



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

FETC: Auctioneering Practices

SAQA QUAL ID	QUALIFICATION TITLE	
48882	FETC: Auctioneering Practices	
SGB NAME	PROVIDER NAME	
	SGB Marketing	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
BUS-5-National Diploma	National Certificate	Marketing
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
144	Level 4	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is for any individual who is, or who wishes, to be involved in the Auctioneering Industry. The learner can complete the Qualification specialising as an Auctioneer in Real Estate, or General and Specialised Assets or Livestock, Game and Agricultural Products. The Core Unit Standards are relevant to all three areas of specialisation.

Learners working towards this Qualification will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to their job. This Qualification is intended to enhance the provision of service within the Auctioneering industry.

It will provide the broad knowledge; skills and values needed in the Auctioneering Industry. It will facilitate access to, and mobility and progression within education and training and allow learners to progress along a learning path in Auctioneering. This Qualification is designed for learners who:

- > Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
- > Have worked in the Auctioneering Industry for many years, but have no formal Qualification in this area.
- > Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Auctioneering Industry.

The Qualification has building blocks that can be developed further and will lead to the attainment of a Qualification in Auctioneering at higher levels on the NQF. It focuses on the skills, knowledge, values and attitudes required to progress further. The intention is

- > To promote the development of knowledge, skills and values that are required in the Auctioneering Industry.
- > To release the potential of people in order for them to grow and develop.
- > To provide opportunities for people to move up career paths by being more valuable to their organisation, the economy and themselves.

While the Qualification is directed specifically at developing the generic skills of practicing Auctioneers, successful learners of this Qualification could follow a career in:

- > Auctioneering of general movable assets.
- > Auctioneering of specialised movable assets.
- > Auctioneering of livestock.

This Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Auctioneering Qualification. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:

- > For accelerated access to further learning
- > Gaining of credits towards a Unit Standard
- > Obtaining this qualification in whole or in part

The way in which prior learning will be assessed and/or determined will be agreed to jointly by the assessor and the learner in question. Use could be made of on-the-job tasks, the submission of a portfolio of evidence and summative assessment tools such as a written test. The techniques and tools that would be used for assessment of learners who have accessed the Qualification would be applicable to those wishing to undergo an RPL exercise.

The emphasis in RPL must be to give the learner every opportunity to demonstrate competence in the Specific Outcomes of the Unit Standards and the Exit Level Outcomes of the Qualification.

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education, Training, Quality, and Assurance Body and is conducted by a registered workplace assessor.

QUALIFICATION RULES

Level, credits and learning components assigned to the Qualification

The Certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training. It is a building block for a National Certificate at Level 5.

The Qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. The minimum number of credits required to complete this Qualification is 144.

Table showing the allocation of credits at each level to the various components of the qualification

	Level 3	Level 4	Total
Fundamental	20	36	56
Core	6	64	70
Elective	3	51	54min 18
Total	29	151	180min 144

Motivation for number of credits assigned to Fundamental, Core and Elective

Fundamental Component

There are four Unit Standards for Communication in a first South African language at level 4 totaling 20 credits. An additional four Unit Standards in Communication in a second South African language at NQF Level 3 totaling 20 credits have also been included. The second language implies a language other than the language of instruction, or the language taken as the first language for this Qualification. The selection of the second official language should be based on the language(s) of the people who are the target market of the industry in a selected area.

The inclusion of the Unit Standards in Communication in a Second Language is to enhance the ability of South Africans to communicate with each other in our multi-lingual country.

Sixteen credits in Mathematical Literacy have also been included in the Fundamental Component.

The Fundamental Unit Standards will add value to learners both socially and economically in terms of their ability to operate as literate and numerate workers in a global economy. They should also grant the learner

admission to qualifications in the higher education band, as they comply with the requirements for an FETC.

All the Unit Standards are compulsory.

Core Component

Unit Standards totaling 70 credits have been included in this Component. These Unit Standards cover the generic and specific skills, knowledge, attitudes and values required by an auctioneer irrespective of the type of goods he/she is handling. The Core Unit Standards offer a broad contextual understanding of and competencies relating to Auctioneering.

All the Unit Standards are compulsory.

