

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

1. Title	Carry out purchasing procedures for auto parts and accessories (for designated motor agents)
2. Code	AUSDPU301A
3. Range	This unit of competency is applicable to the practitioners of parts and accessories purchasing department of designated motor agents for the purchasing of suitable goods in appropriate quantity according to the purchasing procedure formulated by the organisation, so as to tie in with its operational strategy of organisation.
4. Level	3
5. Credits	6(for reference only)
6. Competency	<p style="text-align: center;"><b><u>Performance Requirements</u></b></p> <p>6.1 The characteristics of auto parts and accessories, and the market situation</p> <ul style="list-style-type: none"> <li>◆ Be familiar with the latest information on the price and market demand of different parts and accessories</li> <li>◆ Understand the standard of goods, and the laws and regulations on the selling of goods</li> <li>◆ Be familiar with the specifications and required inventory levels for different parts and accessories</li> <li>◆ Be familiar with the handling of purchasing document of the organisation</li> <li>◆ Be familiar with the new trend and specifications of relevant environmental-friendly products, and offer choices to customers</li> <li>◆ Be familiar with the concept and application of green purchase</li> </ul>

	<p>6.2 Purchase auto parts and accessories</p> <ul style="list-style-type: none"> <li>◆ Purchase auto parts and accessories from designated supplier according to the purchasing strategy formulated by the organisation, including identify the purchasing quantity and cycle of different parts and accessories, etc.</li> <li>◆ Complete documents in relation to transaction record, customs clearance, and etc.</li> <li>◆ In accordance with organisational guidelines, the consuming pattern of local market and the trends of different places, execute the purchasing of OEM accessories or related products (e.g. souvenir)</li> <li>◆ Carry out the established contingency measures for special cases (e.g. fluctuating exchange rate and delay in delivery, etc.)</li> <li>◆ Review the quality of auto parts and accessories, and reflect procedural deficiency in purchasing to seniors or respective counterparts in note form</li> </ul>
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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 determine the purchasing quantity and cycle of auto parts and accessories according to the purchasing procedure formulated by the organisation, and effectively carry out the purchasing procedure;</li> <li>(ii) Capable to purchase OEM accessories and related products according to the consuming pattern of local market and the trends of different places;</li> <li>(iii) Capable to carry out the contingency measures according to the established guidelines of organisation; and</li> <li>(iv) Capable to reflect the quality of auto parts and accessories to respective counterparts.</li> </ul>
8. Remarks	<p>The credits value of this unit of competency is set on the presumption that the people concerned already possess the knowledge of auto parts and accessories and merchandizing.</p>