Specification of Competency Standards
for the Automotive
Unit of Competency

Functional Area - Sales and Marketing

Title	Purchase used vehicles
Code	111780L4
Range	This unit of competency is applicable to merchandisers in the department/organisation engaging in the trading used vehicles. Practitioners should be able to make suggestions to seniors on the purchase of used vehicles with commercial value and complete the respective purchasing procedure to match with the organisational operations strategy.
Level	4
Credit	3 *(For Reference Only)*
Competency	**Performance Requirements** 1. Knowledge (The characteristics of vehicles and the actual market situation of used vehicles) • Master the latest information on different vehicle types, such as market price and demand (including new and used vehicles). • Understand the specifications of vehicles and the regulations governing the sale of vehicles. • Master the supply sources of different types of used vehicles. • Master the handling methods of purchasing documents for used vehicles. • Understand the resources available and risks affordable by the organisation.

	2. Performance (Purchase used vehicles)
	• Based on the actual market situation and organisational resource situation, as well as updated information from the sales department, present to seniors the purchasing suggestions of used vehicle types such as:
	  ◦ Market value
	  ◦ The image of the vehicle type and the brand
	  ◦ Feedback of after-sales services
	  ◦ Market demand
	  ◦ Target customers, etc.
	• Submit evaluation report to seniors on the marginal profits for transaction, to determine if the organisational operations strategy can be matched.
	• Master the determinants for the purchase of target used vehicles, such as:
	  ◦ Year of manufacturing, vehicle body types, seating capacity, and colour
	  ◦ Driving mileage
	  ◦ Conditions of the vehicle body and interior upholstery
	  ◦ Engine capacity
	  ◦ Conditions of engine and transmission system
	  ◦ Energy capacity and state of health of the traction battery (for electrified vehicles)
	  ◦ Power output of traction motor(s) (for electrified vehicle)
	  ◦ Information of first registration, such as a brand-new vehicle imported from the manufacturer, a new parallel imported vehicle or an imported used car, etc.
	  ◦ Additional costs required for the registration of non-local used vehicles
	  ◦ Number of previous owners
	  ◦ Validity period of licence
	  ◦ Accident records
	  ◦ Specification of vehicle (not supplied by local market)
	  ◦ Verify registration information to avoid buying illegally modified vehicles
	  ◦ Check for unsettled penalty or valid restraining order
	• Inspect the vehicles to be purchased and verify the related documents, to ensure the quality of the vehicles and the authenticity of information provided, such as the vehicle identification number.
	• Complete the obligatory transaction document according to relevant regulations governing the sale of vehicles and internal records of the organisation.
	• Transfer the purchased vehicles to the maintenance department for inspection and repair, to ensure the best conditions for sale.
	• Implement contingency measures in the case of special incidents, such as wrong specification or information of vehicles.
	• Review procedural deficiencies in the purchase of used vehicles and be capable of making suggestions for adjustment or improvement.

Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is: • Capable of making suggestions to seniors on the purchase of used vehicles with commercial value according to the real situation of the used-vehicle market and the determinants of vehicle choosing for meeting organisational operations strategy; • Capable of arranging the maintenance of the purchased vehicle in saleable condition; • Capable of completing relevant record and transaction documents according to established requirements of the organisation and the vehicle trading regulations of the authority concerned; and • Capable of reviewing procedural deficiencies in the purchase of used vehicles and making suggestions to optimise the respective procedure.

Remark	The credit value of this unit of competency assumes that the practitioner concerned has already possessed the knowledge of vehicles, including relevant regulations and procurement. (This UoC replaced 108583L4)