Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Sales and Marketing

Title	Purchase used vehicles
Code	108583L4
Range	This unit of competency is applicable to the merchandisers in the department/organisation engaging in trading of used vehicles. Practitioners should be able to make suggestions to seniors on the purchase of used vehicles with commercial value and complete respective purchasing procedure to match with the organisational operation 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 of 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 actual market situation, and organisational resources situation as well as updated information with the sales department, present to seniors the purchasing suggestions of used vehicle types such as:
	    o Market value
	    o The image of the vehicle type and the brand
	    o Feedback of after-sales services
	    o Market demand
	    o Target customers, etc.
	• Submit evaluation report to seniors on the marginal profits for transaction, so as to determine if organisational operation strategy can be matched.
	• Master the determinants for the purchase of target used vehicles, such as:
	    o Year of manufacturing and colour of the vehicle body
	    o Driving mileage
	    o Conditions of the vehicle body and interior upholster
	    o Engine capacity
	    o Conditions of engine and transmission system
	    o Information of first registration, such as brand-new vehicle imported from manufacturer, new parallel imported vehicle or imported used car, etc.
	    o Number of previous owners
	    o Validity period of licence and insurance
	    o Accident records
	    o Specification of vehicle (not supplied by local market)
	    o Verify registration information to avoid buying illegally modified vehicles
	    o Check for unsettled penalty or valid restraining order
	• Inspect the vehicles to be purchased and verify the related documents, so as 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.

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	• Transfer the purchased vehicles to maintenance department for inspection and repair, so as 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 deficiency in the purchase of used vehicles and 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 to meet organisational operation strategy; • Capable of completing relevant record and transaction documents according to established requirements of the organisation and the vehicle trading regulations of relevant government departments; and • Capable of reviewing procedural deficiency in the purchase of used vehicles and making suggestions to optimise respective procedure.
Remark	The credits value of this unit of competency is assumes that the practitioner concerned has already possessed the knowledge of vehicles, including relevant regulations and purchasing knowledge.