Elective Component

Elective Unit Standards covering the three fields of Auctioneering, namely Real Estate, General and Specialised Assets and Livestock, Game and Agricultural Products have been included. Each of these areas of specialization contain Unit Standards to the value of 18 credits. The learner is required to select all the Unit Standards relating to one field of specialisation to complete the qualification. The learner does not have to choose the same area of specialisation for this Qualification as was chosen for the level 3 Qualification.

EXIT LEVEL OUTCOMES

1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the auctioneering industry in two languages
2. Explain and use the basics of mathematics in both personal and business situations
3. Perform and maintain office administrative services and trust and business accounts in accordance with organisational and legal requirements
4. Co-ordinate and monitor the practical implementation of promotional and marketing activities in an auctioneering business
5. Prepare for and conduct auctions
6. Carry out the logistical processes involved in auctions
7. Comply with legal requirements relating to the sale of real estate and market and sell properties
8. Secure and value agricultural products, livestock and game and arrange private sales of auction stock

ASSOCIATED ASSESSMENT CRITERIA

1.
 - > Audience needs and expectations are accommodated in both oral and verbal communication in two languages
 - > Language and texts are used to interpret and write communications in all contexts
2.
 - > Mathematics is used to solve problems in both personal and business contexts
 - > Workplace processes involving mathematical computations are performed correctly
3.
 - > General office administration duties and process are co-ordinated and performed according to organizational requirements
 - > Legal requirements applicable to the auctioneering industry are identified and complied with at all times
 - > Trust and business accounts are explained in accordance with auctioneering requirements
 - > Research is conducted in an office environment
4.
 - > Promotional activities are coordinated according to marketing practice and organizational requirements
 - > Marketing information is collected, processed and monitored to meet organizational needs
5.
 - > The auction is prepared for according to organizational requirements
 - > The auction is conducted and bids called for and the auction is finalized according to legal and organizational requirements
6.
 - > The auction stock is identified, categorised and put into lots in preparation for the auction
 - > The auction stock is processed for the auction according to standard operating procedures

- > The various logistical arrangements required before, during and after an auction are carried out correctly and on time
- > The processes and procedures for the administration of exports are performed according to legal and organizational requirements
- 7.
- > Legal requirements relating to the sale of real estate are identified and complied with at all times
- > Real estate and property is marketed and sold according to legal and organizational requirements
- 8.
- > Agricultural products, livestock and game are handled and secured according to organizational and legal requirements
- > Agricultural products, livestock and game are valued according to organizational procedures
- > The private sale of agricultural products is arranged to the satisfaction of the client and in accordance with organisational requirements
- > Documentation pertaining to agricultural products, livestock and game are completed according to organizational requirements.

Integrated Assessment

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification.

Learning, teaching and assessment are inextricably lined. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the Unit Standards should be integrated.

Assessment of communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Auctioneering contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflective competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

INTERNATIONAL COMPARABILITY

The Auctioneering Industry is a discipline with globally recognised best practices, standards and Qualifications. This Qualification and set of Unit Standards utilises international and locally recognised best practice and standards in the practices of running and conducting auction sales.

Benchmarking was done by comparison to Unit Standards / Outcomes of learning against:

- > New Zealand Unit Standards in Livestock business -
- > Arrange for sale of livestock by auction - 10 credits - level 4
- > Sell livestock and chattles by auction - 14 credits - level 4

The above were used in the comparison of the livestock elective Unit Standards

- > Sell boats by auction - 3 credits - level 4

- > Prepare, plan and facilitate a property sale by auction - 3 credits - level 4

The above Unit Standards was used as a comparison for the auctioning Unit Standards

- > The professional guide to real estate auctions - the real estate education company - USA
- > Certified auctioneers institute (CAI). This is the highest designation awarded in the American Auction Industry. A three course programme over three years at Indiana University USA.

A direct comparison with each Unit Standard was undertaken and the best practice points were highlighted and incorporated into each Unit Standard. However the outcomes incorporated were written in a South African context.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level. It was found that the South African Unit Standards seem to contain more detail and therefore are slightly more complex in their presentation and execution

The work groups also referred to other facets of National and international benchmarking, which occurred continuously throughout the Qualifications and Unit Standard writing process.

These facets were:

- > The methods and techniques for writing standards
- > The contents of the Unit Standards
- > The levels in other countries compared to South Africa

ARTICULATION OPTIONS

This Qualification lends itself to both vertical and horizontal articulation possibilities in the learning areas outlined in the Rationale for the Qualification.

