Secure a mandate to sell an asset (NQF L 4)
- Assess and determine the value of the asset for auctioning (NQF L 4)
- Conduct marketing to auction an asset (NQF L 4)
- Facilitate acceptance of bids and disposal of auction assets (NQF L 4)
- Administer and reconcile the sale of asset/s (NQF L 4)

### 3. Occupational Task Details

#### 3.1. Secure a mandate to sell an asset

##### **Unique Product or Service:**

Signed mandate for asset auction

##### **Occupational Responsibilities:**

- Secure mandate and compile different types of contracts for auctioneering

##### **Occupational Contexts:**

- Processes for securing mandate and compiling different types of contracts for auctioneering
- Procedures for identification, classification, and lotting of auction stock
- Procedures for identifying and applying safety, health, and risk prevention for auctioneering
- Processes for estimating current market value of auctioneering assets
- Procedures for conducting marketing for auction sale
- Procedures for conducting an auction
- Procedures for conducting after sale (seller) settlement report

### **3.2. Assess and determine the value of the asset for auctioning**

#### **Unique Product or Service:**

Asset/s valuation report

#### **Occupational Responsibilities**

- Identify, classify, and lot auction stock
- Identify and apply safety, health, and risk prevention for auctioneering
- Estimate current market value of auctioneering assets

#### **Occupational Contexts:**

- Procedures for identification, classification, and lotting of auction stock
- Procedures for identifying and applying safety, health, and risk prevention for auctioneering
- Processes for estimating current market value of auctioneering assets

### **3.3. Conduct marketing to auction an asset**

#### **Unique Product or Service:**

Market analysis report

#### **Occupational Responsibilities:**

- Conduct marketing for auction sale

#### **Occupational Contexts:**

- Procedures for conducting marketing for auction sale

### **3.4. Facilitate acceptance of bids and disposal of auction assets**

#### **Unique Product or Service:**

Auctioned asset transaction

#### **Occupational Responsibilities:**

- Conduct an auction

#### **Occupational Contexts:**

- Procedures for conducting an auction

### **3.5 Administer and reconcile the sale of asset/s**

#### **Unique Product or Service:**

Compliant auction sale

#### **Occupational Responsibilities:**

- Conduct after sale seller settlement report

#### **Occupational Contexts:**

- Procedures for conducting after sale (seller) settlement report

## **SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS**

### **SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS**

#### **List of Knowledge Modules for which Specifications are included**

- 333901-000-00-00-KM01, Workplace Fundamentals, NQF level 4 Cr 15
- 333901-000-00-00-KM02, Basics of health, safety, and the environment, NQF Level 3, Credits 10
- 333901-000-00-00-KM03, Introduction to Information Communications technology NQF level 4, Cr15
- 333901-000-00-00-KM04, Legislation and Regulatory Framework for Auctioneering, NQF Level 10
- 333901-000-00-00-KM05, Ethical Business Principles, NQF Level 4 Credits 10
- 333901-000-00-00-KM06, Principles of Auctioneering, NQF Level 4. Credits 30

## 1. 333901-000-00-00-KM01, Workplace Fundamentals, NQF level 4 Cr 15

### 1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the world of work. The knowledge acquired will enable the learner to demonstrate an understanding of various work-related requirements like employment contract, relationships, work ethics, work performance and basic communication at work.

The learning contact demonstrate time, which is the time that reflects the required duration of enrolment for this module, is at least 18.75 days.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Employment (20%)
- KM-01-KT02: Organisation of work (20%)
- KM-01-KT03: Employer-Employee relationships (15%)
- KM-01-KT04: Concepts related to the performance of work (15%)
- KM-01-KT05: Ethics at Work (5%)
- KM-01-KT06: Current trends influencing work (10%)
- KM-01-KT07: Fundamentals of Organisational Communication Skills (10%)
- KM-01-KT08: Basic Emotional Intelligence (5%)

### 1.2 Guidelines for Topics

#### 1.2.1. KM-01-KT01: Employment (20%)

##### ***Topic elements to be covered include:***

- KT0101 An employee's legal rights
- KT0102 Independent contractors (specialised)
- KT0103 Employer roles and responsibilities
- KT0104 Employee role and responsibilities
- KT0105 Role of organised labour in business, structures, and processes

##### ***Internal Assessment Criteria and Weight***

- IAC0101 Define and describe the concepts which underpin employment, employment related legislation and systems
- IAC0102 Discuss the impact of these concepts on an employer and employee

- IAC0103 Describe processes which govern employment, disputes, and other labour relations issues

**(Weight 20%)**

### **1.2.2. KM-01-KT02: Organisation of work (20%)**

**Topic elements to be covered include:**

- KT0201 What is work, including products and services, paid and unpaid
- KT0202 Work as sets of value-adding processes
- KT0203 Work as collaboration - the role of teams in work processes
- KT0204 How teams' function
- KT0205 Meeting protocols for a variety of meeting types, including formal meetings and informal "stand-up" meetings

**Internal Assessment Criteria and Weight**

- IAC0201 Define and describe the concepts which underpin work and working relationships
- IAC0202 Discuss the impact of the concepts on an employee and co-workers
- IAC0203 Describe work procedures in terms of teams, meeting protocols and value add

**(Weight 20%)**

### **1.2.3. KM-01-KT03: Employer-Employee relationships (15%)**

- KT0301 Topic elements to be covered include:
- KT0302 Employment contracts
- KT0303 Workplace procedures
- KT0304 Organisation values
- KT0305 Basic labour relations

**Internal Assessment Criteria and Weight**

- IAC0301 Define and describe the concepts which define employer and employee relationships
- IAC0302 Discuss the impact of these concepts on an employer and employee
- IAC0303 Describe process which govern employer-employee relationships

**(Weight 15%)**

### **1.2.4. KM-01-KT04: Concepts related to the performance of work (15%)**

**Topic elements to be covered include:**

- KT0401 Understanding rehearsal, concept development schedule etc

- KT0402 Production components
- KT0403 Stage Management (housekeeping)
- KT0404 Personal time management
- KT0405 Time management

***Internal Assessment Criteria and Weight***

- IAC0401 Define and describe the concepts related to the performance of work
- IAC0402 Discuss the impact of these concepts on the individual employee
- IAC0403 Describe processes which govern performance of work

***(Weight 15%)***

**1.2.5. KM-01-KT05: Ethics at work (5%)**

***Topic elements to be covered include:***

- KT0501 Definition and concepts
- KT0502 Industry standards for ethical behaviour
- KT0503 Unwritten but expected behaviours
- KT0504 Lapses in ethical behaviour, theft, abuse of company property, rules, time and sick leave
- KT0505 Conflicts of interest, including primary and secondary interests the impact on individuals and organisations and the link to corruption
- KT0506 The need for ethical behaviour and the impact on consequences of lapses in unethical behaviour

***Internal Assessment Criteria and Weight***

- IAC0501 Define and describe the concepts, issues, and examples of ethical and unethical conduct
- IAC0502 Discuss the impact of these factors on an employer and employee
- IAC0503 Describe the impact of lapses in ethical behaviour on the organisation and individuals in the organisations
- IAC0504 Describe the processes which employer organisations use to support ethical conduct in the workplace

***(Weight 5%)***

**1.2.6. KM-01-KT06: Current trends influencing work (10%)**

***Topic elements to be covered include:***

- KT0601 Employment equity
- KT0602 Broad-Based Black Economic Empowerment

- KT0603 Sustainability
- KT0604 Diversity
- KT0605 Work-life balance
- KT0606 Working smart
- KT0607 Online working

***Internal Assessment Criteria and Weight***

- IAC0601 Describe and explain the current trends affecting organisations and employees
- IAC0602 Discuss the impact of these factors on an employer and employee

***(Weight 10%)***

**1.2.7. KM-01-KT07: Fundamentals of Organisational Communication**

***Topic elements to be covered include:***

- KT0701 Listening skills,
- KT0702 Basic communication processes
- KT0703 Barriers to communication
- KT0704 Non-verbal communication
- KT0705 Gender and communication
- KT0706 Informal communication
- KT0707 Social media influences

***Internal Assessment Criteria and Weight***

- IAC0601 Explain the implications and theories of communication and listening to workplace environment
- IAC0602 Define the concept of barriers to effective communication and techniques used to overcome these barriers IAC0603 Identify and explain verbal and nonverbal communication
- IAC0604 Discuss the do and don'ts of social media in professional environment

***(Weight 15%)***

**1.2.8 KM-01 KT08 Basic Emotional Intelligence (EI) (5%)**

- KT0801 Concepts and definitions
- KT0802 Self awareness
- Interpersonal skills
- KT0803 Self-management
- KT0804 Relationships with others
- KT0805 Empathy

- KT0806 Resilience and motivation

### ***Internal Assessment Criteria and Weight***

- IAC0801 Discuss the theoretical foundation of emotional intelligence and implications for interpersonal skills within a business environment
- IAC0802 Explain how organisational environment impact on interpersonal relationships

***(Weight 5%)***

### **1.3 Provider Programme Accreditation Criteria**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

### **1.4 Exemptions**

- None

## **2. 333901-000-00-00-KM02, Basics of health, safety, and the environment, NQF Level 3, Credits 10**

### **2.1 Purpose of the Knowledge Modules**

The focus of the learning in this knowledge module is to build an understanding of the basic principles relating to health, safety, and the environment, in the dance/choreographer environment.

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 12.5 days.

