

Vocational Qualifications Pathway for Automotive Industry*
 汽車業職業資歷階梯*

Functional Area 職能範疇	Vehicle Sales 汽車銷售	Vehicle Parts Sales 零件銷售	Vehicle Servicing & Testing 汽車維修及檢測						
QF Level 5 資歷架構第五級	Sales Manager 銷售經理	Parts Manager 零件銷售經理	Service Manager 維修經理						
QF Level 4 資歷架構第四級	Sales Executive 銷售主任	Parts Executive 零件主任	Service Executive (Workshop Manager, Supervisor, Foreman) 維修主任(工場經理、監工、領班)						
QF Level 3 資歷架構第三級	Salesman 汽車銷售員	Partsman 零件銷售員	Service Advisor / Technician (Testing & Diagnostic) 維修顧問 / 技術員(測試及診斷)						
QF Level 2 資歷架構第二級	Sales Assistant 助理汽車銷售員	Parts Assistant 助理零件銷售員	Mechanic (MC) 技工(電單車)	Mechanic (BB) 技工(車身建造)	Mechanic (CV) 技工(商用汽車)	Mechanic (EV) 技工(電動車)	Mechanic (B&P) 技工(車身及噴塗)	Mechanic (M&E) 技工(機/電)	Service Advisor / Technician Trainee 受訓維修顧問 / 技術員
QF Level 1 資歷架構第一級			Mechanic Apprentice / Assistant Mechanic 技工學徒 / 助理技工						

透過培訓或能力評估以符合專門能力要求
 符合汽車維修技工基本能力要求

Units of Competency**能力單元****Vehicle Salesman (QF Level 3)**

汽車銷售員〔資歷架構 3 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108793L2	Attend to customers 接待顧客
108573L2	Perform selling of vehicles 銷售汽車
108572L1	Introduce to customers the characteristics of different types of vehicles and their accessories 向顧客介紹不同類型汽車的特性及附件
108576L2	Perform cold calls to potential/target customers to diversify sales opportunities 對潛在/目標客戶進行推銷令銷售機會增加
108794L3	Manage customer relationship 管理顧客關係
108575L2	Provide supporting services to vehicle selling 提供銷售支援
108580L3	Arrange financial loan for vehicles 安排汽車財務信貸
108581L3	Arrange for vehicle insurance 安排汽車保險
108597L2	Arrange for acceptance, delivery and transportation of vehicles 安排交收及運送汽車
108578L3	Arrange vehicle testing for customers 安排顧客測試車輛
108579L3	Implement sales plan for vehicle products 執行汽車產品營銷計劃
108753L3	Provide services on value assessment and trade-in of vehicles 提供汽車估值及折舊貼換交易服務
108582L3	Arrange receipt, and delivery procedures of imported new vehicles 安排新車交收程序
108747L3	Offer servicing advice and consulting services 提供維修建議及諮詢服務
108769L3	Determine the legality of the use of vehicles under respective laws and regulations (traffic, environmental protection and road safety) 判斷汽車在有關法規（交通、環保及道路安全）下使用的合法性

Units of Competency

能力單元

Vehicle Sales Executive (QF Level 4)

汽車銷售主任〔資歷架構 4 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108590L3	Implement market research plan 執行市場調查計劃
108591L3	Implement marketing plans 執行市場推廣計劃
108600L4	Display vehicles 展示/陳列汽車
108795L4	Manage customer services 管理顧客服務
108796L4	Handle customers' complaints 處理顧客投訴
108592L4	Formulate marketing plans 制定市場推廣計劃
108583L4	Purchase used vehicles 採購舊車
108584L4	Purchase new vehicles 採購新車
108599L4	Establish procedures for the receipt, dispatch and delivery of vehicles 制定車輛交收及運送程序

Units of Competency**能力單元****Sales Manager (QF Level 5)****銷售經理〔資歷架構5級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108568L4	Appraise staff performance and professional knowledge 評核員工工作表現及專業知識
108569L4	Draw up staff training programme 編制員工培訓計劃
108570L4	Arrange filling of job vacancies 安排填補職位空缺
108770L4	Promote the culture of quality management in elementary level staffs 推廣基層品質管理文化
108771L4	Coordinate and implement quality management systems 協調落實品質管理系統
108772L4	Monitor the quality of servicing work 監控維修工序質素
108773L4	Conduct preliminary analysis on procedural deficiencies 初步分析工序失誤
108593L5	Formulate market research plans 制定市場調查計劃
108797L5	Formulate customer services plan 制定顧客服務計劃
108594L5	Write promotion script for the marketing of vehicle products 撰寫汽車產品市場推廣文稿
108585L5	Formulate sales estimates of vehicle products 制定汽車產品銷售預算
108586L5	Formulate marketing plans for vehicle products 制定汽車產品營銷計劃
108562L5	Compile financial reports applicable to the automotive industry 制定財務管理方案
108564L5	Formulate a comprehensive scheme for organisational operation management 制定機構營運管理整體計劃方案