Horizontal articulation possibilities lie with the following qualifications:

- > National Certificate Marketing Communications: Level 4
- > National Certificate Customer Management: Level 4
- > National Certificate Marketing Research: Level 4
- > National Certificate Marketing Management: Level 4
- > National Certificate Management: Level 4
- > National Certificate Business Administration Services: Level 4
- > National Certificate: Motor Spares and Support Services: Level 4
- > National Diploma: Retail and Wholesale, Sales and Service Technology: Level 4

Vertical articulation should be possible with the following qualifications

- > National Certificate Auctioneering Management: NQF Level 5
- > National Certificate: Retail and Wholesale Operations Management: Level 5
- > National Diploma: Retail and Wholesale, Product and Service Management Technology: Level 5
- > National Certificate Marketing Communications: Level 5
- > National Certificate Customer Management: Level 5
- > National Certificate Marketing Research: Level 5
- > National Certificate Marketing Management: Level 5

MODERATION OPTIONS

- > Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education and Training Quality Assurance Body (ETQA), or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- > Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA, or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.

- > Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's (including professional bodies)
- > Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

- > To be registered as an assessor with the relevant ETQA, or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- > To be in possession of a qualification in auctioneering, sales or marketing at NQF Level 5 or above.

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	13935 Plan and conduct basic research in an office environment	Level 3	6	Registered
Core	8261 Processing stock	Level 4	12	Registered
Core	8286 Co-ordinating promotional activities	Level 4	16	Registered
Core	10027 Monitor marketing information flow and collect process marketing data	Level 4	4	Registered
Core	11416 Perform the Processes and Procedures Required for the Administration of Export Transactions	Level 4	6	Registered
Core	13940 Demonstrate knowledge and application of ethical conduct in a business environment	Level 4	4	Registered
Core	115473 Demonstrate and apply an understanding of the legal aspects of an auction	Level 4	8	Draft - Prep for P Comment
Core	115475 Prepare for an auction	Level 4	3	Draft - Prep for P Comment
Core	115476 Conduct an auction	Level 4	8	Draft - Prep for P Comment
Core	115479 Identify, categorise and lot auction stock	Level 4	3	Draft - Prep for P Comment
Elective	115482 Process documentation pertaining to movable assets for an auction	Level 3	4	Draft - Prep for P Comment
Elective	15088 Recognise and comply with legal requirements and records in a real estate business	Level 4	12	Recommended
Elective	115472 Arrange for the private sale of agricultural products, livestock and game	Level 4	10	Draft - Prep for P Comment
Elective	115474 Assess and classify agricultural products, livestock and game	Level 4	8	Draft - Prep for P Comment
Elective	115478 Market and auction properties	Level 4	6	Draft - Prep for P Comment
Elective	115481 Perform valuation of movable assets	Level 4	8	Draft - Prep for P Comment
Elective	115484 Handle and secure general and/or specialised assets	Level 4	6	Draft - Prep for P Comment
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8969 Interpret and use information from texts	Level 3	5	Registered
Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered

Fundamental	8558 Collate, understand and communicate workplace data	Level 4	5	Registered
Fundamental	9014 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 4	6	Registered
Fundamental	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Registered
Fundamental	9016 Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	4	Registered
Fundamental	12153 Use the writing process to compose texts required in the business environment	Level 4	5	Registered
Fundamental	12154 Apply comprehension skills to engage oral texts in a business environment	Level 4	5	Registered
Fundamental	12155 Apply comprehension skills to engage written texts in a business environment	Level 4	5	Registered



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UNIT STANDARD:

Process documentation pertaining to movable assets for an auction

SAQA US ID	UNIT STANDARD TITLE		
115482	Process documentation pertaining to movable assets for an auction		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify and explain required documentation for movable assets.

SPECIFIC OUTCOME 2

Complete required documentation.

SPECIFIC OUTCOME 3

Retrieve documents from a filing system.

SPECIFIC OUTCOME 4

Distribute documentation.



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UNIT STANDARD:

Arrange for the private sale of agricultural products, livestock and game

SAQA US ID	UNIT STANDARD TITLE		
115472	Arrange for the private sale of agricultural products, livestock and game		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

Specific Outcomes:

SPECIFIC OUTCOME 1

Arrange sales of agricultural products, livestock and game.

SPECIFIC OUTCOME 2

Conduct private sales of agricultural products, livestock and game.

