

Specification of Competency Standards for the Automotive Industry
Unit of Competency

1. Title	Carry out the purchasing procedure for auto parts and vehicles (for non designated motor agents)
2. Code	AUSDPU302A
3. Range	This unit of competency is applicable to the practitioners of parts and accessories purchasing department of non designated motor agents for the purchasing of suitable goods in appropriate quantity from selected supplier according to the purchasing procedure formulated by the organisation, so as to tie in with operational needs.
4. Level	3
5. Credits	6(for reference only)
6. Competency	<p style="text-align: center;">Performance Requirements</p> <p>6.1 The characteristics of auto parts and accessories, and the market situation</p> <ul style="list-style-type: none"> ◆ Be familiar with the latest information on the price, market demand and market share of different parts and accessories, ◆ Understand the standard of goods, and the laws and regulations on the selling of goods ◆ Be familiar with the specifications and required inventory levels for different parts and accessories ◆ Be familiar with the handling of purchasing document of the organisation ◆ Understand the procedure for selecting suppliers of parts and accessories ◆ Understand the methods to assess the applicability of non OEM parts and accessories ◆ Be familiar with the new trend and specification of relevant environmental-friendly products, and offer choices to customers

	<div data-bbox="387 331 699 472"> <p>6.2 Purchase auto parts and accessories</p> </div> <div data-bbox="767 210 1473 1912"> <ul style="list-style-type: none"> ◆ Be familiar with the concept and application of green purchase ◆ Determine the purchase of parts and accessories required according to the established methods of the organisation in the assessment of the applicability of non OEM parts and accessories ◆ Identify the grading of the suppliers for the required parts and accessories according to the established procedure of organisation in suppliers selection ◆ Purchase from selected suppliers according to organisational strategy, including identify the specification of different parts and accessories; the quantity, price and cycle of purchase; and the requirements of suppliers, etc. ◆ Complete documents in relation to transaction record, customs clearance, etc. ◆ In accordance with organisational guidelines, the consuming pattern of local market and the trends of different places, execute the purchasing of OEM or non OEM accessories or related products (e.g. souvenir, etc.) ◆ Carry out contingency measures for special cases (e.g. non-conformity quality and fluctuating exchange rate, etc.) ◆ Reflect procedural deficiency in purchasing to seniors or respective counterparts in note form </div>
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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"> (i) Capable to determine the grading of suitable parts and accessories suppliers according to the organisation's procedure of selecting suppliers; (ii) Capable to purchase auto parts and accessories from suitable suppliers effectively according to the purchasing procedure formulated by the organisation; (iii) Capable to carry out contingency measures according to the established guidelines of organisation; and (iv) Capable to review the purchasing procedure for auto parts and accessories, and reflect deficiency to respective counterparts.
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>