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Safety (40%)
- KM-02-KT02: Health (30%)
- KM-02-KT03: Workplace environments (30%)

### **2.2 Guidelines for Topics**

#### **2.2.1. KM-02-KT01: Safety (40%)**

##### ***Topic elements to be covered include:***

- KT0101 Legislation and regulations related to safety
- KT0102 Personal health
- KT0103 Types and uses of Personal protective equipment
- KT0104 Interaction between man and machine, machine, and machine in proximity, including proximity safety devices
- KT0105 Safety protocols at auctions
- KT0106 Emergency preparedness (Fires and heat), response and evacuation procedures
- KT0107 Fatigue
- KT0108 Concepts and principles of hazard identification and risk assessment
- KT0109 Natural hazards i.e., sight specific / outdoor performances

##### ***Internal Assessment Criteria and Weight***

- IAC0101 Describe the relevant legal requirements
- IAC0102 Describe emergency and rescue procedures and processes
- IAC0103 Discuss start of rehearsal/performance procedures
- IAC0104 Discuss standard evacuation procedures

**(Weight 40%)**

### **2.2.2. KM-02-KT02: Health (30%)**

**Topic elements to be covered include:**

- KT0201 Personal health and wellbeing (HIV/ Aids, Substance abuse, including impact on work)
- KT0202 Managing pandemic at work (Covid-19)
- KT0203 Principles of employee wellness programmes
- KT0204 Principles of employee assistance programmes
- KT0205 Ergonomic principles

**Internal Assessment Criteria and Weight**

- IAC0201 Describe the principles underpinning health programmes
- IAC0202 Describe the principles underpinning employee assistance-programmes
- IAC0203 Describe the impact of substance abuse

**(Weight 30%)**

### **2.2.3. KM-02-KT03: Workplace environments (30%)**

**Topic elements to be covered include:**

- KT0301 Basics of Hazard identification and risk assessment
- KT0302 Basic ventilation principles
- KT0303 Dust, including health hazards and risks
- KT0304 Water
- KT0305 Spillages
- KT0306 Moving machinery
- KT0307 Electrical lead on stage
- KT0308 Inspection of the stage entrance and exits
- KT0309 Life stock movement and health conditions

**Internal Assessment Criteria and Weight**

- IAC0301 Describe the various environmental elements, hazards, risk assessment and explain methods of elimination and mitigation
- IAC0302 Discuss procedures for movement of equipment within working environment

**(Weight 30%)**

## **2.3. Provider Programme Accreditation Criteria**

**Physical Requirements:**

**Physical Requirements:**

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**2.4 Exemptions**

- None

### 3. 333901-000-00-00-KM03, Introduction to Information Communications technology NQF level 4, Cr 15

#### 3.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the information technology. The knowledge acquired will enable the learner to demonstrate an understanding of using basic personal computers, types of information technology and to operate word and spreadsheets.

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6, 25 days.

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: Basic introduction to personal computers (20%)
- KM-03-KT02: Fundamentals of information technology interface instrument (30%)
- KM-03-KT03: Advanced Application of computer applications (40%)
- KM-03-KT04: Social-media (10%)

#### 3.2 Guidelines for Topics

##### 3.2.1. KM-03-KT01: Basic introduction to personal computers (20%)

**Topic elements to be covered include:**

- KT0101 Functions of main components of Personal Computer
- KT0102 Uses of Personal Computer

**Internal Assessment Criteria and Weight**

- IAC0101 Discuss how the Personal Computer work
- IAC0102 Explain the uses of different components of the Personal Computer
- IAC0103 Identify and discuss computer system that controls automated processes

**(Weight 20%)**

##### 3.2.2. KM-03-KT02: Fundamentals of information technology interface instrument (30%)

**Topic elements to be covered include:**

- KT0201 Laptop
- KT0202 Tablets
- KT0203 Cell phone

- KT0204 Integration of devices
- KT0205 Advanced forms of storage

***Internal Assessment Criteria and Weight***

- IAC0201 Explain the differences between different technology interface instruments
- IAC0202 Describe the main uses of each instrument
- IAC0203 Explain the similarities between the different instruments

***(Weight 30%)***

**3.2.3. KM-03-KT03: Main Computer Application (50%)**

***Topic elements to be covered include:***

- KT0301 Open and save a file in word processor and spreadsheet (new storage devices)
- KT0302 Graphical User Interface (GUI)-based Word Processing Application
- KT0303 Graphical User Interface (GUI)-based Presentation Application
- KT0304 GUI-based Spreadsheet Application
- KT0305 GUI-based Electronic Mail Application
- KT0306 Web Browser Application

***Internal Assessment Criteria and Weight***

- IAC0301 Explain and describe the uses Word Processing Application
- IAC0302 Explain and describe the uses of Presentation Application
- IAC0303 Explain and describe the uses of Spreadsheet Application
- IAC0304 Explain and describe the uses of Electronic Mail Application
- IAC0305 Explain and describe the uses of Web Browser Application

***(Weight 50%)***

**3.2.3. KM-03-KT04: Social-media (10%)**

***Topic elements to be covered include:***

- KT0401 Types of social media
- KT0402 Implications of social media for business
- KT0403 Ethics for social media

***Internal Assessment Criteria and Weight***

- IAC0401 Explain why private social media communication by employees has implications for company reputation risks
- IAC0402 Discuss the do and don'ts of social media for employees

**3.3 Provider Programme Accreditation Criteria**

***Physical Requirements:***

***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**3.4 Exemptions**

- None

**4. 333901-000-00-00-KM-04: Legislative and Regulatory Framework, NQF Level 4, Credits 10**

**4.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge subject is to equip qualifying learners with knowledge and understanding of the basic concepts of applying legislative and regulatory framework within the property and real estate environment.

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 12.5 days

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Fundamentals of the macro environment impacting on the property and real estate sector (25%)
- KM-01-KT02: Principles of relevant legislation and contract law (30%)
- KM-01-KT03: Specific contracts relevant to transactions (30%)
- KM-01-KT04: Regulations impacting upon the industry (15%)

**4.2 Guidelines for Topics**

**4.2.1 KM-04-KT01: Fundamentals of the macro environment impacting on the property and real estate sector (25%)**

***Topic elements to be covered include:***

- KT0101 Demographic environment
- KT0102 Socio-economic environment
- KT0103 Political environment
- KT0104 Technological environment
- KT0105 Competitive environment

***Internal Assessment Criteria***

- IAC0101 Explain the concept of cultural diversity with examples in relation to property and real estate developments and trends.
- IAC0102 Identify the demographic trends of the country versus own area of operation.
- IAC0103 Identify and explain the trends, developments and statistical information that affect property and real estate market.
- IAC0104 Discuss sources of economic related information that can be used to determine economic climate affecting property and real estate environment.

- IAC0105 Describe the concepts of supply and demand and the buyer versus seller markets.
- IAC0106 Explain the property and real estate economics in relation to interest rates and inflation.
- IAC0107 Discuss the concepts of scarcity and choice.
- IAC0108 Describe the socio-economic factors that impact the property and real estate environment.
- IAC0109 Discuss the political environment and how it affects the success of the property and real estate function.
- IAC0110 Explain the technological environment and its related trends.
- IAC0111 Describe the competitive environment and how it affects the property and real estate context.

**(Weight: 25%)**

#### **4.2.2 KM-04-KT02: Principles of relevant legislation and contract law (30%)**

***Topic elements to be covered include:***

- KT0201 Film and Publication Act (online publication)
- KT0202 Property Practitioners Act 22 of 2019
- KT0203 The Financial Intelligence Centre Act, 38 of 2001
- KT0204 Protection of Personal Information Act, 4 of 2013
- KT0205 Sectional Titles Act, 95 of 1986
- KT0206 Sectional Title Schemes Management Act, 8 of 2011
- KT0207 The National Credit Act, 35 of 2005
- KT0208 The Consumer Protection Act, 68 of 2008
- KT0209 Financial Sector Regulation Act, 9 of 2017
- KT0210 Matrimonial Property Act, 88 of 1984
- KT0211 Alienation of Land Act, 68 of 1991
- KT0212 Deeds Registry Act, 47 of 1937
- KT0213 Income Tax Act 58 of 1962
- KT0214 Administration of Deceased Estates Act 66 of 1965
- KT0215 Companies Act 71 of 2008
- KT0216 Rental Housing Act 50 of 1999 as amended
- KT0217 The Municipal Property Rates Act, No 6 of 2004 and its related Regulations
- KT0218 The Share Blocks Control Act, No 59 of 1980
- KT0219 The Housing Development Scheme for Retired Persons Act, No 65 of 1988
- KT0220 Property Timesharing Control Act, No 75 of 1983

- KT0221 Spatial Planning Land Use Management Act, No 16 of 2013
- KT0222 National Environmental Management Act, No 107 of 1998
- KT0223 Transfer Duty Act No, 40 of 1949

***Internal Assessment Criteria***

- IAC0201 Describe the various legislation and regulations that affect the property and real estate function.
- IAC0202 Explain the Estate Agency Affairs Act and its relevance to the property and real estate industry.
- IAC0203 Define the main provisions of the Estate Agency Affairs Act and their functions
- IAC0204 Describe the duties and obligations imposed on property and real estate agents/practitioners by the Act.
- IAC0205 Outline all rules and regulations relating to trust monies and fidelity fund certificates
- IAC0206 Discuss the regulations pertaining to land use controls.
- IAC0207 Describe the legal implications to property ownership.
- IAC0208 Outline the shared-listing systems available and their functions.
- IAC0209 Explain referral networks and the opportunities they can create.
- IAC0210 Discuss the Deeds Office and its functions.
- IAC0211 Discuss the key elements of contracts.
- IAC0212 Describe the contracts of sale, lease, and management specific to property and real estate transactions.
- IAC0213 Explain the impact of electronic communication and transactions on property and real estate transactions.

***(Weight: 30%)***

**4.2.3 KM-04-KT03: Specific contracts relevant to transactions (30%)**

***Topic elements to be covered include:***

- KT0301 Contracts and principles of Contract Law
- KT0302 Contracts relevant to property and real estate transactions
- KT0303 Legislation for Immovable property transactions
- KT0304 Contracts of Sale, Lease and Management
- KT0305 Electronic Communication and Transactions Act, 25 of 2000

***Internal Assessment Criteria***

- IAC0301 Define a contract and its legal requirements (This includes but is not limited to immovable property).

- IAC0302 Explain contract law concepts.
- IAC0303 Describe the circumstances under which contracts can be terminated.
- IAC0304 Discuss the following concepts:
  - a. Breach of contract
  - b. Damages
  - c. Specific performance
- IAC0305 Define and explain contracts relevant to property and real estate transactions.
- IAC0306 Explain the essential and material terms of the following contracts for immovable property:
  - a. agency and mandate
  - b. purchase and sales
  - c. letting and renting
  - d. management
- IAC0307 Outline legislation and regulations for immovable property transactions.
- IAC0308 Explain the legislative and regulatory provisions affecting rights in immovable property.
- IAC0309 Discuss the legislative and regulatory provisions affecting the competencies of natural persons dealing with immovable property.
- IAC0310 Describe the legislative provisions relating to immovable property titles and their registration.
- IAC0311 Discuss the legislative provisions affecting the competencies of legal entities dealing with immovable property.
- IAC0312 Discuss the key elements of contracts.
- IAC0313 Describe the contracts of sale, lease, and management specific to property and real estate transactions.
- IAC0314 Explain the impact of electronic communication and transactions on property and real estate transactions.

