Vocational Qualifications Pathway for Automotive Industry

汽車業職業資歷階梯

Vehicle Parts Sales

零件銷售

Parts Manager

零件銷售經理

↑

Parts Executive

零件主任

↑

Partsman

零件銷售員

Units of Competency 能力單元

Parts Salesman (QF Level 3)
零件銷售員〔資歷架構 3 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108793L2	Attend to customers 接待顧客
108601L2	Accept, deliver and transport parts and accessories 交收及運送零部件
108602L2	Identify/confirm vehicle parts and accessories 辨識/確定零部件
108604L2	Sell vehicle parts online 在線銷售汽車零部件
108590L3	Implement market research plan 執行市場調查計劃
108606L3	Carry out the procedure for return of purchase 執行退貨程序
108607L3	Order parts and accessories 訂購零配件
108794L3	Manage customer relationship 管理顧客關係
108591L3	Implement marketing plans 執行市場推廣計劃
108620L3	Carry out purchasing procedures for auto parts and accessories (for designated motor agents) 執行零部件採購程序（汽車代理商的零部件採購）
108621L3	Carry out the purchasing procedure for auto parts and accessories (for non designated motor agents) 執行零部件採購程序（非汽車代理商的零部件採購）
108603L2	Participate in motor vehicle parts stocktaking activities 執行汽車零部件盤點工作
108628L3	Manage warehouse facilities 管理倉庫設施
108629L3	Fulfil the requirements on environmental protection (parts management) 執行環保作業要求(零部件管理)
108605L3	Implement inventory control of vehicle parts 執行汽車零部件庫存監控工作

	Units of Competency **能力單元** **Parts Executive (QF Level 4)** **零件銷售主任〔資歷架構 4 級〕**
Code of UoC **單元編號**	**Name of UoC** **單元名稱**
108606L3	Carry out the procedure for return of purchase 執行退貨程序
108611L3	Store vehicles, auto parts and accessories 儲存汽車及零部件
108612L3	Condemn the inventorial stock 處理註銷庫存品
108613L4	Establish the procedures for the receipt, dispatch and delivery of parts and accessories 制定零配件交收及運送程序
108614L4	Monitor the delivery process of parts and accessories 監控零部件運送流程
108630L4	Establish the procedure for the storage and retrieval of parts and accessories 制定零部件存取程序
108615L4	Manage the documentary system for auto parts and accessories inventory 管理汽車零部件庫存文件系統
108622L4	Select suppliers of parts and accessories 甄選零部件供應商
108623L4	Purchase renovated parts and accessories 採購翻新零部件
108624L4	Establish methods to assess the applicability of non OEM parts and accessories 制定非原廠零部件適用性的評估方法
108625L4	Conduct green procurement 執行環保採購
108559L4	Establish the handling procedures for various kinds of payment methods 制定各種付款形式的處理程序
108796L4	Handle customers' complaints 處理顧客投訴
108608L4	Establish and manage the documentary system for the sale of auto parts and accessories 制定及管理汽車零部件銷售文件系統系統

Units of Competency 能力單元 Parts Manager (QF Level 5) 零件銷售經理〔資歷架構 5 級〕	
Code of UoC 單元編號	**Name of UoC 單元名稱**
108806L4	Monitor occupational safety and health systems 監察職安健管理系統
108807L4	Monitor and manage environmental protection operations 監察環保法規及管理
108808L4	Formulate management procedure for dangerous chemicals, pollutants and waste 制定危險化學品、污染物及廢物管理程序
108613L4	Establish the procedures for the receipt, dispatch and delivery of parts and accessories 制定零部件交收及運送程序
108630L4	Establish the procedure for the storage and retrieval of parts and accessories 制定零部件存取程序
108568L4	Appraise staff performance and professional knowledge 評核員工工作表現及專業知識
108569L4	Draw up staff training programme 編制員工培訓計劃
108570L4	Arrange filling of job vacancies 安排填補職位空缺
108609L5	Establish a procedure for the return of parts and accessories 制定零部件退貨程序
108616L5	Establish the monitoring system for the delivery of parts and accessories 制定零部件運送監控系統
108593L5	Formulate market research plans 制定市場調查計劃
108626L5	Formulate purchasing strategy of parts and accessories 制定零部件採購策略
108631L5	Design the storage zone for parts and accessories 設計零部件儲存區
108617L5	Establish the procedure for stock condemnation 制定庫存品註銷程序

Units of Competency 能力單元 **Parts Manager (QF Level 5)** 零件銷售經理〔資歷架構 5 級〕	
Code of UoC **單元編號**	**Name of UoC** **單元名稱**
108618L5	Formulate inventory level policy 制定庫存量的政策
108619L5	Establish guidelines to protect the stock 制定保護存貨的指引
108562L5	Compile financial reports applicable to the automotive industry 制定財務管理方案
108564L5	Formulate a comprehensive scheme for organisational operation management 制定機構營運管理整體計劃方案
108610L6	Formulate sales strategy for parts and accessories 制定零部件銷售策略
108632L6	Formulate management strategy for auto parts and accessories warehouse 制定汽車零部件倉庫管理策略