



**Auctioneers and Valuers Association of Australia, Inc.**

**COURSE A101:**

**INTRODUCTION TO AUCTIONS AND AUCTIONEERING**

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## COURSE OUTLINE:

<b>Organisation:</b>	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
<b>Course Overview:</b>	This course is ideally suited to people who have an interest in the auctioning of art, antiquities, plant, machinery and equipment, and individuals who may wish to pursue a career in the auction industry.
<b>Course Aim:</b>	The aim of this course is to provide students with an introductory level of education in basic auctioneering skills and procedures
<b>Course Delivery:</b>	The delivery of this course is by way of online external study. Students are encouraged to progress through each module at their own pace. Students requiring further information or support should contact the AVAA Education Officer at <a href="mailto:aucval@atu.com.au">aucval@atu.com.au</a>
<b>Course Assessment:</b>	Students will be required to complete short quiz based assessment tasks on each topic as they progress through the coursework
<b>Course Recognition:</b>	Students who successfully complete the course will receive an AVAA certificate of completion for course code A101 Introduction to Auctions and Auctioneering.
<b>Employment:</b>	<p>This course is intended as an introduction to the auctioning of goods &amp; chattels, plant &amp; equipment industry. This course does not deal with auctioning of real estate.</p> <p>This course provides basic training that can be transferred to employment in the auction industry at an entry level.</p> <p>Any person interested in joining the auction industry will need to contact auction companies or auctioneers directly to seek employment.</p> <p>The AVAA does not provide referral or employment services.</p>
<b>Prerequisites:</b>	<ol style="list-style-type: none"><li>1. Ability to read and communicate well in the English language.</li><li>2. Computer literacy.</li><li>3. Access to the internet</li></ol>

**Module 1      About Auctions and Auctioneering**

History of auctioneering  
Industry terms and definitions  
Licensing requirements and considerations

**Module 2      Pre-Auction Period**

Appointments and engagements  
Planning and timelines  
Receiving of goods and auction floor layout  
Lot descriptions and cataloguing processes  
Advertising and marketing  
Inspection processes and considerations  
Auction day setup

**Module 3      Auction Period**

Auction room floor considerations  
Auctioneer processes  
Administration and support processes

**Module 4      Post Auction Period**

Receiving payments  
Collection of goods  
Remittance of funds  
Data collection  
Record keeping and privacy considerations