

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

Functional Area - Sales and Marketing

Title	Arrange for delivery and transportation of vehicles
Code	108597L2
Range	This unit of competency is applicable in the sales department of vehicles. Practitioners should be able to arrange for delivery and transportation of vehicles, thus enabling accurate and speedy arrival of vehicles to the destination.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Transportation requirements and logistics procedure for vehicles)</p> <ul style="list-style-type: none"> <li>• Know the characteristics of vehicles and transportation requirements.</li> <li>• Understand the methods to control transportation of vehicles.</li> <li>• Understand the organisation's vehicle labelling system and its characteristics.</li> <li>• Know the characteristics of different transportation devices.</li> <li>• Know various kinds of communication facilities employed by the organisation</li> <li>• Understand the established acceptance, delivery and transportation procedure for vehicles.</li> <li>• Understand the organisation's filing system with respect to the acceptance, delivery and transportation of vehicles.</li> </ul> <p>2. Performance (Perform deliver and transportation of vehicles)</p> <ul style="list-style-type: none"> <li>• Deliver and transport vehicles according to the instructions. Such as: <ul style="list-style-type: none"> <li>○ Carry out the verification procedure for acceptance, delivery and transportation of vehicles</li> <li>○ Arrange drivers to transport vehicles and confirm the validity period of driving license, T-plate and insurance policy</li> <li>○ Safeguard the vehicle transportation process, such as securing the vehicle on the transportation device</li> <li>○ Be familiar with vehicle transportation process and transportation route (including contingency route)</li> <li>○ Be familiar with the temporary arrangement for allocation of resources</li> <li>○ Confirm the document pertaining to the delivery of vehicles</li> <li>○ Report damages on vehicles</li> </ul> </li> <li>• Arrange the order of transportation according to the department's instructions, such as the characteristics of vehicles and degrees of urgency.</li> <li>• In accordance with the established performance indicators governing the delivery and transportation of vehicles and the effectiveness, review the efficiency of the operation and report any procedural deficiency to the supervisor in note form.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the assessee shall prove that he/she is:</p> <ul style="list-style-type: none"> <li>• Capable of enabling accurate and speedy arrival of the parts and accessories to the destination safely in accordance with the established guidelines on the delivery and transportation process of vehicles; and</li> <li>• Capable of reporting any procedural deficiency to the supervisor with regard to the efficiency of delivery and transportation of vehicles.</li> </ul>
Remark	