

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Sales and Marketing

Title	Arrange receipt and delivery procedures of imported new vehicles
Code	108582L3
Range	This unit of competency is applicable in vehicle sales/service centers. Practitioners should be able to arrange vehicles to be transported to Hong Kong from the places of origin after purchasing orders have been placed under different situations/circumstances according to the procedure. They should also arrange delivery and inspection of vehicles; vehicle registration and licensing; and installation of accessories and supplementary devices.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Procedure for handling new vehicles)</p> <ul style="list-style-type: none"> • Good understanding of the delivery of vehicles, transportation requirements, the processing procedure required and the workflow upon arrival of vehicles in Hong Kong. • Good understanding of relevant local statutory requirements and procedures of registration of imported vehicles and the procedure for application of licence. • Good understanding of the accessories and supplementary devices required and get familiar with vehicles and other product/service suppliers for the provision of products/services required. <p>2. Performance (Implement procedure for receipt and delivery new vehicles)</p> <ul style="list-style-type: none"> • Arrange the procedure for delivery, transportation and storage, etc. upon arrival of vehicles in Hong Kong. • Arrange the transportation of vehicles, processing procedure and coordinate the workflow involving different parties. • Make suitable arrangement for registration of imported vehicles and application for licence according to the procedure stipulated in relevant local legislative provisions. • Arrange the procedure for vehicle inspection and prepare the legal documents required. • Maintain contact with the sales department to understand customers' needs and demands; and get to know the relevant arrangement and agreement established between customers and salespersons. • Arrange and prepare the accessories and supplementary devices required, or the contact list of vehicles or other product/service suppliers for the provision of products/services required.
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 arranging delivery, transportation and storage upon arrival of vehicles in Hong Kong under different situations/circumstances according to procedure; • Capable of arranging vehicle inspection and application for license according to the requirements of relevant local statutory requirement; and • Capable of arranging and coordinating the required processing procedure upon arrival of new vehicles in Hong Kong and arranging the installation of accessories and supplementary devices.
Remark	The credits value of this unit of competency is set on the presumption that the assessee concerned has already possessed basic knowledge of vehicle servicing.