

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Corporate Management

Title	Compile financial reports applicable to the automotive industry
Code	108561L5
Range	This unit of competency is applicable to practitioners performing financial duties in the automotive industry. Practitioners should be able to use appropriate report format to complete various kinds of financial reports, including financial statements, internal audit reports, risk and return analysis reports and financial budget reports.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Format and key points of financial statement reports in the automotive industry)</p> <ul style="list-style-type: none"> <li>• Master the key points and purposes of the industry's financial statement reports.</li> <li>• Master the format of the industry's financial statement reports, commonly used technical vocabularies and specific terms of vehicles.</li> <li>• Master financial management concept.</li> </ul> <p>2. Performance (Compile financial reports)</p> <ul style="list-style-type: none"> <li>• Use appropriate report format to compile various kinds of financial reports applicable to the automotive industry, such as: <ul style="list-style-type: none"> <li>○ Financial statements</li> <li>○ Internal audit reports</li> <li>○ Risk and return analysis reports</li> <li>○ Financial budget reports</li> </ul> </li> <li>• Use charts and graphs to enhance and enrich the content of various kinds of reports, including bar graph, histogram, pie chart/graph and flow chart.</li> </ul>
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"> <li>• Capable of mastering the industry's financial management concept as well as the format and key points of financial reports; and</li> <li>• Capable of compiling financial reports applicable to the automotive industry.</li> </ul>
Remark	