

Specification of Competency Standards for the Automotive Industry
Unit of Competency

1. Title	Provide quotation for vehicle body building work
2. Code	AUSDBB401A
3. Range	This unit of competency is applicable in vehicle body building workshops. Practitioners should be capable to receive customers according to organisational procedure, provide quotation for vehicle body building work, give appropriate suggestions to facilitate customers and provide the required services.
4. Level	4
5. Credits	3(for reference only)
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Possess basic knowledge on providing quotation for vehicle body building work</p> <ul style="list-style-type: none"> ◆ Understand the requirements of respective local legislative provisions on the dimension of vehicle body and the use of roads, etc. ◆ Understand the distribution and scope of work of various vehicle body building departments ◆ Be familiar with the specification and cost of body building parts. <p>6.2 Provide quotation service to customers</p> <ul style="list-style-type: none"> ◆ Receive customers according to organisational procedure; understand customer needs and give suggestions on vehicle body building ◆ Understand the distribution of work and the workflow of each department; calculate the costs, profits and charges of vehicle body building work ◆ Complete quotation form

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to receive customers according to organisational procedure, provide quotation for vehicle body building work and give appropriate suggestions; and (ii) Capable to understand the distribution of work and the workflow of each department as well as calculate the costs, profits and charges etc.
8. Remarks	