



**Auctioneers and Valuers Association of
Australia Incorporated
Training & Development**

ABN 21 000 109 544

Course Information

**Introduction
to
Auctions & Auctioneering**

Mailing Address: PO Box 763, CONCORD NSW 2137

Phone: 02 9764 4497 Fax: 02 8014 7727

Email: aucval@atu.com.au Web: avaa.com.au



CONTENTS

- Introduction3**
- Course Information4**
 - Course duration:4**
 - Course availability:.....4**
 - Delivery Method:4**
 - Certification:4**
 - Fees:4**
 - Refund of Fees:4**
 - Employment:4**
 - Learner Identification:4**
 - Learner Material:.....5**
 - Prerequisites:.....5**
 - Specialist Tutorial Assistance:.....5**
 - Assessment:.....5**
 - Feedback:.....5**
- Course Topics6**
- Extract from Learner Guide7**



Auctioneers and Valuers Association of Australia Incorporated (AVAA)

The AVAA is the leading National Body of Auctioneers & Valuers of goods, chattels, plant and equipment. Incorporated in 1952, the AVAA has been instrumental in establishing and maintaining the high level of professionalism found in the industry in Australia.

The AVAA is governed by a Constitution ratified by The Australian Securities and Investments Commission. All members are also bound by a Code of Ethics. The AVAA is an industry based, self-governing body. Membership is voluntary.

AVAA Training & Development (AVAA T&D) endeavours to provide nationally consistent, high-quality training and assessment services for members of the AVAA and the public.

'Introduction to Auctions & Auctioneering'

This course is ideally suited to people who have an interest in auctions, those who have participated in auctions and want to know more and individuals who wish to pursue a career in auctioneering.

'Introduction to Auctions & Auctioneering' provides you with a step by step and understandable outline of how auctions work, the role of the participants and auction dynamics.

The course materials enable self-paced learning with learner support available.

It is important that the Learner read information presented in this document and Training Course Policy (on this web page) before enrolment.

COURSE INFORMATION

Course duration:	4 weeks – 15 hours
Course availability:	Enrolment is from February to November 2012.
Delivery Method:	Distance learning / via correspondence (email) Training material is available for delivery electronically via internet in PDF format or on CD-rom.
Certification:	On successful completion of the course AVAA T&D will award the Learner with a: <ul style="list-style-type: none">• Statement of Completion, and• Transcript of subjects.
Fees:	AVAA members - \$890.00 Non-AVAA members - \$990.00. Fees must be paid up front, in total, before study can commence. No GST applies.
Refund of Fees:	Fees will be refunded in full if AVAA T&D cancel or postpone delivery of the course. Fees will be refunded by 50% if the Learner can prove changes in personal circumstances beyond their control.
Employment:	This course is intended as an introduction to the auction industry. This course provides basic training that can be transferred to employment in the auction industry at an entry level. Any person interested in joining the auction industry will need to contact auction houses or auctioneers directly to seek employment. The AVAA do not provide referral or employment services.
Learner Identification:	Identification of the Learner is required for enrolment. Copy of a birth certificate, or driver's license or

passport must be submitted with the Enrolment Application.

These details will be maintained in individual Learner Records.

Refer to the Privacy Policy on this website for more detailed information.

Learner Material:

Learner Guide with assessment activity.

Prerequisites:

1. Ability to read and communicate well in the English language.
2. Computer literacy.
3. Access to the web and ability to search and download readings.

Specialist Tutorial Assistance:

A Tutor can be contacted via phone or email for assistance.

Assessment:

An assessment activity applies.

Learners may choose not to submit an assignment. In this case, no Statement of Completion can be awarded.

Grading:

No grading applies.

Feedback:

Feedback on course content and delivery, training and assessment process must be made in writing (email is accepted) and addressed to the National Secretary.



COURSE TOPICS

Outlined in the course materials are the following topical areas which are intended to stimulate and develop learner awareness.

Part 1 Auctions

- Chapter 1 Auctions
- Chapter 2 Property types
- Chapter 3 Auction method of sale

Part 2 Auctioneers

- Chapter 4 Auction services
- Chapter 5 Auctioneer qualifications, licensing and skills
- Chapter 6 Auction personnel

Part 3 Auction practice

- Chapter 7 Client relationship and inspection
- Chapter 8 Client instructions
- Chapter 9 Delivery of property
- Chapter 10 Catalogues, marketing and promotion
- Chapter 11 Buyer presales inspection
- Chapter 12 Auction day
- Chapter 13 Completion of sale
- Chapter 14 Auction records
- Chapter 15 Auction insurances
- Chapter 16 E commerce auctions

Part 4 Auction specializations

- Chapter 17 Motor vehicles
- Chapter 18 Firearms

Chapter 19	Liquor
Chapter 20	Land and livestock
Part 5	Auction conduct
Chapter 21	Ethics
Chapter 22	Consumer protection
Chapter 23	Workplace practices

EXTRACT FROM LEARNER GUIDE

Chapter 3

In this chapter:

- Sellers and auctions
- Buyers and auctions

Auction method of sale

If you are a seller the question arises, why sell property by auction? Why not sell my property by private treaty or tender? You need to consider the type of property for sale, the circumstances of sale, market conditions etc.



Auctioneers will assist sellers in deciding whether or not the auction method of sale is suitable. For example, possible advantages of the auction method of sale may include the existence of a genuine seller, predetermined terms and conditions, defined marketing period, targeting of potential buyers, non disclosure of price, defined negotiations between sellers and buyers, realization of highest and best market price at any given time, fast settlement of proceeds etc.

Alternatively, auctioneers may advise that the auction method of sale is not suitable. For example, contributing factors such as advertising expenses, untested market conditions, communication costs and

inadequate time to generate buyer interest may render the auction sale of property a non viable proposition.

If you are a bidder at auction you may be advantaged by a limited sale negotiation period, possible favourable market price, timely availability of property etc.

Alternatively, bidders may be disadvantaged by the auction method of sale resulting from limited negotiability of sale term and conditions, excessive market competition, communication costs, unfavourable market sale price etc.