Units of Competency**能力單元****Sales Manager (QF Level 5)****銷售經理〔資歷架構5級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108798L6	Formulate customer service management strategy 制定顧客服務管理策略
108799L6	Formulate customer relation management strategy 制定顧客關係管理策略
108595L6	Formulate marketing strategy 制定市場推廣策略
108588L6	Formulate management strategy for salespersons of vehicle products 制定汽車產品銷售人員管理策略

Units of Competency**能力單元****Parts Salesman (QF Level 3)**

零件銷售員〔資歷架構3級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108793L2	Attend to customers 接待顧客
108601L2	Accept, deliver and transport parts and accessories 交收及運送零部件
108602L2	Identify/confirm vehicle parts and accessories 辨識/確定零部件
108604L2	Sell vehicle parts online 在線銷售汽車零部件
108590L3	Implement market research plan 執行市場調查計劃
108606L3	Carry out the procedure for return of purchase 執行退貨程序
108607L3	Order parts and accessories 訂購零配件
108794L3	Manage customer relationship 管理顧客關係
108591L3	Implement marketing plans 執行市場推廣計劃
108620L3	Carry out purchasing procedures for auto parts and accessories (for designated motor agents) 執行零部件採購程序 (汽車代理商的零部件採購)
108621L3	Carry out the purchasing procedure for auto parts and accessories (for non designated motor agents) 執行零部件採購程序 (非汽車代理商的零部件採購)
108603L2	Participate in motor vehicle parts stocktaking activities 執行汽車零部件盤點工作
108628L3	Manage warehouse facilities 管理倉庫設施
108629L3	Fulfil the requirements on environmental protection (parts management) 執行環保作業要求(零部件管理)
108605L3	Implement inventory control of vehicle parts 執行汽車零部件庫存監控工作

Units of Competency**能力單元****Parts Executive (QF Level 4)****零件銷售主任〔資歷架構 4 級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108606L3	Carry out the procedure for return of purchase 執行退貨程序
108611L3	Store vehicles, auto parts and accessories 儲存汽車及零部件
108612L3	Condemn the inventorial stock 處理註銷庫存品
108613L4	Establish the procedures for the receipt, dispatch and delivery of parts and accessories 制定零配件交收及運送程序
108614L4	Monitor the delivery process of parts and accessories 監控零部件運送流程
108630L4	Establish the procedure for the storage and retrieval of parts and accessories 制定零部件存取程序
108615L4	Manage the documentary system for auto parts and accessories inventory 管理汽車零部件庫存文件系統
108622L4	Select suppliers of parts and accessories 甄選零部件供應商
108623L4	Purchase renovated parts and accessories 採購翻新零部件
108624L4	Establish methods to assess the applicability of non OEM parts and accessories 制定非原廠零部件適用性的評估方法
108625L4	Conduct green procurement 執行環保採購
108559L4	Establish the handling procedures for various kinds of payment methods 制定各種付款形式的處理程序
108796L4	Handle customers' complaints 處理顧客投訴
108608L4	Establish and manage the documentary system for the sale of auto parts and accessories 制定及管理汽車零部件銷售文件系統系統

Units of Competency
能力單元
Parts Manager (QF Level 5)
零件銷售經理〔資歷架構5級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108806L4	Monitor occupational safety and health systems 監察職安健管理系統
108807L4	Monitor and manage environmental protection operations 監察環保法規及管理
108808L4	Formulate management procedure for dangerous chemicals, pollutants and waste 制定危險化學品、污染物及廢物管理程序
108613L4	Establish the procedures for the receipt, dispatch and delivery of parts and accessories 制定零部件交收及運送程序
108630L4	Establish the procedure for the storage and retrieval of parts and accessories 制定零部件存取程序
108568L4	Appraise staff performance and professional knowledge 評核員工工作表現及專業知識
108569L4	Draw up staff training programme 編制員工培訓計劃
108570L4	Arrange filling of job vacancies 安排填補職位空缺
108609L5	Establish a procedure for the return of parts and accessories 制定零部件退貨程序
108616L5	Establish the monitoring system for the delivery of parts and accessories 制定零部件運送監控系統
108593L5	Formulate market research plans 制定市場調查計劃
108626L5	Formulate purchasing strategy of parts and accessories 制定零部件採購策略
108631L5	Design the storage zone for parts and accessories 設計零部件儲存區
108617L5	Establish the procedure for stock condemnation 制定庫存品註銷程序

