

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Sales and Marketing

Title	Handle preparation work for vehicle importation
Code	108598L2
Range	This unit of competency is applicable in industry-related workplaces. Practitioners should be able to maintain contact with vehicle manufacturers according to the organisation's established procedure to obtain documents certifying that the types of vehicle to be imported can meet the requirements of relevant legislations and arrange submission of type-approval application to respective departments.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The legislation relating to vehicle licencing)</p> <ul style="list-style-type: none"> • Know the Hong Kong's legislative provisions in relation to the requirements and restrictions of vehicle importation. • Know the Hong Kong's legislative provisions on issues relating to vehicle tax. • Know the Hong Kong's statutory requirements and application procedure for vehicle import registration and licencing. • Know the type-approval procedure for imported vehicles. <p>2. Performance (Handle preparatory work for import of vehicles)</p> <ul style="list-style-type: none"> • Confirm with related department the type of vehicle for import. • Liaise with the manufacturer to collect the document for type-approval • Arrange submission of type-approval application to respective departments • Arrange submission of imported vehicle type to respective departments for inspection • Submit application on the selling price of the imported vehicle type • Process the first registration of vehicles • Calculate the first registration tax of vehicles according to approved selling price and additional accessories • Contact finance and insurance companies to arrange relevant issues • Arrange for the provision of necessary accessories and additional equipment for respective vehicles by other product /service providers to cater for the needs of customers and relevant departments; and calculate the increased expenses and tax • Capable of coordinating with the service department for arrangement of pre-delivery inspection and associate transportation of the new cars • Capable of coordinating with the sales department to hand over new cars
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioners being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of contacting vehicle manufacturers in obtaining the required documents on the agreed import vehicle type to comply with the statutory requirement on vehicle importation; • Capable of arranging vehicle for examination and apply vehicle license in compliance with respective local legislative provisions; and • Capable of calculating the tax on the retailing price of vehicles and other accessories.
Remark	The credits value of this unit of competency is set on the presumption that the practitioner concerned has already possessed knowledge on vehicle services/financial management.