

Specification of Competency Standards for the Automotive Industry
Unit of Competency

1. Title	Arrange for acceptance, delivery and transportation of vehicles		
2. Code	AUSDSA201A		
3. Range	This unit of competency is applicable in the sales department of vehicles. Practitioners should be capable to arrange for acceptance, delivery and transportation of vehicles, thus enabling accurate and speedy arrival of vehicles to the destination.		
4. Level	2		
5. Credits	3(for reference only)		
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <div> <div>6.1 Understand the transportation requirements and logistics procedure for vehicles</div> <div> <ul style="list-style-type: none"> ◆ Understand the characteristics of vehicles and transportation requirements ◆ Understand the methods to control transportation of vehicles ◆ Understand the organisation's vehicle labelling system and its characteristics ◆ Understand the characteristics of different transportation devices ◆ Understand various kinds of communication facilities employed by the organisation ◆ Understand the established acceptance, delivery and transportation procedure for vehicles ◆ Understand the organisation's filing system with respect to the acceptance, delivery and transportation of vehicles </div> </div> <div> <div>6.2 Accept, deliver and transport vehicles</div> <div> <ul style="list-style-type: none"> ◆ Accept, deliver and transport vehicles according to the organisation's established procedure, such as: <ul style="list-style-type: none"> • Carry out the verification procedure for acceptance, delivery and transportation of vehicles on trucks </div> </div>		

	<ul style="list-style-type: none"> • Arrange drivers to transport vehicles and confirm the validity period of driving licence, T-plate and insurance policy • Safeguard the vehicle transportation process, such as securing the vehicle on the transportation device • Be familiar with vehicle transportation process and transportation route (including contingency route) • Be familiar with the temporary arrangement for allocation of resources • Confirm the document pertaining to the acceptance and delivery of vehicles • Report damages on vehicles ◆ Arrange the order of transportation according to the department's instructions, such as the characteristics of vehicles and degrees of urgency, etc. ◆ In accordance with the established performance indicators governing the acceptance, delivery and transportation of vehicles and the effectiveness of transportation, review the efficiency of the operation and report any procedural deficiency to the supervisor in note form
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to enable accurate and speedy arrival of the parts and accessories to the destination safely in accordance with the established guidelines on the acceptance, delivery and transportation process of vehicles; and</p> <p>(ii) Capable to report any procedural deficiency to the supervisor with regard to the efficiency of acceptance, delivery and transportation of vehicles on trucks.</p>
8. Remarks	