Units of Competency
能力單元
Parts Manager (QF Level 5)
零件銷售經理〔資歷架構 5 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108618L5	Formulate inventory level policy 制定庫存量的政策
108619L5	Establish guidelines to protect the stock 制定保護存貨的指引
108562L5	Compile financial reports applicable to the automotive industry 制定財務管理方案
108564L5	Formulate a comprehensive scheme for organisational operation management 制定機構營運管理整體計劃方案
108610L6	Formulate sales strategy for parts and accessories 制定零部件銷售策略
108632L6	Formulate management strategy for auto parts and accessories warehouse 制定汽車零部件倉庫管理策略

Units of Competency**能力單元****Vehicle Mechanic (Motorcycle Repair and Diagnostics) (QF Level 2)****車輛維修技工〔電單車維修及診斷〕〔資歷架構 2 級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108800L1	Identify typical dangerous chemicals and understand their characteristics 識別常見危險化學品及理解其特性
108634L1	Employ general vehicle servicing tools and equipment 使用一般汽車維修工具和設備
108801L1	Apply the laws and regulations as well as management system of environmental protection 應用環保法規及管理系統
108642L1	Know about the structure and basic operation of motorcycle and components 認識電單車和組件的結構、功能及基本應用
108674L2	Carry out Routine Motor Motorcycle Maintenance 進行定期電單車保養
108675L2	Carry Out Motorcycle Pre-delivery Preparation and Inspections 進行電單車交車準備及檢查
108675L2	Remove and Replace Motorcycle Engine Power-train Units and Components 拆卸更換電單車發動機動力傳動裝置及部件
108677L2	Remove and replace motorcycle electrical units and components 拆卸、更換電單車電器裝置及部件
108678L2	Remove and replace motorcycle chassis units and components 拆卸、更換電單車底盤裝置及部件
108679L2	Remove and replace motorcycle driveline units and components 拆卸、更換電單車傳動裝置及部件
108680L2	Remove and fit non-welded, non-structural motorcycle body panel 拆卸及裝配非焊接及非結構性電單車車身配件
108681L2	Inspect, repair and replace motorcycle tyres 檢查、修理及更換電單車輪胎
108682L2	Overhaul Motorcycle Mechanical Units 大修電單車機械裝置
108718L3	Diagnose and Rectify Motorcycle Engine and Component Faults 故障診斷及修正電單車發動機及其配件
108719L3	Diagnose and Rectify Motorcycle Chassis System Faults 故障診斷及修正電單車底盤系統
108720L3	Diagnose and Rectify Motorcycle Transmission and Driveline System Faults 故障診斷及修正電單車變速箱及傳動系統
108721L3	Diagnose and Rectify Motorcycle Electrical System Faults 故障診斷及修正電單車電氣系統

Units of Competency**能力單元****Vehicle Mechanic (Motorcycle Repair and Diagnostics) (QF Level 2)****車輛維修技工〔電單車維修及診斷〕〔資歷架構 2 級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108793L2	Attend to customers 接待顧客
108783L1	Jot down the procedure of housekeeping in workshop 筆錄有關整理工作場所的程序
108802L2	Carry out the operation guidelines on occupational safety and health 執行職安健作業指引
108813L2	Maintain good working relationships with colleagues 能與同事維繫良好工作關係
108814L3	Conduct demonstration of technical skills 進行技術示範

Units of Competency**能力單元****Vehicle Mechanic (Commercial Vehicles) (QF Level 2)****車輛維修技工〔商用車維修〕〔資歷架構 2 級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108800L1	Identify typical dangerous chemicals and understand their characteristics 識別常見危險化學品及理解其特性
108638L1	Handle chemicals 處理化學品
108633L1	Know about the structure and basic operation of vehicles and components 認識汽車和組件的結構及基本應用
108634L1	Employ general vehicle servicing tools and equipment 使用一般汽車維修工具和設備
108635L1	Dismantle, replace and re-assemble general vehicle system components 拆卸、更換和重裝一般汽車系統組件
108801L1	Apply the laws and regulations as well as management system of environmental protection 應用環保法規及管理系統
108636L1	Dismantle and replace various kinds of vehicle electric systems and accessories 拆裝、更換各類汽車電器系統與附件
108641L1	Carry out simple vehicle maintenance work 簡單保養汽車
108670L2	Use specialised instruments and equipment for vehicle inspection 應用汽車檢測專用儀器和設備
108671L2	Inspect vehicles for regulations compliance 檢測汽車組件不符法規的缺陷
108683L2	Carry out routine commercial motor vehicle maintenance 進行定期商用汽車保養
108684L2	Carry out pre-delivery preparation and inspection of commercial motor vehicle 進行商用汽車交車準備及檢查
108685L2	Remove and replace commercial motor vehicle engine units and components 拆卸、更換商用汽車發動機裝置及部件
108686L2	Remove and replace commercial motor vehicle electrical auxiliary units and components 拆卸和更換商用汽車電器輔助裝置及部件
108687L2	Remove and replace commercial motor vehicle chassis units and components 拆卸和更換商用汽車底盤裝置及部件
108793L2	Attend to customers 接待顧客
108783L1	Jot down the procedure of housekeeping in workshop 筆錄有關整理工作場所的程序
108802L2	Carry out the operation guidelines on occupational safety and health 執行職安健作業指引

