

Specification of Competency Standards for the Automotive Industry
Unit of Competency

1. Title	Arrange for vehicle insurance
2. Code	AUSDSA304A
3. Range	This unit of competency is applicable in vehicle showrooms or exhibition venues. Practitioners should be capable to explain the terms of insurance policy to customers appropriately and arrange for vehicle insurance.
4. Level	3
5. Credits	3(for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Vehicles insurance</p> <ul style="list-style-type: none"> ◆ Understand general vehicle insurance, including: <ul style="list-style-type: none"> • The summary of vehicle insurance ordinances • The terms and conditions of vehicle insurance • The types of vehicle insurance, such as Third Party Liability Insurance, Comprehensive Insurance and Policy Excess etc. • The document and timeframe required for processing vehicle insurance • The procedure for handling traffic accidents, including: <ul style="list-style-type: none"> • Accidents involving injury and death • Accidents not involving injury and death • Understand the scope of acceptance of commission • The section concerning vehicle insurance under The Hong Kong Federation of Insurers

	<p>6.2 Arrange for vehicle insurance</p> <ul style="list-style-type: none"> ◆ Understand the relationship between the organisation and the cooperating insurance company as well as the restrictions on adopting third party insurance company ◆ Explain clearly to customers general insurance issues and capable to provide insurance suggestions ◆ Explain to customers the general procedure for handling the submission and claims of compensation for traffic accidents ◆ Act as intermediary to arrange for vehicle insurance and assist customers complete the formalities for insurance application
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand the types of vehicle insurance and the terms and conditions of the policy; and</p> <p>(ii) Capable to explain clearly to customers general insurance issues, arrange insurance application with insurance company for customers as well as submit and claim compensation when necessary.</p>
8. Remarks	<p>Practitioners should obtain the Insurance Intermediary Licence issued by The Hong Kong Federation of Insurers.</p>