



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

**ABN 21 000 109 544**

**Course Information**

**Introduction**

**to**

**Auctions & Auctioneering**

Suite 105, 43 Majors Bay Road Concord NSW 2137

Phone: 02 8765 1573 Fax: 02 9743 0672

Email: [avaatd@isp.net.au](mailto:avaatd@isp.net.au)

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### **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

<b>Course duration:</b>	4 weeks
<b>Course availability:</b>	Enrolment opens from February to October.
<b>Delivery Method:</b>	Distance learning / via correspondence (email) Training material is available for delivery electronically via internet in PDF format or on CD-rom.
<b>Certification:</b>	On successful completion of the course AVAA T&D will award the Learner with a: <ul style="list-style-type: none"><li>• Statement of Completion, and</li><li>• Transcript of subjects.</li></ul>
<b>Fees:</b>	AVAA members - \$750.00 Non-AVAA members - \$850.00. Fees must be paid up front, in total, before study can commence. No GST applies.
<b>Refund of Fees:</b>	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.
<b>Employment:</b>	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.
<b>Learner Identification:</b>	Identification of the Learner is required for enrolment. Copy of a birth certificate, or driver's license or passport certified by a Justice of the Peace (JP) 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.

