

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Carry out purchasing procedures for auto parts and accessories (for designated motor agents)
Code	108620L3
Range	This unit of competency is applicable to the practitioners of parts and accessories purchasing department of designated motor agents for the purchasing of suitable goods in appropriate quantity according to the purchasing procedure formulated by the organisation, so as to tie in with its operational strategy of organisation.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics of auto parts and accessories, and the market situation)</p> <ul style="list-style-type: none"> • Master the latest information on the price and market demand of different parts and accessories. • Good understanding of the standard of goods, and the laws and regulations on the selling of goods. • Master the specifications and required inventory levels for different parts and accessories. • Master the handling of purchasing document of the organisation. • Master the new trend and specifications of relevant environmental-friendly products, and offer choices to customers. • Master the concept and application of green purchase. <p>2. Performance (Purchase auto parts and accessories)</p> <ul style="list-style-type: none"> • Purchase auto parts and accessories from designated supplier according to the purchasing strategy formulated by the organisation, including identify the purchasing quantity and cycle of different parts and accessories. • Complete documents in relation to transaction record, customs clearance. • In accordance with organisational guidelines, the consuming pattern of local market and the trends of different places, execute the purchasing of OEM accessories or related products (e.g. souvenir). • Carry out the established contingency measures for special cases (e.g. fluctuating exchange rate and delay in delivery). • Review the quality of auto parts and accessories and reflect procedural deficiency in purchasing to seniors or respective counterparts in note form.
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 determining the purchasing quantity and cycle of auto parts and accessories according to the purchasing procedure formulated by the organisation, and effectively carry out the purchasing procedure; • Capable of purchasing OEM accessories and related products according to the consuming pattern of local market and the trends of different places; • Capable of carrying out the contingency measures according to the established guidelines of organisation; and • Capable of reflecting the quality of auto parts and accessories to respective counterparts.

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Remark	The credits value of this unit of competency is set on the presumption that the practitioner concerned has already possessed the knowledge of auto parts and accessories and merchandizing.
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