**(Weight: 30%)**

#### **4.2.4 KM-04-KT04: Application of Financial Regulations impacting upon the industry (15%)**

***Topic elements to be covered include:***

- KT0401 Money laundering legislation
- KT0402 Requirements for accountable institutions
- KT0403 Record keeping

- KT0404 Consequences of non-compliance

***Internal Assessment Criteria***

- IAC0401 Explain the purpose of the various money laundering legislation.
- IAC0402 Discuss the concepts of money laundering and unlawful activities.
- IAC0403 Describe the purpose of the The Financial Intelligence Centre Act (FICA), 38 of 2001 and how it contributes to the prevention of money laundering.
- IAC0404 Identify the statutory bodies who support the money laundering legislation.
- IAC0405 Outline the concept of an accountable institution with reference to their duties under the The Financial Intelligence Centre Act, 38 of 2001.
- IAC0406 Explain the role and functions of the FICA Compliance Officer.
- IAC0407 Identify the categories of clients and documents required in the money laundering legislation.
- IAC0408 Explain the concepts of identification and verification with reference to a business relationship or one that requires indication.
- IAC0409 Discuss the circumstances or products exempt from the The Financial Intelligence Centre Act, 38 of 2001.
- IAC0410 List the records required by the money laundering legislation along with the timeframes for storage.
- IAC0411 Describe the requirements of accessibility of information.
- IAC0412 Explain the process to be followed when reporting different types of transactions.
- IAC0413 Discuss the possible indicators that could infer a transaction is suspicious.
- IAC0414 Describe the penalties for non-compliance with reference to:
- IAC0415 Outline the risk management and compliance programme (RMCP) of an organization to ensure compliance with the The Financial Intelligence Centre Act, 38 of 2001.
- IAC0416 Discuss the possible defenses of accountable institutions in the event of prosecution against personal liability for not reporting suspicious transactions available to:
  - a. Employees
  - b. Employers
- IAC0419 Explain the impact of non-compliance on the economy with reference to foreign investment.
- IAC0420 Describe the consequences of whistle blowing for an individual in respect of appropriate legislation.

***(Weight: 15%)***

### **4.3 Provider Accreditation Requirements for the Subject**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws
- QCTO requirements

### **4.4 Exemptions**

- None

## 5. 333901-000-00-00-KM-05: Ethical Business Principles, NQF Level 4, Credits 10

### 5.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge subject is to equip qualifying learners with knowledge and understanding of the ethical principles and codes of ethics relevant to the property and real estate environment to his/her own context.

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 12.5 days

The learning will enable learners to demonstrate an understanding of:

- KM-05-KT01: Elements of developing a Code of Ethics (10%)
- KM-05-KT02: Concepts of a Code of Conduct (15%)
- KM-05-KT03: Implications of a Code of Conduct within the industry (15%)
- KM-05-KT04: Ethical best practices (20%)
- KM-05-KT05: Application of the Code of Conduct (40%)

### 5.2 Guidelines for Topics

#### 5.2.1 KM-05-KT01: Elements of developing a Code of Conduct (10%)

***Topic elements to be covered include:***

- KT0101 Various Codes of Ethics
- KT0102 Ethical and Moral Responsibility
- KT0103 The role of ethics
- KT0104 Ethical Self -evaluation

***Internal Assessment Criteria***

- IAC0101 Identify the key elements of at least three different types of Codes of Ethics.
- IAC0102 Explain the rationale for ethical codes within professions with reference to internal and external relations and moral responsibility.
- IAC0103 Describe the role ethics play in the formation of a Code of Ethics.
- IAC0104 Outline the key influences in the formation of a Code of Ethics.
- IAC0105 Discuss own perspectives of ethical actions against a specified professional code.

***(Weight:10 %)***

### **5.2.2 KM-05-KT02: Concepts of a Code of Conduct (15%)**

#### ***Topic elements to be covered include:***

- KT0201 Context of property and real estate profession relating to the Code of Conduct
- KT0202 Principles of the Code of Conduct
- KT0203 Contents of the Code of Conduct

#### ***Internal Assessment Criteria***

- IAC0201 Explain the role the Estate Agency Affairs Act or relevant legislation has in governing the Code of Conduct.
- IAC0202 Compare at least two Codes of Conduct and check for similarities.
- IAC0203 Establish the main principles of Code of Conduct.

***(Weight:15 %)***

### **5.2.3 KM-05-KT03: Implications of a Code of Conduct within the industry (15%)**

#### ***Topic elements to be covered include:***

- KT0301 The importance of the Code of Conduct
- KT0302 Consequences of non-compliance
- KT0303 Costs of non-compliance

#### ***Internal Assessment Criteria***

- IAC0301 Discuss the importance of the Code of Conduct.
- IAC0302 Discuss the consequences and implications of non-compliance with the Code of Conduct.
- IAC0303 Outline the implications of the Code of Conduct for a property or real estate IAC0304 profession.
- IAC0305 Describe the implications of the Code of Conduct for other parties within the industry.
- IAC0306 Explain the consequences of non-compliance and the benefits of compliance to an individual.

***(Weight:15 %)***

### **5.2.4 KM-05-KT04: Ethical Best Practices (20%)**

#### ***Topic elements to be covered include:***

- KT0401 Principles of ethics
- KT0402 Ethical dilemmas and conflicts
- KT0403 The importance of ethics

### ***Internal Assessment Criteria***

- IAC0401 Discuss the concept of ethics in relation to other rules of conduct.
- IAC0402 Compare ethical best practices against other industries.
- IAC0403 Explain typical core ethical values and standards applicable within the property and real estate industry.
- IAC0404 Discuss the importance of ethical values and standards within the property and real estate sector.

***(Weight:20 %)***

### **5.2.5 KM-05-KT05: Application of the Code of Conduct within a work context (40%)**

#### ***Topic elements to be covered include:***

- KT0501 Code of Conduct
- KT0502 Self- evaluation of conduct
- KT0503 Methods of integration

### ***Internal Assessment Criteria***

- IAC0501 Describe the Code of Conduct in relation to workplace duties.
- IAC0502 Identify individual conduct evaluated against the Code of Conduct.
- IAC0503 Discuss methods of integrating the Code of Conduct and ethical requirements within the work context and alignment to mission and values.
- IAC0504 Identify and align duties to principles of work ethic.

***(Weight:40 %)***

### **5.3 Provider Accreditation Requirements for the Subject**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

## **5.4 Exemptions**

None

## 6. 333901-000-00-00-KM06, Principles of Auctioneering, NQF Level 4. Credits 30

### 6.1 Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding principle of auctioneering. The knowledge acquired will enable the learner to demonstrate an understanding of marketing movable and immovable property, auction contract and mandate, definition of auction assets, record administration, operations of the auction day and standard rules of auction

*The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 37.5 days.*

The learning will enable learners to demonstrate an understanding of:

- KM-06-KT01: Fundamental of Movable and Immovable Property Marketing (20%)
- KM-06-KT02: Auctioneering contract and mandate relating to movable and immovable property (20%)
- KM-06-KT03: Defining Auctioneering Asset (20%)
- KM-06-KT04: Records administration and security (10%)
- KM-06-KT05: Auction Day Operations (20%)
- KM-06-KT06: Standard rules of Auction (10%)

### 6.2 Guidelines for Topics

#### 6.2.1 KM-06-KT01: Fundamental of Movable and Immovable Property Marketing (20%)

***Topic elements to be covered include:***

- KT0101 Prescribed public notification
- KT0102 Prescribed advert
- KT0103 Market segmentation
- KT0104 Branding and Marketing

***Internal Assessment Criteria and Weight***

- IAC0101 Describe the auction public notice and advert
- IAC0102 Discuss the market segmentation and its usefulness
- IAC0103 Discuss branding and marketing for auction stock

***(Weight 20%)***

### **6.2.2 KM-06-KT02: Auctioneering contract and mandate relating to movable and immovable property (20%)**

#### ***Topic elements to be covered include:***

- KT0201 Exclusive sole mandates pertaining to an auction sale or by private treaty
- KT0202 Requirements for auctioneers' agreement of sale for movables
- KT0203 Requirements for auctioneers' agreement of sale for full title immovable property
- KT0204 Requirements for auctioneers' agreement of sale for sectional title property
- KT0205 Requirements for auctioneers' agreement of sale for agricultural property

#### ***Internal Assessment Criteria and Weight***

- IAC0201 Describe the basic requirements to ensure a legally binding and enforceable exclusive sole mandate for auctioneers in terms of on-site auctions vs online auctions
- IAC0202 Compare the legal requirements for a contract pertaining to the sale of movables as opposed to a full title immovable property
- IAC0203 Define Sectional Title property in comparison to Full Title property and name the additional requirements for a Sectional Title Deed of Sale
- IAC0204 List the legal requirements for the sale of an Agricultural Property contract and refer to each particular Act
- IAC0205 Explain the specific requirements in terms of the selling price in respect of immovable property sold by on-site auction, on-line auction, and private treaty

***(Weight 20%)***

### **6.2.3 KM-06-KT03: Defining Auctioneering Asset (20%)**

#### ***Topic elements to be covered include:***

- KT0301 Immovable assets
- KT0302 Immovable assets
- KT0303 Livestock and game
- KT0304 Vehicles
- KT0305 Specialised assets
- KT0306 Transferring and registration of assets

#### ***Internal Assessment Criteria and Weight***

- IAC0301 Compare and discuss the how each of the assets above are transferred
- IAC0302 Discuss the challenges arising from handling and management of each category of assets

***(Weight 20%)***

#### **6.2.4 KM-06-KT04: Records administration and security (10%)**

***Topic elements to be covered include:***

- KT0401 FICA records and security
- KT0402 POPI information management
- KT0403 Database management
- KT0404 Information security
- KT0405 Threats to information security
- KT0406 Information management and backup

***Internal Assessment Criteria and Weight***

- IAC0401 Discuss the process of recording information for FICA purposes
- IAC0402 Discuss management of information for compliance with POPI
- IAC0403 Explain different ways to secure information from different forms of threats
- IAC0404 Discuss the implications of non-compliance with legislation controlling management of personal information.