Units of Competency

能力單元

Vehicle Mechanic (Commerical Vehicles) (QF Level 2)

車輛維修技工〔商用車維修〕〔資歷架構 2 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108813L2	Maintain good working relationships with colleagues 能與同事維繫良好工作關係
108814L3	Conduct demonstration of technical skills 進行技術示範

Units of Competency**能力單元****Vehicle Mechanic (Electric Vehicles) (QF Level 2)****車輛維修技工〔電動車〕〔資歷架構 2 級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108800L1	Identify typical dangerous chemicals and understand their characteristics 識別常見危險化學品及理解其特性
108638L1	Handle chemicals 處理化學品
108633L1	Know about the structure and basic operation of vehicles and components 認識汽車和組件的結構及基本應用
108634L1	Employ general vehicle servicing tools and equipment 使用一般汽車維修工具和設備
108635L1	Dismantle, replace and re-assemble general vehicle system components 拆卸、更換和重裝一般汽車系統組件
108801L1	Apply the laws and regulations as well as management system of environmental protection 應用環保法規及管理系統
108636L1	Dismantle and replace various kinds of vehicle electric systems and accessories 拆裝、更換各類汽車電器系統與附件
108641L1	Carry out simple vehicle maintenance work 簡單保養汽車
108688L2	Non-high energy electrical system related operation on electric and hybrid vehicles 執行電動車及混合動力汽車非高壓電系統相關工作
108689L2	Carry out work on broken down and damaged electric and hybrid vehicles 執行電動車及混合動力汽車機械故障及損壞檢修工作
108690L2	Isolate and reinstate electric system of electric and hybrid vehicle 隔離及恢復電動及混合動力汽車載電系統
108691L2	Service and repair non-live electric and hybrid vehicle systems 維護及修理電動及混合動力汽車非帶電系統
108692L2	Dismantle and repair electric and hybrid vehicle traction motors, electrical control and management systems 拆裝及維修電動及混合動力汽車的牽引電動機、電能控制及管理系統
108693L2	Dismantle and repair electric and hybrid vehicle air-conditioning, cooling and power steering systems 拆裝及維修電動及混合動力汽車的空調、冷卻及動力轉向系統
108694L2	Dismantle and repair electric and hybrid vehicle WiFi, General Pocket Radio Service (GPRS) and various sensors for vehicle control 拆裝及維修電動及混合動力汽車的無線上網 (WiFi)、通用封包無線電服務 (General Pocket Radio service-GPRS) 及各種車輛感應器

Units of Competency**能力單元****Vehicle Mechanic (Electric Vehicles) (QF Level 2)****車輛維修技工〔電動車〕〔資歷架構 2 級〕**

108670L2	Use specialised instruments and equipment for vehicle inspection 應用汽車檢測專用儀器和設備
108671L2	Inspect vehicles for regulations compliance 檢測汽車組件不符法規的缺陷
108725L3	Diagnose, test and repair electric and hybrid vehicle high voltage batteries 診斷、試驗及修維電動及混合動力汽車高壓電池
108699L3	Conduct fault diagnosis on electric and hybrid vehicles 診斷電動及混合動力汽車故障
108793L2	Attend to customers 接待顧客
108783L1	Jot down the procedure of housekeeping in workshop 筆錄有關整理工作場所的程序
108802L2	Carry out the operation guidelines on occupational safety and health 執行職安健作業指引
108813L2	Maintain good working relationships with colleagues 能與同事維繫良好工作關係
108814L3	Conduct demonstration of technical skills 進行技術示範

Units of Competency
能力單元
Vehicle Mechanic (Body Building) (QF Level 2)
車輛維修技工(車身建造)〔資歷架構 2 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108800L1	Identify typical dangerous chemicals and understand their characteristics 識別常見危險化學品及理解其特性
108633L1	Know about the structure and basic operation of vehicles and components 認識汽車和組件的結構及基本應用
108801L1	Apply the laws and regulations as well as management system of environmental protection 應用環保法規及管理系統
108757L1	Use general materials and tools for vehicle body assembling 使用車身裝嵌的一般物料及工具
108643L2	Use general welding equipment 使用一般焊接設備
108644L2	Vehicle body welding 車身焊接
108758L2	Apply basic vehicle body building techniques 運用基本車身組裝技術
108759L2	Build the body frame 組裝車身框架
108760L2	Assemble the floor, windows, passageways, stairs and doors of vehicle 組裝地板、車窗、通道、梯級及車門
108761L2	Assemble seats and interior fittings 組裝座位及內部裝置
108762L2	Assemble air-conditioning systems 組裝空調系統
108763L2	Assemble lighting and indicating systems 組裝照明及顯示系統
108764L2	Produce vehicle body building fixtures 製作車身夾具
108765L2	Assemble vehicle body panels 組裝車身板
108672L2	Motor vehicle body mechanical fastening operations 進行汽車車身部件繫穩作業
108673L2	Spray paint on plastic components of vehicle body 在汽車車身塑料配件進行噴塗工序
108803L3	Handle typical dangerous chemicals, pollutants and waste 處理常見危險化學品、污染物及廢物
108695L3	Monitor and maintain instruments and equipment 監察及保養車身維修儀器及設備
108769L3	Determine the legality of the use of vehicles under respective laws and regulations (traffic, environmental protection and road safety) 判斷汽車在有關法規（交通、環保及道路安全）下使用的合法性

