

Title	Qualify boat vendors and enter into agency agreements		
Level	4	Credits	2

Purpose	<p>People credited with this unit standard are able to: qualify boat vendors; obtain contracts of agency and reach agreement on marketing programmes to be used; obtain signed authorities from vendors to market boats on their behalf; complete listing forms; and prepare for the display of boats.</p> <p>This unit standard is applicable to the brokerage and sale of pleasure power boats, pleasure sail boats, charter boats, and commercial boats.</p>
----------------	---

Classification	Boating Industries > Marine Sales and Services
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Definition
Agency agreement refers to contracts of agency, plus marketing plans.
- 2 Learners undertaking assessment against this unit standard are expected to comply with the following legislation and any subsequent amendments –
 - Goods and Services Tax Act 1985
 - Maritime Transport Act 1994
 - Fair Trading Act 1986
 - Consumer Guarantees Act 1993.
- 3 Recommended for entry: Unit 11765, *Explain principles of law and ethics applying to boat brokerage and the sale of boats on behalf of owners.*

Outcomes and performance criteria

Outcome 1

Qualify boat vendors.

Performance criteria

- 1.1 Analysis of documentation establishes vendor's right to sell.

- 1.2 Analysis of vendors' needs for general information relating to the sale of boats enables their requirements to be met.
- Range market conditions, levels and trends; planning requirements; legal constraints; the roles of solicitors, lending institutions, and other professionals; GST requirements.
- 1.3 Analysis of vendors' needs for advice on risk factors enables their requirements to be met.
- Range impacts of down time, damage, defaults, interest rate fluctuations.
- 1.4 Discussion of vendor's expectations and involvement in the transaction enables agreement on marketing strategy to be negotiated to the satisfaction of both parties.
- Range expectations – price expectations, time-scale for involvement; involvement – vendor funding, boat location, boat presentation, access to boat for viewing by prospective purchasers.

Outcome 2

Obtain contracts of agency and reach agreement on marketing programmes to be used.

Performance criteria

- 2.1 Explanations of agency types enables vendors' requirements to be met.
- Range agency types – sole or exclusive, general.
- 2.2 Explanations of the relative merits of marketing strategies are made in relation to vendor circumstances and enable vendor objectives to be achieved.
- Range strategies – auction, tender, listed price, price range, location, physical presentation.
- 2.3 Documentation of vendor agreement to contracts of agency and marketing strategies is made in accordance with company and legal requirements.

Outcome 3

Obtain signed authorities from vendors to market boats on their behalf.

Performance criteria

- 3.1 Authorities specify the nature of the agency and agency period.
- Range nature of the agency – sole, exclusive, general; agency period – start and termination dates.

- 3.2 Authorities include information to satisfy company, vendor, and legal requirements.
- Range descriptions of boats and boat details; marketing strategies, selling prices, agency commissions, and vendor contributions; inventory of chattels and fixtures included and excluded from the sale; confidentiality requirements, access authorities, advertising authorities, authorities to use signs, and authorities to receive deposits.
- 3.3 The nature of the authority, its conditions, and its obligations are confirmed as being understood by vendors.
- 3.4 Authorities are signed by vendors and copies are provided to them.
- 3.5 Other agents are advised of the conversion from a general to a sole or exclusive agency.

Outcome 4

Complete listing forms.

Performance criteria

- 4.1 Full preliminary information is listed to company requirements prior to inspecting boats.
- Range name and contact details for vendor, encumbrances, registration details, current valuation details.
- 4.2 Information is verified with vendors.
- 4.3 Completed forms include information to company and legal requirements.
- Range information includes but is not limited to – measurements, special features of boats that might affect market value, inventory of chattels and fixtures included and excluded from the sale, the names of solicitors and other involved professionals, confidentiality requirements, inspection requirements and arrangements, and arrangements for the use of signs.

Outcome 5

Prepare for the display of boats.

Performance criteria

- 5.1 Vendors are advised of preparation requirements required for display of the specific boat to be successful in attracting target prospective purchasers.

5.2 Contractual arrangements are executed in accordance with legal requirements.

Range contractual arrangements – insurance, storage.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 August 1997	31 December 2022
Revision	2	9 October 1998	31 December 2022
Revision	3	21 March 2001	31 December 2022
Revision	4	16 April 2004	31 December 2022
Rollover	5	20 March 2009	31 December 2022
Rollover and Revision	6	31 May 2018	31 December 2022
Review	7	24 September 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0136
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.