***(Weight 10%)***

#### **6.2.5 KM-06-KT05: Auction Day Operations Charles (20%)**

***Topic elements to be covered include:***

- KT0501 Systems inspection
- KT0502 Assessment of all stock in the catalogue
- KT0503 Record administration
- KT0504 Calling and recording bids
- KT0505 Voice and voice training

***Internal Assessment Criteria and Weight***

- IAC0501 Discuss the general systems used at an auction
- IAC0502 Discuss ways of protecting and training the voice
- IAC0503 Discuss the importance of record administration before and after the auction

***(Weight 20%)***

#### **6.2.6 KM-06-KT06: Standard rules of Auction (10%)**

***Topic elements to be covered include:***

- KT0601 Concepts and definitions
- KT0602 Auction public notice
- KT0603 Owner bidding
- KT0604 Bidder's record
- KT0605 Trust Account for Consumer protection

- KT0606 Auction prices
- KT0607 Duty of care
- KT0608 Prohibited behaviour
- KT0609 Auction records (do and don'ts)
- KT0610 Bidding
- KT0611 Ownership
- KT0612 Mock Auction
- KT0613 Internet or Electronic auction
- KT0614 Motor vehicles
- KT0615 General Rules Livestock, game and closed auction
- KT0616 Disqualification to conduct an auction

***Internal Assessment Criteria and Weight***

- IAC0601 Discuss concepts and terms used in auctioneering language
- IAC0602 Describe and discuss each of the rule above including the behaviours promoted or discouraged

***(Weight 10%)***

**6.3 Provider Accreditation Requirements for the Subject**

***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**6.4 Exemptions**

None

## **SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS**

### **List of Practical Skill Module Specifications**

- 333901-000-00, PM01, Secure mandate and compile different types of contracts for auctioneering, NQF level 4, Cr 5
- 333901-000-00, PM02, Identify, classify, and lot auction stock, NQF level 4, Cr 5
- 333901-000-00, PM03, Identify and apply safety, health and risk prevention for auctioneering, NQF level 4, Cr 5
- 333901-000-00, PM04, Estimate current market value of auctioneering assets, NQF level 4, Cr 5
- 333901-000-00, PM05, Conduct marketing for auction sale, NQF level 4, Cr 10
- 333901-000-00, PM06, Conduct an auction, NQF level 4, Cr 14
- 333901-000-00, PM07, Conduct after sale seller settlement report, NQF level 4, Cr 10

## 1. 333901-000-00-PM-01, Secure mandate and compile different types of contracts for auctioneering, NQF Level 4, Credits 5

### 1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to secure mandate and compile different types of contracts for auctioneering within a controlled environment. Learners will also be practicing skills related to canvassing and sourcing auction stock, securing exclusive sole mandate and negotiating terms of the auctioneering as well as handling and securing specialised assets

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- PM-01-PS01 Canvass and source auction stock (30%)
- PM-01-PS02 Secure exclusive sole mandate and negotiate terms of the auctioneering (50%)
- PM01-PS03 Handle and secure specialised assets (20%)

### 1.2 Guidelines for Practical Skill

#### 1.2.1 PM-01-PS01: Canvass and source auction stock (30%)

##### ***Scope of Practical Skill***

Given assignment, access to internet, case studies, role-play, standard templates, standard contracts and various types of auction stock, the learner must be able to:

- PA0101 Prospecting for stock
- PA0102 Qualify the potential clients
- PA0103 Validate ownership of stock

##### ***Applied Knowledge***

- AK0101 Role of Mandate
- AK0102 Minimum requirements for mandate
- AK0103 Auction rules
- AK0104 Branding techniques
- AK0105 Marketing skills
- AK0106 Communication skills
- AK0107 Basic prospecting techniques

- AK0108 Client qualification criteria
- AK0109 Guidelines to validate ownership

***Internal Assessment Criteria***

- IAC0101 Appropriate prospecting techniques are implemented in compliance to industry professional standards
- IAC0102 The correct client qualification criteria are applied to standard industry practice
- IAC0103 Guidelines to validate ownership are applied and complied with

**(Weight 30%)**

**1.2.2 PM-01-PS02: Secure exclusive sole mandate and negotiate terms of the auctioneering (50%)**

***Scope of Practical Skill***

Given assignment, access to internet, case studies, role-play, standard templates, standard contracts. Various types of auction stock, the learner must be able to:

- PA0201 Ensure signing of mandatory property condition reports
- PA0202 Ensure signing of mandatory reports for other movable assets
- PA0203 Complete prescribed legal documentation
- PA0204 Complete a written sale mandate signed by the seller
- PA0205 Negotiate and confirm reserve price
- PA0206 Confirm insurance coverage for auction stock for the duration of contract
- PA0207 Confirm and attach conditions of sale to the contract
- PA0208 Confirm contract payment terms

***Applied Knowledge***

- AK0201 Role of Mandate
- AK0202 Minimum requirements for mandate
- AK0203 Auction rules
- AK0204 Branding techniques
- AK0205 Marketing skills
- AK0206 Communication skills
- AK0207 Basic prospecting techniques
- AK0208 Client qualification criteria
- AK0209 Guidelines to validate ownership

***Internal Assessment Criteria***

- IAC0201 Confirmation of signing of the written contract is compliant with the law

- IAC0202 Negotiation of reserved price enable the auctioneer to establish terms of sale for auction assets
- IAC0203 Confirmation of insurance coverage complies to industry practices
- IAC0204 Confirmation of payment terms establishes portions that need to be paid to all parties in compliance with the contract and the legal requirements

**(Weight 50%)**

### **1.2.3 PM-01-PS03: Handle and secure general and/or specialised assets (20%)**

#### ***Scope of Practical Skill***

Given assignment, access to internet, case studies, role-play, standard templates, standard contracts. Various types of auction stock, the learner must be able to:

- PA0301 Identify all fragile, jewelry and vintage and specialized items from the auction stock
- PA0302 Protected these items from theft and damage
- PA0303 Keep these items separate from the rest

#### ***Applied Knowledge***

- AK0301 Security of storage
- AK0302 Basic valuation skills
- AK0303 Knowledge of vintage products
- AK0304 product handling skills
- AK0305 Auction rules

#### ***Internal Assessment Criteria***

- IAC0301 The process for identification of stock aims to select vulnerable products for special care
- IAC0302 Protection of the items forms part of the security agreement in the mandate

### **1.3 Provider Accreditation Requirements for the Module**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board

- Facilitator/learner ratio 1 to 24.

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**1.4 Exemptions**

- None

## 2. 333901-000-00-PM-02, Identify, classify and lot auction stock, NQF Level 4, Credits 5

### 2.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to identify, classify and lot auction stock within a controlled environment. Learners will also be practicing skills related to profiling customers for auction and identifying and classifying auction items into functional sets

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- PM-02-PS01 Profile customers for auction (50%)
- PM-02-PS02 Identify and classify auction items into functional sets (50%)

### 2.2 Guidelines for Practical Skill

#### 2.2.1 PM-02-PS01: Profile customers for auction (50%)

##### ***Scope of Practical Skill***

Given case studies, assignment or roleplay, standard lotting requirements, lists of auction stock, catalogue. Templates, the learner must be able to;

- PA0101 Assess the nature of the auction stock
- PA0102 Determine market segment for the stock
- PA0103 Create a target list for potential customers

##### ***Applied Knowledge***

- AK0101 Sales Techniques
- AK0102 Profiling skills
- AK0103 On-line skills
- AK0104 Internet skills
- AK0105 Customer service skills
- AK0106 Marketing techniques

##### ***Internal Assessment Criteria***

- IAC0101 The nature of the auction stock is assessed to determine suitable market for the items
- IAC0102 The market segment identified and matched to the stock is influenced by history of auction performance with different markets segments

(Weight 50%)

### **2.2.2 PM-02-PS02: Identify and classify auction items into functional set (50%)**

#### **Scope of Practical Skill**

Given case studies, assignment or roleplay, standard lotting requirements, lists of auction sock, catalogue, templates, the learner must be able to;

- PA0201 Identify and group functional set into lots
- PA0202 Number the items and lots
- PA0203 Take picture and record the lots
- PA0204 Build a catalogue of itemized lots
- PA0205 Interpret estimates per lot

#### **Applied Knowledge**

- AK0201 Identification of functional sets enable auction items serving same and similar purpose to be sold together
- AK0202 Numbering and pictures of the lots enable accurate recording and meaningful catalogue
- AK0203 Lots estimation correspond with the established reservation price for all lotted items

### **2.3 Provider Accreditation Requirements for the Module**

#### **Physical Requirements:**

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### **Human Resource Requirements:**

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### **Legal Requirements:**

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

### **2.4 Exemptions**

- None

### 3. 333901-000-00-PM-03, Identify and apply safety, health and risk prevention for auctioneering NQF Level 4, Credits 5

#### 3.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to identify, classify and lot auction stock within a controlled environment. Learners will also be practicing skills related to profiling customers for auction and identifying and classifying auction items into functional sets

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- PM-03-PS01 Identify all forms of hazards and risk for auctioneering (30%)
- PM-03-PS02 Secure all auction stock for the duration of the contract (30%)
- PM-03-PS04 Mitigate all safety and risks ahead of the auction (40%)

#### 3.2 Guidelines for Practical Skill

##### 3.2.1 PM-03-PS01: Identify all forms of hazards and risk for auctioneering (30%)

###### Scope of Practical Skill

Given assignment, case studies, various forms for hazards and risks, templates, procedures for hazard identification, security plan and protocols, the learner must be able to:

- PA0101 Inspect the auction facility ahead of the auction day
- PA0102 Identify and remove all movable hazards
- PA0103 Mark and demarcate all areas to control movement

###### **Applied Knowledge**

- AK0101 Expert services relevant for auctioning
- AK0102 Hazard Identification and risk assessment application
- AK0103 Area demarcation procedures

###### **Internal Assessment Criteria**

- IAC0101 All forms of movable hazards are identified and removed for the duration of the contract The removed hazards are recorded to monitor any threats to the auction stock

- IAC0102 Immovable obstacles are marked to ensure safety of movement for the stock and visitors

**(Weight 30%)**

### **3.2.2 PM-03-PS02: Secure all auction stock for the duration of the contract (30%)**

#### **Scope of Practical Skill**

Given assignment, case studies, various forms for hazards and risks, templates, procedures for hazard identification, security plan and protocols, the learner must be able to:

- PA0201 Keep all stock in a secure and clean area
- PA0202 Maintain a catalogue of all auction stock
- PA0203 Move stock in a secure transport between storage and auction facility
- PA0204 Maintain accurate record of auction stock

#### **Applied Knowledge**

- AK0201 Insurance rules and requirements
- AK0202 Inventory control skills
- AK0203 Contract management skills
- AK0204 Hazards identification and risk assessment

#### **Internal Assessment Criteria**

- IAC0201 Stock is secured to comply to the terms of the mandate contract
- IAC0202 Movement of stock between places is consistent with insurance cover and the mandate
- IAC0203 Inventory control of the stock seeks to ensure that the stock for auction complies with the notice and advert

**(Weight 30%)**

### **3.2.3 PM-03-PS03: Mitigate all safety and risks for the duration of the contract (40%)**

#### **Scope of Practical Skill**

Given assignment, case studies, various forms for hazards and risks, templates, procedures for hazard identification, security plan and protocols, the learner must be able to:

- PA0301 Plan and implement visitor inductions
- PA0302 Ensure declarations are completed by all visitors and clients
- PA0303 Prepare and apply rules of entry and participation
- PA0304 Prepare mitigation plan for the duration of the contract
- PA0305 Prepare security plan for the duration of the contract
- PA0306 Assess and update on the security and mitigation plans
- PA0307 Monitor application of the mitigation and security plans

### ***Applied Knowledge***

- AK0301 Insurance rules and requirements
- AK0302 Inventory control skills
- AK0303 Contract management skills
- AK0304 Hazards identification and risk assessment
- AK0305 Induction procedures

