

**Specification of Competency Standards for the Automotive Industry**  
**Unit of Competency**

1. Title	Handle various kinds of payment methods
2. Code	AUSDPS202A
3. Range	This unit of competency is applicable in the sales department of vehicle parts and accessories. Practitioners should be capable to complete payment process accurately according to various kinds of payment methods established by the organisation to safeguard the interest of both the organisation and the customers.
4. Level	2
5. Credits	3(for reference only)
6. Competency	<p style="text-align: center;"><b><u>Performance Requirements</u></b></p> <p>6.1 Understand payment methods and transaction documents</p> <ul style="list-style-type: none"> <li>◆ Understand different payment methods and the handling procedures, such as: <ul style="list-style-type: none"> <li>• Payment by cash /electronic currency, credits card, cheque and transfer, etc.</li> <li>• Payment by charging to account, deposit and instalments, etc.</li> </ul> </li> <li>◆ Identify the validity of financial documents and currency</li> <li>◆ Know about the organisation's financial and transaction documents</li> </ul> <p>6.2 Handle various kinds of payment process</p> <ul style="list-style-type: none"> <li>◆ Handle payment procedure according to various kinds of payment methods established by the organisation, such as payment by cash/electronic currency, credits card, cheque, charge to account and deposit, etc.</li> <li>◆ Handle Documents Against Payment(D/P) and relevant documents</li> <li>◆ Handle daily cash balance and relevant bills</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Carry out the organisation's established emergency and contingency procedure concerning the validity of currency or relevant documents, insufficient cash and amount discrepancy, etc.</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>(i) Capable to complete payment process effectively according to various kinds of payment methods established by the organisation; and</li> <li>(ii) Carry out emergency and contingency procedure according to the organisation's established guidelines.</li> </ul>
8. Remarks	