Units of Competency**能力單元****Vehicle Mechanic (Body Building) (QF Level 2)****車輛維修技工(車身建造)〔資歷架構 2 級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108793L2	Attend to customers 接待顧客
108783L1	Jot down the procedure of housekeeping in workshop 筆錄有關整理工作場所的程序
108802L2	Carry out the operation guidelines on occupational safety and health 執行職安健作業指引
108813L2	Maintain good working relationships with colleagues 能與同事維繫良好工作關係
108814L3	Conduct demonstration of technical skills 進行技術示範

Units of Competency
能力單元
Service Advisor (QF Level 3)
汽車維修顧問〔資歷架構 3 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108590L3	Implement market research plan 執行市場調查計劃
108747L3	Offer servicing advice and consulting services 提供維修建議及諮詢服務
108794L3	Manage customer relationship 管理顧客關係
108803L3	Handle typical dangerous chemicals, pollutants and waste 處理常見危險化學品、污染物及廢物
108749L3	Provide services on the repair quotation of insurance/claims for compensation 提供保險估價/索償服務
108750L3	Promote repair/maintenance services and provide advice on vehicle services 推廣維修銷售及顧問服務
108753L3	Provide services on value assessment and trade-in of vehicles 提供汽車估值及折舊貼換交易服務
108701L3	Test drive and report the condition of vehicles 測試和報告車輛行駛狀況
108755L4	Evaluate the repair cost for accidental damages of vehicles 評估車輛意外損毀的維修費用
108754L4	Verify cases of vehicle insurance claims 核實汽車保險索償個案

Units of Competency**能力單元****Technician (Testing & Diagnostics) (QF Level 3)**
汽車維修技術員〔測試及診斷〕〔資歷架構3級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108696L3	Conduct fault diagnosis on various vehicle fuel supply systems 診斷汽車各類燃料供應系統故障
108697L3	Conduct fault diagnosis on vehicle engine units and components 汽車引擎及其附屬系統的故障診斷
108698L3	Conduct fault diagnosis on vehicle chassis units and components 汽車底盤系統及其配件故障診斷
108700L3	Conduct fault diagnosis on vehicle transmission systems 診斷汽車傳動系統故障
108703L3	Conduct fault diagnosis on vehicle battery, charging and starting systems 診斷汽車蓄電池、充電系統及起動系統故障
108704L3	Conduct fault diagnosis on vehicle lighting systems, signalling systems, meter instruments and displaying systems 診斷汽車照明、訊號系統及各儀錶與指示系統故障
108726L3	Provide technical support and advice to colleagues in vehicle environments 對同事提供技術支援及建議
108727L3	Liaise with vehicle and product manufacturers on technical matters 與產品製造商作技術上的聯繫
108728L3	Conduct diagnostic consultations with customers in vehicle environments 為顧客提供診斷上的諮詢
108729L3	Check and repair vehicle intelligent control systems and devices 檢修汽車智能控制系統及設備
108725L3	Diagnose, test and repair electric and hybrid vehicle high voltage batteries 診斷、試驗及維修電動及混合動力汽車高壓電池
108699L3	Conduct fault diagnosis on electric and hybrid vehicles 診斷電動及混合動力汽車故障

Units of Competency**能力單元**

Technician (Testing & Diagnostics) (QF Level 3)
汽車維修技術員〔測試及診斷〕〔資歷架構3級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108733L4	Master complicated techniques of power systems 掌握動力系統複雜技術
108734L4	Master the complicated techniques of transmission systems 掌握傳動系統複雜技術
108735L4	Master the complicated techniques of chassis units and components 掌握底盤穩定控制的複雜技術
108736L4	Master the complicated techniques of steering 掌握轉向的複雜技術
108737L4	Master the complicated techniques of suspension systems 掌握懸掛系統的複雜技術
108738L4	Master the complicated techniques of electrical and electronic systems 掌握電器及電子系統複雜技術
108740L4	Conduct quality check on vehicle examination 審核汽車檢驗品質