### ***Internal Assessment Criteria***

- IAC0301 Visitor induction is planned and conducted not to interrupt the auction but protect both visitors and property
- IAC0302 Special rules are prepared and posted where visitors will see them
- IAC0303 Mitigation and security plans prepared are monitored and updated based on evolving risks and threats

***(Weight 40%)***

### **3.3 Provider Accreditation Requirements for the Module**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws
- labour laws

### **3.4 Exemptions**

- None

#### 4. 333901-000-00-PM-04, Estimate current market value of auctioneering assets NQF Level 4, Credits 5

##### 4.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to estimate current market value of auctioneering assets within a controlled environment. Learners will also be practicing skills related to profiling customers for auction and identifying and classifying auction items into functional sets

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- PM-04-PS01 Collect data of all comparable sales for a period and area (40%)
- PM-04-PS02 Compare and analyse the data (40%)
- PM-04-PS03 Document an estimate current market price for the asset/s (20%)

##### 4.2 Guidelines for Practical Skill

###### 4.2.1 PM-04-PS01: Collect data of all comparable sales for a period and area (40%)

Given the assignment, case study, additional reference material, standard templates, sources of data, reporting templates, the learner must be able to:

- PA0101 Decide on general criteria of comparable sold assets
- PA0102 Collect sales data from the specified area
- PA0103 Establish the selling dates of comparable assets in the area
- PA0104 Ascertain the bona fide status of recent sales in the area
- PA0105 Select the most comparable sales asset type

###### ***Applied Knowledge***

- AK0101 Understand attributes of the subject asset in terms of utility
- AK0102 Source sales data for the specified area
- AK0103 Apply the test of an arm's length transaction
- AK0104 Insight Financial market attitudes

###### ***Internal Assessment Criteria***

- IAC0101 The concept of utility attributes is explained in respect of an immovable property

- IAC0102 The utility-generating attributes of the subject that are used as guidelines to select appropriate sold properties as comparable are named
- IAC0103 The term bona fide is explained in the context of real estate sales
- The estimation of a market value approach is explained by utilising market data

**(Weight 40%)**

#### **4.2.2 PM-04-PS02: Compare and analyse the data (40%)**

##### ***Scope of Practical Skill***

Given the assignment, case study, additional reference material, standard templates, sources of data, reporting templates, the learner must be able to:

- PA0201 Analyse comparable sales in terms of identification and general information
- PA0202 Compare data in terms of utility-generating attributes
- PA0203 Ensure that location is comparable in terms of convenience and exposure
- PA0204 Tabulate a list of comparable sales
- PA0205 Establish any changes in market conditions, if any, since the listed sales took place
- PA0206 List the advantages and limitations of the method of comparing and analysing comparable selling prices

##### ***Applied Knowledge***

- AK0201 Understand the concept of estimation of market value
- AK0202 Interpretation of collected data and analysis thereof
- AK0203 Application and analyses of the physical nature and condition of land and improvements
- AK0204 Names of the situations where estimates of market value can be utilized by clients
- AK0205 Knowledge of national and local market conditions

##### ***Internal Assessment Criteria***

- IAC0201 The concept 'market value is defined
- IAC0202 The utilization of a comparable market analysis (CMA) is explained for suitability for estimating current market value
- IAC0203 Any difference between market value and market price are explained for differences and similarities
- IAC0204 National and local market conditions are described in terms of their effect to market value

**(Weight 40%)**

#### **4.2.3 PM-04-PS03: Document an estimate current market price for the asset/s (20%)**

##### ***Scope of Practical Skill***

Given the assignment, case study, additional reference material, standard templates, sources of data, reporting templates, the learner must be able to:

- PA0301 Document the three (3) different approaches to estimation of market value, including the method comparable market analysis
- PA0302 Document the conditions of the asset
- PA0303 Create a template document with all the appropriate sections in tabular form required for comparable sales
- PA0304 Utilize your list of comparable sales to complete the template
- PA0305 Prepare a summary document where the current market value is established to present to your clients

##### ***Applied Knowledge***

- AK0301 Understand the underlying use of the method of comparable selling prices, the income method and the cost method to establish market value
- AK0302 Application of the CMA principles and market related knowledge
- AK0303 Document the relevant data based on the principle of substitution
- AK0304 Knowledge pertaining to the summary and conclusion of the current market value estimation
- AK0305 Methods of comparable market analysis

##### ***Internal Assessment Criteria***

- IAC0301 The 3 different approaches to evaluation methods area described for circumstantial suitability and appropriate application
- IAC0302 The presentation of the applicable data and outcome of a CMA complies to standard best practice in the industry

***(Weight 20%)***

#### **4.3 Provider Accreditation Requirements for the Module**

##### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**4.4 Exemptions**

- None

## 5. 333901-000-00-PM-05, Conduct marketing for auction sale, NQF Level 4, Credits 10

### 5.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to conduct marketing for auction sale within a controlled environment. Learners will also be practicing skills related to profiling customers for auction and identifying and classifying auction items into functional sets

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 12, 5 days.

The learner will be required to:

- PM-05-PS01 Develop, implement, and monitor promotional strategies (30%)
- PM-05-PS02 Market and auction assets (70%)

### 5.2 Guidelines for Practical Skill

#### 5.2.1 PM-05-PS01: Develop, implement, and monitor promotional strategies (30%)

##### ***Scope of Practical Skill***

Given case study, assignment, access to internet, templates, guidelines on the use of standard rules, data sets, market segments and descriptions, the learner must be able to:

- PA0101 Assess mandate requirements for the auction
- PA0102 Develop compliant auction notice and adverts
- PA0103 Develop marketing material for the auction
- PA0104 Develop a marketing plan

##### ***Applied Knowledge***

- AK0101 Rules of auction
- AK0102 Branding and marketing skills
- AK0103 Contract management

##### ***Internal Assessment Criteria***

- IAC0101 Mandate is assessed to determine the item stock for suitable market segment
- IAC0102 Auction notification and advert must comply to the standard rules of auctioneering as legislated
- IAC0103 Marketing material and plan must maximize impact in the selected market

**(Weight 30%)**

### **5.2.2 PM-05-PS02: Market and auction assets (70%)**

#### ***Scope of Practical Skill***

Given case study, assignment, access to internet, templates, guidelines on the use of standard rules, data sets, market segments and descriptions, the learner must be able to:

- PA0201 Identify market segments for the auction stock
- PA0202 Roll out marketing plan
- PA0203 Assess impact of the marketing plan
- PA0204 Update and implement the plan

#### ***Applied Knowledge***

- AK0201 Rules of auction
- AK0202 Branding and marketing skills
- AK0203 Contract management
- AK0206 Marketing skills

#### ***Internal Assessment Criteria***

- IAC0201 Market segment is identified to match its product interest to the auction stock
- IAC0202 Marketing plan is rolled out to target the segment that has proven historical interest on the auction stock
- IAC0203 The marketing plan is updated for maximum effectiveness

**(Weight 70%)**

### **5.3 Provider Accreditation Requirements for the Module**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

## 5.4 Exemptions

- None

- 

## 6. 333901-000-00-00-PM-06, Conduct an auction NQF Level 4, Credits 15

### 6.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to conduct marketing for auction sale within a controlled environment. Learners will also be practicing skills related to profiling customers for auction and identifying and classifying auction items into functional sets

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 18, 75 days.

The learner will be required to:

- PM-06-PS01 Inspect and confirm that systems and processes are functioning (20%)
- PM-06-PS02 Confirm registration of clients (online) (20%)
- PM-06-PS03 Conduct final inspection per the catalogue (20%)
- PM-06-PS04 Call (including proxy bid) and record bids at an auction (30%)
- PM-06-PS05 Monitor and control the auctioning of specialized assets (10%)

### 6.2 Guidelines for Practical Skill

#### 6.2.1 PM-06-PS01: Inspect and confirm that systems and processes are functioning (20%)

##### ***Scope of Practical Skill***

Given assignment, roleplay, auction stock, compliant participants, systems and procedures, catalogue, lotted stock, the learner must be able to:

- PA0101 Identify all systems and process requirements for the auction
- PA0102 Test and confirm optimum functioning
- PA0103 Record all observations

##### ***Applied Knowledge***

- AK0101 Time management
- AK0102 Standard rules of auction
- AK0103 Networking skills
- AK0104 Inspection procedures

- AK0105 Interpersonal skills
- AK0106 Legislation
- AK0107 Health and safety procedures

***Internal Assessment Criteria***

- IAC0101 The system and process requirements are identified and checked for functionality before the auction starts
- IAC0102 The recording of defective systems and equipment is undertaken to ensure proactive maintenance

***(Weight 20%)***

**6.2.2 PM-06-PS02: Confirm registration of clients (online) (20%)**

***Scope of Practical Skill***

Given assignment, roleplay, auction stock, compliant participants, systems and procedures, catalogue, lotted stock, the learner must be able to:

- PA0201 Check the list of all clients registered
- PA0202 Check legal compliance with all legal requirements
- PA0203 Validate correct registration of clients (auction specific)

***Applied Knowledge***

- AK0201 Record management
- AK0202 POPI application
- AK0203 FICA application
- AK0204 Record management skills
- AK0205 Information security application

***Internal Assessment Criteria***

- IAC0201 Checking of registered clients is intended to ensure compliance with FICA and POPI
- IAC0202 Each auction participants must be registered in accordance with FICA requirements
- IAC0203 Validation of clients is undertaken to remove potential clients using auction numbers in two separate auctions (fraudulently)

***(Weight 20%)***

**6.2.3 PM-06-PS03: Conduct final inspection per the catalogue (20%)**

***Scope of Practical Skill***

Given assignment, role-play, auction stock, compliant participants, systems and procedures, catalogue, lotted stock, the learner must be able to:

- PA0301 Inspect the lots against the catalogue
- PA0302 Confirm all assets as per the mandate
- PA0303 Match lot description to the catalogue
- PA0304 Record inspection results

***Applied Knowledge***

- AK0301 Inspection procedures
- AK0302 FICA application
- AK0303 POPI application
- AK0304 Legislation
- AK0305 Contract management
- AK0306 Sales techniques

***Internal Assessment Criteria***

- IAC0301 All lots are inspected to conform that all items correspond with the catalogue
- IAC0302 Records are maintained to comply with contractual mandate  
(Weight 20%)

**6.2.4 PM-06-PS04: Call (including proxy bid) and record bids at an auction (30%)**

***Scope of Practical Skill***

Given assignment, role-play, auction stock, compliant participants, systems and procedures, catalogue, lotted stock, the learner must be able to:

- PA0401 Invite clients to start of auction on specified time
- PA0402 Call out auction for individual slots
- PA0403 Invite bids for each item to final settlement price
- PA0404 Record the final bid for each lot

***Applied Knowledge***

- AK0401 Selling techniques
- AK0402 Voice training techniques
- AK0403 Communication skills
- AK0404 Recording skills
- AK0405 Standard rules of auction
- AK0406 Networking and liaison skills

