

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Corporate Management

Title	Handle various kinds of payment methods
Code	108556L2
Range	This unit of competency is applicable in the sales department of vehicle parts and accessories. Practitioners should be able to complete payment process accurately according to various kinds of payment methods established by the organisation to safeguard the interest of both the organisation and the customers.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Payment methods and transaction documents)</p> <ul style="list-style-type: none"> • Understand different payment methods and the handling procedures, such as: <ul style="list-style-type: none"> ○ Payment by cash /electronic currency, credits card, cheque and transfer, etc. ○ Payment by charging to account, deposit and instalments, etc. • Identify the validity of financial documents and currency. • Know about the financial and transaction documents. <p>2. Performance (Handle various kinds of payment process)</p> <ul style="list-style-type: none"> • Handle payment procedure according to various kinds of payment methods established, such as payment by cash/electronic currency, credits card, cheque, charge to account and deposit. • Handle Documents Against Payment(D/P) and relevant documents. • Handle daily cash balance and relevant bills. • Carry out the organisation's established emergency and contingency procedure concerning the validity of currency or relevant documents, insufficient cash and amount discrepancy.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of completing payment process effectively according to various kinds of payment methods established; and • Capable of carry out emergency and contingency procedure according to the established guidelines.
Remark	