Units of Competency
能力單元
Vehicle Damage Assessor (QF Level 4)
意外損毀評估員〔資歷架構 4 級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108633L1	Know about the structure and basic operation of vehicles and components 認識汽車和組件的結構及基本應用
108769L3	Judge the legitimacy of vehicle usage under laws and regulations (traffic, environmental protection and road safety) 判斷汽車在有關法規（交通、環保及道路安全）下使用的合法性
108753L3	Provide services on value assessment and trade-in of vehicles 提供汽車估值及折舊貼換交易服務
108754L4	Verify cases of vehicle insurance claims 核實汽車保險索償個案
108755L4	Evaluate the repair cost for accidental damages of vehicles 評估車輛意外損毀的維修費用
108756L4	Coordinate insurance claims of vehicle damages 協調汽車損毀保險索償

Units of Competency
能力單元

Service Executive (Workshop Manager, Supervisor, Foreman) (QF Level 4)
維修主任 (工場經理, 監工, 領班) [資歷架構 4 級]

Code of UoC 單元編號	Name of UoC 單元名稱
108748L3	Handle after-sales warranty claim 處理售後保用服務
108796L4	Handle customers' complaints 處理顧客投訴
108751L4	Handle complicated technical servicing problems 處理複雜維修技術問題
108795L4	Manage customer services 管理顧客服務
108695L3	Monitor and maintain instruments and equipment 監察及保養儀器及設備
108714L3	Examine vehicle of its roadworthiness 驗檢車輛行車安全標準
108806L4	Monitor occupational safety and health systems 監察職安健管理系統
108807L4	Monitor and manage environmental protection operation 監察環保法規及管理
108808L4	Formulate management procedure for dangerous chemicals, pollutants and waste 制定危險化學品、污染物及廢物管理程序
108730L4	Formulate rules of safety operation for vehicle servicing work 制定汽車維修工作安全守則
108731L4	Conduct risk assessment on vehicle servicing work 為汽車維修工序進行風險評估
108732L4	Monitor, arrange and coordinate the progress and workflow of the operation in the workshop 監察安排及協調工場運作進度及流程
108740L4	Conduct quality check on vehicle examination 審核汽車檢驗品質

Units of Competency
能力單元
Service Manager (QF Level 5)
維修經理〔資歷架構5級〕

Code of UoC 單元編號	Name of UoC 單元名稱
108568L4	Appraise staff performance and professional knowledge 評核員工工作表現及專業知識
108569L4	Draw up staff training programme 編制員工培訓計劃
108570L4	Arrange filling of job vacancies 安排填補職位空缺
108770L4	Promote the culture of quality management in elementary level staffs 推廣基層品質管理文化
108771L4	Coordinate and implement quality management systems 協調落實品質管理系統
108772L4	Monitor the quality of servicing work 監控維修工序質素
108773L4	Conduct preliminary analysis on procedural deficiencies 初步分析工序失誤
108809L5	Establish occupational safety and health management system 制定職安健管理系統
108810L5	Establish environmental protection management system 制定環保理系統
108563L5	Assess the risks of accident at work within the workplace 評估營運場所工作意外的風險
108791L5	Establish equipment management system 制定設備管理系統
108792L5	Establish management system for servicing workshops 制定維修工場的管理系統
108562L5	Compile financial reports applicable to the automotive industry 制定財務管理方案
108564L5	Formulate a comprehensive scheme for organisational operation management 制定機構營運管理整體計劃方案
108571L5	Assess human resources market and establish remuneration system 評估人力市場及確立薪酬制度

Units of Competency**能力單元****Service Manager (QF Level 5)****維修經理〔資歷架構5級〕**

Code of UoC 單元編號	Name of UoC 單元名稱
108565L6	Formulate risk management plans 制定風險管理方案
108798L6	Formulate customer service management strategy 制定顧客服務管理策略
108799L6	Formulate customer relation management strategy 制定顧客關係管理策略

Vocational Qualifications Pathway
(VQP) related to “The Voluntary
Registration Scheme for Vehicle
Mechanics (VRSVM)”

