

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Implement inventory control of vehicle parts
Code	108605L3
Range	This unit of competency is applicable in vehicle parts store. Practitioners should be able to control of stock of vehicle parts including analysing stock records to identify parts to be purchased, buying at the most advantageous terms, following up orders, monitoring the performance of suppliers and maintaining accurate purchasing records, as well as identifying when to carry out stock cleansing procedures.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Stock control with in vehicle parts operation)</p> <ul style="list-style-type: none"> • Good understanding of the stock records to identify parts. • Good understanding of the business terms for the maximum advantage for purchasing. • Good understanding of the system to follow for placing and follow up orders. • Good understanding of the procedure to complete the purchasing records. • Good understanding of the stock cleansing procedures. <p>2. Performance (Analyzing stock records, monitoring purchasing records and identifying stock cleaning procedure)</p> <ul style="list-style-type: none"> • Fill in parts stock records. • Analysis of parts stock records. • Monitoring the performance of suppliers and maintaining accurate purchasing records. • Carry out stock cleaning procedures.
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 analysing stock records to identify parts to be Purchased; • Capable of monitoring supplier's performance and maintaining accurate purchasing records; and • Capable of identifying stock cleaning procedures.
Remark	