***Internal Assessment Criteria***

- IAC0401 Bids call out is undertaken when all participants are ready and able to partake in the auction
- IAC0402 Bids are called out to compete to enable the best price for able and willing buyer

- IAC0403 Settlement price below reservation price is noted and participant notified of pending settlement after discussions with seller
- IAC0404 All final settlement is recorded listing both the bid number and the settlement price

**(Weight 30%)**

### **6.2.5 PM-06-PS05: Monitor and control the auctioning of specialised assets (10%)**

#### ***Scope of Practical Skill***

Given assignment, roleplay, auction stock, compliant participants, systems and procedures, catalogue, lotted stock, the learner must be able to:

- PA0501 Identify all specialized auction assets
- PA0502 Keep special assets in a safe and secure place
- PA0503 Handle all items with care
- PA0504 Ensure application of relevant laws to special assets

#### ***Applied Knowledge***

- AK0501 Specialised assets
- AK0502 Security protocols
- AK0503 Auctioneering rules
- AK0504 Legislation

#### ***Internal Assessment Criteria***

- IAC0501 Handling and placement of items is undertaken to ensure accessibility for viewing and secure protection
- IAC0502 Legal requirements for all specialized items are applied to ensure compliance

### **6.3 Provider Accreditation Requirements for the Module**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

#### **6.4 Exemptions**

- None
7. **333901-000-00-PM-07, Conduct after sale seller settlement report. NQF Level 4, Credits 10**

## 7.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to conduct after sale seller settlement report within a controlled environment. Learners will also be practicing skills related to negotiating settlement price with the seller and reconcile sales transaction to contractual mandate

The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 12.5 days.

The learner will be required to:

- PM-07-PS01 Negotiate settlement price with the seller (60%)
- PM-07-PS02 Reconcile sales transaction to contractual mandate (40%)

## 7.2 Guidelines for Practical Skill

### 7.2.1 PM-07-PS01: Negotiate settlement price with the seller (60%)

#### ***Scope of Practical Skill***

Given case study, roleplay, additional reading material, reservation price, settlement price, standard rules of auction, case law, templates, the learner must be able to:

- PA0101 Assess all goods for which no conclusive sale was made
- PA0102 Present current offer to seller for acceptance/ consideration
- PA0103 Confirm seller decision with buyer

#### ***Applied Knowledge***

- AK0101 Negotiation skills
- AK0102 Communication skills
- AK0103 Interpersonal skills
- AK0104 Liaison and networking skills
- AK0105 Sales skills
- AK0106 Emotional Intelligence

#### ***Internal Assessment Criteria***

- IAC0101 All goods for which no offer or low settlement was offered are presented to the seller to reconsider reservation price
- IAC0102 Presentation of current offer is done to give the seller of the market attitude to the auction stock
- IAC0103 Confirmation of the seller's decision is undertaken to close transaction on the offer price

**(Weight 60%)**

### **7.2.2 PM-07-PS02: Reconcile sales transaction to contractual mandate (40%)**

#### ***Scope of Practical Skill***

Given case study, roleplay, additional reading material, reservation price, settlement price, standard rules of auction, case law, templates, the learner must be able to:

- PA0201 Confirm sales to mandate
- PA0202 Draw a seller's report
- PA0203 Confirm auction sales report

#### ***Applied Knowledge***

- AK0201 Basic accounting
- AK0202 Auction Legislation
- AK0203 POPI
- AK0204 FICA
- AK0205 Negotiation skills
- AK0206 Communication skills

#### ***Internal Assessment Criteria***

- IAC0201 The auction sale is reviewed against the mandate to ensure compliance to contractual obligations
- IAC0202 Detailed seller report is drawn to explain sales outcome payments based on contractual and legal requirements
- IAC0203 Auction sales report is confirmed to comply with the law.

**(Weight 40)**

### **7.3 Provider Accreditation Requirements for the Module**

#### ***Physical Requirements:***

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

#### ***Human Resource Requirements:***

- Facilitator with minimum relevant NQF Level 5 Auctioneering qualification, 3 years Auctioneering industry experience.
- Facilitator must be Accredited with the Estate Agency Affairs Board
- Facilitator/learner ratio 1 to 24.

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**7.4 Exemptions**

- None

## **SECTION 3B: WORK EXPERIENCE MODULE SPECIFICATIONS**

### **List of Practical Skill Module Specifications**

- 333901-000-00-00-WM-01, Processes for securing mandate and compiling different types of contracts for auctioneering, NQF level 4, Cr 6
- 333901-000-00-00-WM-02, Procedures for identification, classification, and lotting of auction stock, NQF level 4, Cr 5
- 333901-000-00-00-WM-03, Procedures for identifying and applying safety, health and risk prevention for auctioneering, NQF level 4, Cr 5
- 333901-000-00-00-WM-04, Processes for estimating current market value of auctioneering assets, NQF level 4, Cr 5
- 333901-000-00-00-WM-05, Procedures for conducting marketing for auction sale, NQF level 4, Cr 5
- 333901-000-00-00-WM-06, Procedures for conducting an auction, NQF level 4, Cr 5
- 333901-000-00-00-WM-07, Procedures for conducting after sale (seller) settlement report, NQF level 4, Cr 5

## 1. 333901-000-00-00-WM-01, Processes for securing mandate and compiling different types of contracts for auctioneering, NQF level 4, Cr 6

### 1.1 Purpose of the Practical Skill Modules

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through processes for securing mandate and compiling different types of contracts for auctioneering. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one and half weeks

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 7,5 days.

The learner will be required to:

- WM-01-WE01 Canvass and source auction stock
- WM-01-WE02 Secure exclusive sole mandate and negotiate terms of the auctioneering
- WM-01-WE03 Handle and secure specialized assets

### 1.2 Guidelines for Practical Skill

#### 1.2.1 WM-01-WE01: Canvass and source auction stock

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Prospecting for stock
- WA0102 Qualify the potential clients
- WA0103 Validate ownership of stock

##### **Supporting Evidence**

- SE0101 A report co-signed by both the auctioneer and the learner confirming the contractual negotiation between a learner and the seller
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **1.2.2 WM-01-WE02: Secure exclusive sole mandate and negotiate terms of the auctioneering**

#### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Ensure signing of mandatory property condition reports
- WA0202 Ensure signing of mandatory reports for other movable assets
- WA0203 Complete prescribed legal documentation
- WA0204 Negotiate and confirm reserve price
- WA0205 Confirm insurance coverage for auction stock for the duration of contract
- WA0206 Confirm and attach conditions of sale to the contract
- WA0207 Confirm contract payment terms

#### **Supporting Evidence**

- SE0201 A report co-signed by both the auctioneer and the learner confirming the negotiations for sole mandate with the seller
- SE0202 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **1.2.3 WM-01-WE03: Handle and secure specialised assets**

#### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0301 Identify all fragile, jewelry and vintage and specialized items from the auction stock
- WA0302 Protected these items from theft and damage
- WA0303 Keep these items separate from the rest

#### **Supporting Evidence**

- SE0301 A report co-signed by both the auctioneer and the learner confirming the learner handled specialised assets safely
- SE0302 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **1.3 Contextualized Workplace Knowledge**

- Company prospecting policy
- Company quality assurance procedures
- Company client relationship management policy
- Company compliance policies

#### **1.4 Criteria for Workplace Approval**

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

#### ***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

#### **1.5 Assignments to be Assessed Externally**

- None

## **2. 333901-000-00-00-WM-02, Procedures for identification, classification, and lotting of auction stock, NQF level 4, Cr 5**

### **2.1 Purpose of the Practical Skill Modules**

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through procedures for identification, classification, and lotting of auction stock. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one and half weeks

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- WM-02-WE01 Profile customers for auction
- WM-02-WE02 Identify and classify auction items into functional set

### **2.2 Guidelines for Practical Skill**

#### **2.2.1 WM-02-WE01: Profile customers for auction**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Assess the nature of the auction stock
- WA0102 Determine market segment for the stock
- WA0103 Create a target list for potential customers

##### ***Supporting Evidence***

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner completed customer profiling
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

#### **2.2.2 WM-02-WE02: Identify and classify auction items into functional sets**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Identify and group functional set into lots
- WA0202 Number the items and lots

- WA0203 Take picture and record the lots
- WA0204 Build a catalogue of itemized lots
- WA0205 Interpret estimates per lot

### **Supporting Evidence**

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner completed identification and classification of items into functional sets
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **2.3 Contextualized Workplace Knowledge**

- Company policy and practice on lotting
- Company quality assurance procedures
- Company customer profiling policy
- Application of legislation
- Company compliance policy

### **2.4 Criteria for Workplace Approval**

#### ***Physical Requirements:***

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

#### ***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

#### ***Human Resource Requirements:***

- Trainers should be in possession of a relevant Auctioneer qualification with at least 3 years post qualification experience working within an auctioneering environment
- Workshop supervisor ratio 1 to 10

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

## **2.5 Assignments to be Assessed Externally**

- None

**3. 333901-000-00-00-WM-03, Procedures for identifying and applying safety, health, and risk prevention for auctioneering, NQF level 4, Cr 5**

**3.1 Purpose of the Practical Skill Modules**

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through procedures for identifying and applying safety, health, and risk prevention for auctioneering. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one week

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- WM-03-WE01 Identify all forms of hazards and risk for auctioneering
- WM-03-WE02 Secure all auction stock for the duration of the contract
- WM-03-WE03 Mitigate all safety and risks ahead of the auction

**3.2 Guidelines for Practical Skill**

**3.2.1 WM-03-WE01: Identify all forms of hazards' and risk for auctioneering**

***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Inspect the auction facility ahead of the auction day
- WA0102 Identify and remove all movable hazards
- WA0103 Mark and demarcate all areas to control movement

***Supporting Evidence***

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner completed identification of all forms of hazards and risks for auctioneering
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

**3.2.2 WM-03-WE02: Secure all auction stock for the duration of the contract**

***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Keep all stock in a secure and clean area

- WA0202 Maintain a catalogue of all auction stock
- WA0203 Move stock in a secure transport between storage and auction facility
- WA0204 Maintain accurate record of auction stock

#### **Supporting Evidence**

- SE0201 A report co-signed by both the auctioneer and the learner confirming that the learner ensured that the auction stock is secured
- SE0202 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **3.2.3 WM-03-WE03: Mitigate all safety and risks for the duration of the contract**

#### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0301 Identify all possible risks for the auction stock
- WA0302 Plan and implement visitor inductions
- WA0303 Ensure declarations are completed by all visitors and clients
- WA0304 Prepare and apply rules of entry and participation
- WA0305 Prepare mitigation plan for the duration of the contract
- WA0306 Prepare security plan for the duration of the contract
- WA0307 Assess and update on the security and mitigation plans
- WA0308 Monitor application of the mitigation and security plans