SPECIFIC OUTCOME 3

Select and prepare agricultural products, livestock and game for private sale and/or auctioning.

SPECIFIC OUTCOME 4

Explain the auction of agricultural products, livestock and game for a single seller.



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UNIT STANDARD:

Assess and classify agricultural products, livestock and game

SAQA US ID	UNIT STANDARD TITLE		
115474	Assess and classify agricultural products, livestock and game		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

Specific Outcomes:

SPECIFIC OUTCOME 1

Classify agricultural products according to their characteristics and production potential.

SPECIFIC OUTCOME 2

Classify types of livestock and game according to their characteristics and production potential.

SPECIFIC OUTCOME 3

Determine the market value of agricultural products, livestock and game accepted for sale.



Conduct an auction

Specific Outcomes:

Exhibit auctioning chanting and body language.

Facilitate pre-amble.

Call bids and conduct auction.

Close bidding process.

Finalise an auction.

Engage in ring work at an auction.



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UNIT STANDARD:

Demonstrate and apply an understanding of the legal aspects of an auction

SAQA US ID	UNIT STANDARD TITLE		
115473	Demonstrate and apply an understanding of the legal aspects of an auction		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

Specific Outcomes:

SPECIFIC OUTCOME 1

Describe elements of the contract.

SPECIFIC OUTCOME 2

Demonstrate and apply an understanding of fundamental sales law that apply to an auction.

SPECIFIC OUTCOME 3

Describe the judicial interpretation of an auction contract.

SPECIFIC OUTCOME 4

Explain and draw up contracts between seller, purchaser and auctioneer.



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UNIT STANDARD:**Handle and secure general and/or specialised assets**

SAQA US ID	UNIT STANDARD TITLE		
115484	Handle and secure general and/or specialised assets		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Identify and list general and specialist item assets.

SPECIFIC OUTCOME 2

Explain the handling and securing of general items/assets.

SPECIFIC OUTCOME 3

Explain the handling and securing of specialist items/assets.

SPECIFIC OUTCOME 4

Explain legal requirements pertaining to specialised items/assets.



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UNIT STANDARD:

Identify, categorise and lot auction stock

SAQA US ID	UNIT STANDARD TITLE		
115479	Identify, categorise and lot auction stock		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the different types of products offered by auction.

SPECIFIC OUTCOME 2

List the different types of products.

SPECIFIC OUTCOME 3

Assess product characteristics.

SPECIFIC OUTCOME 4

Classify products for sale.



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UNIT STANDARD:**Market and auction properties**

SAQA US ID	UNIT STANDARD TITLE		
115478	Market and auction properties		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Market a property for auction.

SPECIFIC OUTCOME 2

Advise buyers and sellers on the essential elements necessary for auctioning property.

SPECIFIC OUTCOME 3

Identify and explain sections of the law that apply to the auctioning of property.

SPECIFIC OUTCOME 4

Prepare for and auction a property.

SPECIFIC OUTCOME 5

Identify and explain the technical and legal requirements related to a trust account.



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UNIT STANDARD:

Perform valuation of movable assets

SAQA US ID	UNIT STANDARD TITLE		
115481	Perform valuation of movable assets		
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify and collect information pertaining to movable assets.

SPECIFIC OUTCOME 2

Analyse the market for movable assets.

SPECIFIC OUTCOME 3

Determine the value of the movable assets.

SPECIFIC OUTCOME 4

Prepare and present a valuation report.

SPECIFIC OUTCOME 5

Establish criteria for upliftment and collection.



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UNIT STANDARD:**Prepare for an auction**

SAQA US ID		UNIT STANDARD TITLE	
115475		Prepare for an auction	
SGB NAME		NSB ACRONYM	PROVIDER NAME
SGB Marketing		NSB 03	
FIELD		SUBFIELD	
Business, Commerce and Management Studies		Marketing	
ABET BAND		UNIT STANDARD TYPE	NQF LEVEL
Undefined		Regular	Level 4
			CREDITS
			3

Specific Outcomes:**SPECIFIC OUTCOME 1**

Prepare for and arrange auction advertising.

SPECIFIC OUTCOME 2

Make arrangements and prepare for an auction.

SPECIFIC OUTCOME 3

Clean and repair items/lots for auction.

SPECIFIC OUTCOME 4

Prepare site for an auction.