

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Sales and Marketing

Title	Provide supporting services to vehicle sales
Code	108575L2
Range	Practitioners should be capable of providing supporting services to sales of vehicle products as to facilitate completion of transaction.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Knowledge of operation in vehicle sales)</p> <ul style="list-style-type: none"> • Good understanding of the general market situation of vehicle sales <ul style="list-style-type: none"> ○ Knowledge of the latest information on the market price and demand of different types of vehicles, including new and used vehicles ○ Understand vehicle-related tax and other charges levied by the Government • Understand vehicle selling system and its procedure. <p>2. Performance (Provide supporting services to vehicle sales)</p> <ul style="list-style-type: none"> • Prepare sales document. • Prepare payment voucher. • Contact for delivery of vehicles. • Process the tax for first registration of vehicle. • Process vehicle registration and licencing • Introduce credits funds for vehicles. • Introduce vehicle insurance.
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 preparing sales document and payment voucher according to the requirements; and • Capable of providing effective supporting services to vehicle selling as to complete transaction.
Remark	