與「車輛維修技工自願註冊計劃」
相關之職業資歷階梯

能力單元編號 UoC No.	資歷級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108800L1	1	識別常見危險化學品及理解其特性	Identify typical dangerous chemicals and understand their characteristics
108638L1		處理化學品	Handle chemicals
108633L1		認識汽車和組件的結構及基本應用	Know about the structure and basic operation of vehicles and components
108634L1		使用一般汽車維修工具和設備	Employ general vehicle servicing tools and equipment
108635L1		拆卸、更換和重裝一般汽車系統組件	Dismantle, replace and re-assemble general vehicle system components
108647L2	2	檢修引擎	Check and repair engines
108648L2		檢修汽車各類燃料供應系統	Check and repair various types of fuel supply systems
108649L2		檢修汽車各類制動系統	Check and repair various types of vehicle braking systems
108650L2		檢修汽車底盤系統及配件	Check and repair vehicle chassis units and components
108646L2		檢修及更換輪胎	Check, repair and replace tyres
108671L2		檢測汽車組件不符法規的缺陷	Inspect vehicles for regulations compliance
108655L2		檢修汽車電子控制系統及設備	Check and repair vehicle electronic control systems and devices
108747L3	3	提供維修建議及諮詢服務	Offer servicing advice and consulting services
108803L3		處理常見危險化學品、污染物及廢物	Handle typical dangerous chemicals, pollutants and waste
108578L3		安排顧客測試車輛	Arrange vehicle test drive by customers
108769L3		判斷汽車在有關法規（交通、環保及道路安全）下使用的合法性	Judge the legitimacy of vehicle usage under laws and regulations (transport, environmental protection and road safety)
108696L3		診斷汽車各類燃料供應系統故障	Conduct fault diagnosis on various vehicle fuel supply systems
108697L3		汽車引擎及其附屬系統故障診斷	Conduct fault diagnosis on vehicle engine and component systems
108698L3		汽車底盤系統及其配件故障診斷	Conduct fault diagnosis on vehicle chassis units and components
108700L3		診斷汽車傳動系統故障	Conduct fault diagnosis on vehicle transmission systems
108701L3		測試和報告車輛行駛狀況	Test drive and report the condition of vehicles
108702L3	3	保養各種汽車維修工具和設備	Maintain various vehicle servicing tools and equipment
108715L3		保養汽車檢測專用儀器和設備	Conduct maintenance for special equipment and instruments for vehicle inspection
108716L3		安排汽車檢驗	Arrange vehicle examination
108804L3		執行環保作業要求(機電維修)	Fulfil the requirements on environmental protection (electrical and mechanical servicing)
108788L3		處理一般工作意外	Handle general accidents at work
108787L3		控制維修車輛的流程	Control vehicle servicing workflow
108814L3		進行技術示範	Conduct demonstration of technical skills
108725L3		診斷、試驗及維修電動及混合動力汽車高壓電池	Diagnose, test and repair electric and hybrid vehicle high voltage batteries
108726L3		對同事提供汽車維修技術支援及建議	Provide technical support and advice to colleagues for vehicle repairing techniques
108729L3		檢修汽車智能控制系統及設備	Check and repair vehicle intelligent control systems and devices
108699L3		診斷電動及混合動力汽車故障	Conduct fault diagnosis on electric and hybrid vehicles

能力單元編號 UoC No.	資歷級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108800L1	1	識別常見危險化學品及理解其特性	Identify typical dangerous chemicals and understand their characteristics
108638L1		處理化學品	Handle chemicals
108633L1		認識汽車和組件的結構及基本應用	Know about the structure and basic operation of vehicles and components
108634L1		使用一般汽車維修工具和設備	Employ general vehicle servicing tools and equipment
108651L2	2	檢修電池、充電系統及起動系統	Check and repair vehicle battery, charging and starting systems
108652L2		檢修照明、訊號系統及各儀錶與指示系統	Check and repair vehicle lighting and signalling systems as well as the meters and indicating systems
108653L2		檢修汽車水撥系統及電動門窗系統	Check and repair vehicle wiper, electric door and power window systems
108654L2		檢修汽車防盜、音響及視訊系統	Check and repair vehicle anti-theft, audio and video systems
108655L2		檢修汽車電子控制系統及設備	Check and repair vehicle electronic control systems and devices
108656L2		檢修汽車冷氣及空調系統	Check and repair vehicle air cooling and air-conditioning systems
108747L3	3	提供維修建議及諮詢服務	Offer servicing advice and consulting services
108803L3		處理常見危險化學品、污染物及廢物	Handle typical dangerous chemicals, pollutants and waste
108578L3		安排顧客測試車輛	Arrange vehicle test drive by customers
108769L3		判斷汽車在有關法規 (交通、環保及道路安全) 下使用的合法性	Judge the legitimacy of vehicle usage under laws and regulations (transport, environmental protection and road safety)
108702L3		保養各種汽車維修工具和設備	Maintain various vehicle servicing tools and equipment
108703L3		診斷汽車蓄電池、充電系統及起動系統故障	Conduct fault diagnosis on vehicle battery, charging and starting systems
108704L3		診斷汽車照明、訊號系統及各儀錶與指示系統故障	Conduct fault diagnosis on vehicle lighting systems, signalling systems, meter instruments and displaying systems
108705L3		診斷及分析汽車水撥與電動門窗系統故障	Conduct fault diagnosis and analysis on vehicle wiper, electric door and window systems
108706L3		診斷及分析汽車防盜、音響及視訊系統故障	Conduct fault diagnosis and analysis on vehicle anti-theft, audio and video systems
108707L3		診斷及分析各類汽車電子數據控制系統故障	Conduct fault diagnosis and analysis on vehicle electronic data control systems
108708L3	診斷及分析汽車冷氣及空調系統故障	Conduct fault diagnosis and analysis on vehicle air-conditioning and ventilation systems	
108715L3	3	保養汽車檢測專用儀器和設備	Conduct maintenance for special equipment and instruments for vehicle inspection
108716L3		安排汽車檢驗	Arrange vehicle examination
108804L3		執行環保作業要求(機電維修)	Fulfil the requirements on environmental protection (electrical and mechanical servicing)
108726L3		對同事提供汽車維修技術支援及建議	Provide technical support and advice to colleagues for vehicle repairing techniques
108788L3		處理一般工作意外	Handle general accidents at work
108787L3		控制維修車輛的流程	Control vehicle servicing workflow
108814L3		進行技術示範	Conduct demonstration of technical skills