#### **Supporting Evidence**

- SE0301 A report co-signed by both the auctioneer and the learner confirming that the learner mitigated security and risk associated with auction stock
- SE0302 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **3.3 Contextualized Workplace Knowledge**

- Company risk management policy
- Company security policy
- Company contract management policy

### **3.4 Criteria for Workplace Approval**

#### ***Physical Requirements:***

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks

- Work experience logbook according to the curriculum
- Daily worksheet

***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**3.5 Assignments to be Assessed Externally**

- None

#### **4. 333901-000-00-00-WM-04, Processes for estimating current market value of auctioneering assets, NQF level 4, Cr 5**

##### **4.1 Purpose of the Work Experience Module**

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through processes for estimating current market value of auctioneering assets. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one week

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- WM-04-WE01 Collect data of all comparable sales for a period and area
- WM-04-WE02 Compare and analyse the data
- WM-04-WE03 Document an estimate current market price for the asset/s

##### **4.2 Guidelines for Work Experiences**

###### **4.2.1 WM-04-WE01: Collect data of all comparable sales for a period and area**

###### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Decide on general criteria of comparable sold assets
- WA0102 Collect sales data from the specified area
- WA0103 Establish the selling dates of comparable assets in the area
- WA0104 Ascertain the bona fide status of recent sales in the area
- WA0105 Select the most comparable sales asset type

###### ***Supporting evidence***

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner estimated current market value of auctioneering assets
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

#### **4.2.2 WM-04-WE02: Compare and analyse the data**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Analyze comparable sales in terms of identification and general information
- WA0202 Compare data in terms of utility-generating attributes
- WA0203 Ensure that location is comparable in terms of convenience and exposure
- WA0204 Tabulate a list of comparable sales
- WA0205 Establish any changes in market conditions, if any, since the listed sales took place
- WA0206 List the advantages and limitations of the method of comparing and analyzing comparable selling prices

##### ***Supporting Evidence***

- SE0201 A report co-signed by both the auctioneer and the learner confirming that the learner comparing and analysing data
- SE0202 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

#### **4.2.3 WM-04-WE03: Document an estimate current market price for the asset/s**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0301 Document the 3 different approaches to estimation of market value, including the method comparable market analysis
- WA0302 Document the conditions of the asset
- WA0303 Create a template document with all the appropriate sections in tabular form required for comparable sales
- WA0304 Utilize your list of comparable sales to complete the template

##### ***Supporting evidence***

- SE0301 A report co-signed by both the auctioneer and the learner confirming that the learner documented an estimate of the current market price for auction assets
- SE0302 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

#### **4.3 Contextualised Workplace Knowledge**

- Company valuation policy
- Company compliance policy

- Company customer relationship management policy
- Company research policy

#### **4.4 Criteria for Workplace Approval**

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

#### ***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

#### **4.5 Assignments to be Assessed Externally**

- None

**5. 333901-000-00-00-WM-05, Procedures for conducting marketing for auction sale, NQF level 4, Cr 5**

**5.1 Purpose of the Work Experience Module**

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through procedures for conducting marketing for auction sale. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one week

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- WM-05-WE01 Develop, implement, and monitor promotional strategies
- WM-05-WE02 Market and auction assets

**5.2 Guidelines for Work Experiences**

**5.2.1 WM-05-WE01: Develop, implement, and monitor promotional strategies**

***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Assess mandate requirements for the auction
- WA0102 Develop compliant auction notice and adverts
- WA0103 Develop marketing material for the auction
- WA0104 Develop a marketing plan

***Supporting evidence***

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner completed developing, implementing, and monitoring promotional strategies
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

**5.2.2 WM-05-WE02: Market and auction assets**

***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Identify market segments for the auction stock
- WA0202 Roll out marketing plan
- WA0203 Assess impact of the marketing plan
- WA0204 Update and implement the plan

### ***Supporting Evidence***

- SE0201 A report co-signed by both the auctioneer and the learner confirming that the learner completed marketing auction assets
- SE0202 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **5.3 Contextualised Workplace Knowledge**

- Company marketing policy
- Company stakeholder relationship management policy
- Company research policy
- Compliance policy

### **5.4 Criteria for Workplace Approval**

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

### ***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

### **5.5 Assignments to be Assessed Externally**

- None

## 6. 333901-000-00-00-WM-06, Procedures for conducting an auction, NQF level 4, Cr 5

### 6.1 Purpose of the Work Experience Module

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through procedures for conducting an auction. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one week

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- WM-06-WE01 Inspect and confirm that systems and processes are functioning
- WM-06-WE02 Confirm registration of clients
- WM-06-WE03 Conduct final inspection per the catalogue
- WM-06-WE04 Call (including proxy bid) and record bids at an auction
- WM-06-WE05 Monitor and control the auctioning of specialised assets

### 6.2 Guidelines for Work Experiences

#### 6.2.1 WM-06-WE01: Inspect and confirm that systems and processes are functioning

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Identify all systems and process requirements for the auction
- WA0102 Test and confirm optimum functionality
- WA0103 Record all observations

##### ***Supporting evidence***

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner inspected and confirmed that systems and processes are functioning
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

## **6.2.2 WM-06-WE02 Confirm registration of clients**

### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Check the list of all clients registered
- WA0202 Check legal compliance with all legal requirements
- WA0203 Validate correct registration of clients (auction specific)

### ***Supporting Evidence***

- SE0201 A report co-signed by both the auctioneer and the learner confirming that the learner confirmed registration of clients
- SE0202 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

## **6.2.3 WM-06-WE03: Conduct final inspection per the catalogue**

### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0301 Inspect the lots against the catalogue
- WA0302 Confirm all assets as per the mandate
- WA0303 Match lot description to the catalogue
- WA0304 Record inspection results

### ***Supporting Evidence***

- SE0301 A report co-signed by both the auctioneer and the learner confirming that the learner conducted final inspection per the catalogue
- SE0302 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

## **6.2.6 WM-06-WE04: Call (including proxy bid) and record bids at an auction**

### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0401 Invite clients to start of auction on specified time
- WA0402 Call out auction for individual lots
- WA0403 Invite bids for each item to final settlement price
- WA0404 Record the final bid for each lot

### ***Supporting Evidence***

- SE0401 A report co-signed by both the auctioneer and the learner confirming that the learner called (including proxy bid) and recorded bids at an auction
- SE0402 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **6.2.5 WM-06-WE05: Monitor and control the auctioning of specialised assets**

#### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0501 Identify all specialized auction assets
- WA0502 Keep special assets in a safe and secure place
- WA0503 Handle all items with care
- WA0504 Ensure application of relevant laws to special assets

#### ***Supporting Evidence***

- SE0501 A report co-signed by both the auctioneer and the learner confirming that the learner monitored and controlled the auctioning of specialised assets
- SE0502 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

### **6.3 Contextualised Workplace Knowledge**

- Company Auction policy
- Company sales policy
- Company contract management policy
- Company legal compliance policy

### **6.4 Criteria for Workplace Approval**

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

#### ***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

#### ***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

#### **6.5 Assignments to be Assessed Externally**

- None

## **7. 333901-000-00-00-WM-07, Procedures for conducting after sale (seller) settlement report, NQF level 4, Cr 5**

### **7.1 Purpose of the Practical Skill Modules**

The focus of the work experience is on providing the learner an opportunity to gain real work exposure through procedures for conducting an auction. The learner will be required to work under the guidance of experienced auctioneer observing and successfully complete each work experience under supervision at least 3 times within a period of one week

The learning contact time, which is the time that reflects the required duration of enrolment for this module, is at least 6,25 days.

The learner will be required to:

- WM-07-PS01 Negotiate settlement price with the seller
- WM-07-PS02 Reconcile sales transaction to contractual mandate

### **7.2 Guidelines for Work Experiences**

#### **7.2.1 WM-07-WE01: Negotiate settlement price with the seller**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Assess all goods for which no conclusive sale was made
- WA0102 Present current offer to seller for acceptance
- WA0103 Confirm seller decision with buyer

##### ***Supporting evidence***

- SE0101 A report co-signed by both the auctioneer and the learner confirming that the learner negotiated settlement price with the seller
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

#### **7.2.2 WM-07-WE02: Reconcile sales transaction to contractual mandate**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Confirm sales to mandate

- WA0202 Draw a seller's report
- WA0203 Confirm auction sales report

***Supporting evidence***

- SE0201 A report co-signed by both the auctioneer and the learner confirming that the learner reconciled sales transaction to contractual mandate
- SE0102 Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution

**7.3 Contextualised Workplace Knowledge**

- Company contract management policy
- Company Customer relationship management policy
- Company Communication policy
- Company sales policy

**7.4 Criteria for Workplace Approval**

- Access to estate agency environment in order for learner to have exposure assisting with estate agency mentorship and support processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

***Human Resource Requirements:***

- Trainers should be in possession of a relevant Estate Agency Principal qualification with at least 3 years post qualification experience working within an estate agency environment
- Workshop supervisor ratio 1 to 5

***Legal Requirements:***

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and relevant labour laws

**7.4 Exemptions**

- None

#### SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	333901-000-00-00
Curriculum Title:	National Occupational Certificate: Auctioneer

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

1. **333901-000-00-00-00, WM01, Processes for securing mandate and compile different types of contracts for auctioneering, NQF level 4, Cr6**

<b>WM-01-WE01</b>	<b>Canvass and source auction stock</b>		
	Scope Work Experience	Date	Signature
WA0101	Prospecting for stock		
WA0102	Qualify the potential clients		
WA0103	Validate ownership of stock		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming the contractual negotiation between a learner and the seller		
SE0102	Workplace attendances register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-01-WE02</b>	<b>Secure exclusive sole mandate and negotiate terms of the auctioneering</b>		
	Scope Work Experience	Date	Signature
WA0201	Prospecting for stock		
WA0202	Qualify the potential clients		
WA0203	Complete prescribed legal documentation		
WA0204	Negotiate and confirm reserve price		
WA0205	Confirm insurance coverage for auction stock for the duration of contract		
WA0206	Confirm and attach conditions of sale to the contract		

WA0207	Confirm contract payment terms		
	Supporting Evidence	Date	Signature
SE0201	A report co-signed by both the auctioneer and the learner confirming the negotiations for sole mandate with the seller		
SE0202	Workplace attendances register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-01-WE03</b>	<b>Handle and secure general and/or specialised assets</b>		
	Scope Work Experience	Date	Signature
WA0301	Identify all fragile, jewellery and vintage and specialized items from the auction stock		
WA0302	Protected these items from theft and damage		
WA0303	Keep these items separate from the rest		
	Supporting Evidence	Date	Signature
SE0301	A report co-signed by both the auctioneer and the learner confirming the learner handled specialised assets safely		
SE0302	Workplace attendances register or acknowledgement form that the learner attended workplace experiential learning at the institution		

