



**Motor
Vehicle Sales Authority
of British Columbia**

Salesperson Certification Course – Level I Classroom Option

Day One

- 8:00 – 8:30 *Coffee and muffins*
- 8:30 – 10:00 Introductions
The history and mission of the VSA
Consumer and industry observations
- Break*
- 10:15 – 10:30 Pre-course assignment collection
- 10:30 – 12:00 Introduction to industry legislation
Legislation Activity #1
- Lunch*
- 1:00 – 3:00 Video Activity
Legislation Activity #2
- Break*
- 3:15 – 4:45 Legislation Activity #2 (continued)
The business structure of the VSA
Case studies
- 4:45 – 5:00 Review and homework

Day Two

- 8:00 – 8:30 *Coffee and muffins*
- 8:30 – 9:00 Video Activity
- 9:00 – 10:15 Contract Law, Deposits and the Sale of Goods Act
- Break*
- 10:30 – 12:00 The Selling Process and regulated conduct during
Presenting, Negotiating and Documenting
- Lunch*
- 1:00 – 2:30 Dealer worksheet & purchase agreement review
Case studies
- 2:30 – 3:00 Salesperson Undertaking and course wrap-up
- Break*
- 3:15 – 5:00 Exam