Vocational Qualifications Pathway for Automotive Industry - Vehicle Mechanic (Body Repair)

能力單元列表

List of Unit of Competency (UoC)

能力單元編號 UoC No.	資歷級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108634L1	1	使用一般汽車維修工具和設備	Employ general vehicle servicing tools and equipment
108637L1		更換車身金屬板及配件	Replace metallic panels and accessories of vehicle body
108800L1		識別常見危險化學品及理解其特性	Identify typical dangerous chemicals and understand their characteristics
108643L2	2	使用一般焊接設備	Use general welding equipment
108644L2		車身焊接	Perform Vehicle body welding
108657L2		拆裝門窗及組件	Dismantle and install the windows and doors as well as their components
108658L2		檢修前後擋風玻璃	Check and repair front and rear windscreens
108659L2		檢修座位及內部裝置	Check and repair vehicle seats and interior fittings
108661L2		檢查及修補車身金屬板	Check and mend the metallic panels of vehicle body
108662L2		量度車身和底盤	Measure vehicle body and chassis
108709L3	3	應用電子儀器量度車身/底盤	Measure vehicle body/chassis with specialised electronic instruments
108747L3		提供維修建議及諮詢服務	Offer servicing advice and consulting services
108803L3		處理常見危險化學品、污染物及廢物	Handle typical dangerous chemicals, pollutants and waste
108695L3		監察及保養車身維修儀器及設備	Monitor and maintain instruments and equipment
108578L3		安排顧客測試車輛	Arrange vehicle test drive by customers
108769L3		判斷汽車在有關法規（交通、環保及道路安全）下使用的合法性	Judge the legitimacy of vehicle usage under laws and regulations (transport, environmental protection and road safety)
108710L3		修正大型結構性的損毀	Rectify large-scale structural damages
108711L3		檢查及維修鋁合金車身	Check and repair aluminium alloy vehicle body
108716L3		安排汽車檢驗	Arrange vehicle examination
108805L3		執行環保作業要求(車身維修)	Fulfil the requirements on environmental protection (vehicle body servicing)
108726L3		對同事提供汽車維修技術支援及建議	Provide technical support and advice to colleagues for vehicle repairing techniques
108788L3		處理一般工作意外	Handle general accidents at work
108787L3		控制維修車輛的流程	Control vehicle servicing workflow
108814L3	進行技術示範	Conduct demonstration of technical skills	
108739L4	4	掌握車身及車架複雜技術	Master the complicated techniques of vehicle body and frame

Vocational Qualifications Pathway for Automotive Industry - Vehicle Mechanic (Body Painting)

能力單元列表

List of Unit of Competency (UoC)

能力單元編號 UoC No.	資歷級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108800L1	1	識別常見危險化學品及理解其特性	Identify typical dangerous chemicals and understand their characteristics
108663L2	2	使用及維護一般噴塗設備	Use and maintain general painting equipment
108664L2		去除舊漆膜及金屬表面處理	Remove paint and process surface treatment on metallic panel
108665L2		進行填灰及研磨工序	Carry out body filling and sanding
108666L2		進行噴塗工序	Painting process
108668L2		調配漆油	Mix paints
108713L3	3	修補面漆	Remedy paint defects (spot painting)
108712L3		掌握駁口噴塗處理技術	Master the techniques of blending
108717L3		界定汽車車身漆膜的缺失	Defining defects of paint coating
108788L3		處理一般工作意外	Handle general accidents at work
108787L3		控制維修車輛的流程	Control vehicle servicing workflow
108747L3		提供維修建議及諮詢服務	Offer servicing advice and consulting services
108805L3		執行環保作業要求(車身維修)	Fulfil the requirements on environmental protection (vehicle body servicing)
108803L3		處理常見危險化學品、污染物及廢物	Handle typical dangerous chemicals, pollutants and waste
108726L3		對同事提供汽車維修技術支援及建議	Provide technical support and advice to colleagues for vehicle repairing techniques
108814L3		進行技術示範	Conduct demonstration of technical skills