	Contextualised Knowledge	Workplace	Date	Signature
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•	Company prospecting policy		
•	Company quality assurance procedures		
•	Company client relationship management policy		
•	Company compliance policies		

	Additional Assignments to be Assessed Externally	Date	Signature
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**2. Procedures for identification, classification, and lotting of auction stock, NQF level 4, Cr 5**

<b>WM-02-WE01</b>	<b>Profile customers for auction</b>		
	Scope Work Experience	Date	Signature
WA0101	Assess the nature of the auction stock		
WA0102	Determine market segment for the stock		
WA0103	Create a target list for potential customers		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming that the learner completed customer profiling		
SE0102	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-02-WE02</b>	<b>Identify and classify auction items into functional set</b>		

	Scope Work Experience	Date	Signature
WA0201	Identify and group functional set into lots		
WA0202	Number the items and lots		
WA0203	Take picture and record the lots		
WA0204	Build a catalogue of itemized lots		
WA0205	Interpret estimates per lot		
	Supporting Evidence	Date	Signature
SE0201	A report co-signed by both the auctioneer and the learner confirming that the learner completed identification and classification of items into functional sets		
SE0202	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		

	Contextualised Workplace Knowledge	Date	Signature
•	Company policy and practice on lotting		
•	Company quality assurance procedures		
•	Company customer profiling policy		
•	Application of legislation		
•	Company compliance policy		

	Additional Assignments to be Assessed Externally	Date	Signature



3. **333901-000-00-00-00, WM03, Procedures for identifying and applying safety, health, and risk prevention for auctioneering, NQF level 4, Cr 5**

<b>WM-03-WE01</b>	<b>Identify all forms of hazards' and risk for auctioneering</b>		
	Scope Work Experience	Date	Signature
WA0101	Inspect the auction facility ahead of the auction day		
WA0102	Identify and remove all movable hazards'		
WA0103	Mark and demarcate all areas to control movement		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming that the learner completed identification of all forms of hazards and risks for auctioneering		
SE0102	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-03-WE02</b>	<b>Secure all auction stock for the duration of the contract</b>		
	Scope Work Experience	Date	Signature
WA0201	Keep all stock in a secure and clean area		
WA0202	Maintain a catalogue of all auction stock		
WA0203	Move stock in a secure transport between storage and auction facility		
WA0204	Maintain accurate record of auction stock		

	Supporting Evidence	Date	Signature
SE0201	A report co-signed by both the auctioneer and the learner confirming that the learner ensured that the auction stock is sec		
SE0202	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-03-WE03</b>	<b>Mitigate all safety and risks for the duration of the contract</b>		
	Scope Work Experience	Date	Signature
WA0301	Identify all possible risks for the auction stock		
WA0302	Plan and implement visitor inductions		
WA0303	Ensure declarations are completed by all visitors and clients		
WA0304	Prepare and apply rules of entry and participation		
WA0305	Prepare mitigation plan for the duration of the contract		
WA0306	Prepare security plan for the duration of the contract		
WA0307	Assess and update on the security and mitigation plans		
WA0308	Monitor application of the mitigation and security plans		
	Supporting Evidence	Date	Signature

SE0301	A report co-signed by both the auctioneer and the learner confirming that the learner mitigated security and risk associated with auction stock		
SE0302	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		

	Contextualised Workplace Knowledge	Date	Signature
•	Company risk management policy		
•	Company security policy		
•	Company contract management policy		

	Additional Assignments to be Assessed Externally	Date	Signature

4. **333901-000-00-00-00, WM04, Estimate current market value of auctioneering assets NQF Level xx, Credits x**

<b>WM-04-WE01</b>	<b>Collect data of all comparable sales for a period and area</b>		
	Scope Work Experience	Date	Signature
WA0101	Decide on general criteria of comparable sold assets		
WA0102	Collect sales data from the specified area		
WA0103	Establish the selling dates of comparable assets in the area		
WA0104	Ascertain the bona fide status of recent sales in the area		
WA0105	Select the most comparable sales asset type		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming that the learner estimated current market value of auctioneering assets		
SE0102	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-04-WE02</b>	<b>Compare and analyse the data</b>		
	Scope Work Experience	Date	Signature
WA0201	Analyze comparable sales in terms of identification and general information		

WA0202	Compare data in terms of utility-generating attributes		
WA0203	Ensure that location is comparable in terms of convenience and exposure		
WA0204	Tabulate a list of comparable sales		
WA0205	Establish any changes in market conditions, if any, since the listed sales took place		
WA0206	List the advantages and limitations of the method of comparing and analyzing comparable selling prices		
	Supporting Evidence	Date	Signature
SE0201	A report co-signed by both the auctioneer and the learner confirming that the learner comparing and analysing data		
SE0202	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-04-WE03</b>	<b>Document an estimate current market price for the asset/s</b>		
	Scope Work Experience	Date	Signature
WA0301	Document the 3 different approaches to estimation of market value, including the method comparable market analysis		
WA0302	Document the conditions of the asset		
WA0303	Create a template document with all the appropriate sections in tabular form required for comparable sales		
WA0304	Utilize your list of comparable sales to complete the template		

	Supporting Evidence	Date	Signature
SE0301	A report co-signed by both the auctioneer and the learner confirming that the learner documented an estimate of the current market price for auction assets		
SE0302	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		

	Contextualised Workplace Knowledge	Date	Signature
•	Company valuation policy		
•	Company compliance policy		
•	Company customer relationship management policy		
•	Company research policy		

	Additional Assignments to be Assessed Externally	Date	Signature

5. 333901-000-00-00, WM05, Procedures for conducting marketing for auction sale, NQF level 4, Cr 5

<b>WM-05-WE01</b>	<b>Develop, implement, and monitor promotional strategies</b>		
	Scope Work Experience	Date	Signature
WA0101	Assess mandate requirements for the auction		
WA0102	Develop compliant auction notice and adverts		
WA0103	Develop marketing material for the auction		
WA0104	Develop a marketing plan		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming that the learner completed developing, implementing, and monitoring promotional strategies		
SE0102	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-05-WE02</b>	<b>Market and auction assets</b>		
	Scope Work Experience	Date	Signature
WA0201	Identify market segments for the auction stock		
WA0202	Roll out marketing plan		
WA0203	Assess impact of the marketing plan		
WA0204	Update and implement the plan		

	Supporting Evidence	Date	Signature
SE0201	A report co-signed by both the auctioneer and the learner confirming that the learner completed marketing auction assets		
SE0202	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		

	Contextualised Workplace Knowledge	Date	Signature
•	Company marketing policy		
•	Company stakeholder relationship management policy		
•	Company research policy		
•	Compliance policy		

	Additional Assignments to be Assessed Externally	Date	Signature

6. **515103-000-00-00-WM-06, Procedures for conducting an auction, NQF level 4, Cr  
5**

<b>WM-06-WE01</b>	<b>Inspect and confirm that systems and processes are functioning</b>		
	Scope Work Experience	Date	Signature
WA0101	Identify all systems and process requirements for the auction		
WA0102	Test and confirm optimum functionality		
WA0103	Record all observations		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming that the learner inspected and confirmed that systems and processes are functioning		
SE0102	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-06-WE02</b>	<b>Confirm registration of clients</b>		
	Scope Work Experience	Date	Signature
WA0201	Check the list of all clients registered		
WA0202	Check legal compliance with all legal requirements		
WA0203	Validate correct registration of clients (auction specific)		
	Supporting Evidence	Date	Signature

SE0201	A report co-signed by both the auctioneer and the learner confirming that the learner confirmed registration of clients		
SE0202	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-06-WE03</b>	<b>Conduct final inspection per the catalogue</b>		
	Scope Work Experience	Date	Signature
WA0301	Inspect the lots against the catalogue		
WA0302	Confirm all assets as per the mandate		
WA0303	Match lot description to the catalogue		
WA0304	Record inspection results		
	Supporting Evidence	Date	Signature
SE0301	A report co-signed by both the auctioneer and the learner confirming that the learner conducted final inspection per the catalogue		
SE0302	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-06-WE04</b>	<b>Call (including proxy bid) and record bids at an auction</b>		
	Scope Work Experience	Date	Signature
WA0401	Invite clients to start of auction on specified time		
WA0402	Call out auction for individual lots		

WA0403	Invite bids for each item to final settlement price		
WA0404	Record the final bid for each lot		
	Supporting Evidence	Date	Signature
SE0401	A report co-signed by both the auctioneer and the learner confirming that the learner called (including proxy bid) and recorded bids at an auction		
SE0402	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-06-WE05</b>	<b>Monitor and control the auctioning of specialised assets</b>		
	Scope Work Experience	Date	Signature
WA0501	Identify all specialized auction assets		
WA0502	Keep special assets in a safe and secure place		
WA0503	Handle all items with care		
WA0504	Ensure application of relevant laws to special assets		
	Supporting Evidence	Date	Signature
SE0501	A report co-signed by both the auctioneer and the learner confirming that the learner monitored and controlled the auctioning of specialised asse		
SE0502	Workplace attendance register or acknowledgement form that the learner		

	attended workplace experiential learning at the institution		
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	Contextualised Knowledge	Workplace	Date	Signature
•	Company Auction policy			
•	Company sales policy			
•	Company contract management policy			
•	Company legal compliance policy			

	Additional Assignments to be Assessed Externally	Date	Signature

7. **333901-000-00-00-00, WM07, Procedures for conducting after sale (seller) settlement report, NQF level 4, Cr5**

<b>WM-07-WE01</b>	<b>Negotiate settlement price with the seller</b>		
	Scope Work Experience	Date	Signature
WA0101	Assess all goods for which no conclusive sale was made		
WA0102	Present current offer to seller for acceptance		
WA0103	Confirm seller decision with buyer		
	Supporting Evidence	Date	Signature
SE0101	A report co-signed by both the auctioneer and the learner confirming that the learner negotiated settlement price with the seller		
SE0102	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		
<b>WM-07-WE02</b>	<b>Reconcile sales transaction to contractual mandate</b>		
	Scope Work Experience	Date	Signature
WA0201	Confirm sales to mandate		
WA0202	Draw a seller's report		
WA0203	Confirm auction sales report		
	Supporting Evidence	Date	Signature
SE0201	A report co-signed by both the auctioneer and the learner confirming that the learner		

	reconciled sales transaction to contractual mandate		
SE0202	Workplace attendance register or acknowledgement form that the learner attended workplace experiential learning at the institution		

	Contextualised Workplace Knowledge	Date	Signature
•	Company contract management policy		
•	Company Customer relationship management policy		
•	Company Communication policy		
•	Company sales policy		

	Additional Assignments to be Assessed Externally	Date	Signature