汽車業職業資歷階梯
Vocational Qualifications Pathway (VQP) for Automotive Industry

汽車銷售
Vehicle Sales

總經理
General Manager

▲

銷售經理
Sales Manager

▲

銷售主任
Sales Executive

▲

汽車銷售員
Salesman

▲

- 汽車業助理 Motor Trade Assistant
- 車身建造技工 Body Building Mechanic
- 助理技工 Assistant Mechanic
- 車輛維修技工（電單車） Vehicle Mechanic (Motorcycle)

汽車業助理
Motor Trade Assistant

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 New UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108567L1	1	認識勞工相關法例	Be familiar with relevant labour regulations
111655L1		識別常見危險化學品，理解其特性及貯存方法	Identify typical dangerous chemicals and Understand their characteristics
108801L1		應用環保法規及管理系統	Apply the laws and regulations and management system of environmental protection
111663L2	2	識別車輛系統和部件的結構及其運行原理	Identify the structure and operating principle of vehicle systems and components
111666L2		識別電單車系統及零部件的結構與運作原理	Identify the structure and operating principle of motorcycle systems and components
111657L2		運送車輛	Transport vehicles
111776L2		介紹各類型車輛及其配件的特性及相關的產品交易資訊	Introduce the characteristics of different types of vehicles and their accessories, and the product transaction information
108556L2		處理各種形式的付款	Handle various kinds of payment methods
108573L2		銷售汽車	Perform selling of vehicles
108574L2		銷售汽車配件	Perform sales of vehicle parts and accessories
108575L2		提供銷售支援	Provide supporting services to vehicle selling
108576L2		對潛在/目標客戶進行推銷令銷售機會增加	Perform cold calls to potential/target customers to diversify sales opportunities
108577L2		進行產品/服務陳述	Deliver a product or service presentation
108597L2		安排交收及運送汽車	Arrange for acceptance, delivery and transportation of vehicles
108598L2		執行汽車入口的準備工作	Handle preparation work for vehicle importation
108601L2		交收及運送零部件	Accept, deliver and transport parts and accessories
108602L2		辨識/確定零部件	Identify/confirm vehicle parts and accessories
108603L2		執行汽車零部件盤點工作	Participate in motor vehicle parts stocktaking activities
108627L2		存取零部件	Store and retrieve the parts and accessories
111656L2		執行職安健作業指引	Carry out the operation guidelines on occupational safety and health
108813L2		在汽車產業環境中維持良好的工作關係	Maintain Working Relationships in the Motor Vehicle Environment

其他建議能力單元：

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱 Title of Unit of Competency (UoC)	
108675L2	2	摩托車交付前準備和檢查	Motorcycle Pre-delivery Preparation and Inspection
111686L2		交付汽車前的準備及檢查	Pre-delivery Preparation and Inspection of vehicle
111777L3	3	新能源汽車銷售技巧	Sales technique for new energy vehicles
111658L3		高電壓和儲存加壓氣體車輛的處理和儲存風險	Risk of handling and storage of high electric voltage and pressurized gas vehicles
108581L3		安排汽車保險	Arrange for vehicle insurance
108582L3		安排新車交收程序	Arrange receipt, and delivery procedures of imported new vehicles
111660L3		接待顧客	Attend to customers

助理技工
Asistant Mechanic

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108634L1	1	使用一般汽車維修工具和設備	Employ general vehicle servicing tools and equipment
108637L1		更換車身金屬板及配件	Replace metallic panels and accessories of vehicle body
111655L1		識別常見危險化學品，理解其特性及貯存方法	Identify typical dangerous chemicals, understand their characteristics and storage
108783L1		工作場所內部整理的有關程序	Draw up procedure of housekeeping in motor vehicle environments
108801L1		應用環保法規及管理系統	Apply the laws and regulations and management system of environmental protection
111688L2	2	為修護電氣化車輛高壓電系統工作進行安全設置	Conduct safety setup for the service of the high-voltage electrical system of electrified vehicles
111690L2		識別電動車的基本原理	Identify the fundamentals of electrified vehicles
111665L2		拆卸、檢查及更換汽車低壓電氣系統及配件	Dismantle, inspect and replace the low-voltage vehicle electrical systems and accessories
111656L2		執行職安健作業指引	Carry out the operation guidelines on occupational safety and health
111663L2		瞭解汽車和組件的結構及工作原理	Identify the structure and operating principle of vehicle systems and components
111674L2		掌握車輛維修所需工具及設備的應用技巧	Master the application of tools and equipment for vehicle servicing
111664L2		拆卸、更換和重裝汽車系統組件	Dismantle, replace and re-assemble vehicle system components
111685L2		進行汽車的日常維護	Carry out Routine Vehicle Maintenance
111668L2		使用一般焊接設備	Use general welding equipment
111684L2		檢修及更換輪胎	Check, repair and replace tyres
111691L2		檢查及維修汽車的傳動和底盤系統	Check and repair vehicle transmission and under-chassis systems
108655L2		檢修汽車電子控制系統及設備	Check and repair vehicle electronic control systems and devices
108657L2		拆裝門窗及組件	Dismantle and install the windows and doors as well as their components
108659L2		檢修座位及內部裝置	Check and repair vehicle seats and interior fittings
108663L2		使用及維護一般噴塗設備	Use and maintain general painting equipment

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
111671L2	2	去除舊漆膜及金屬表面處理	Remove paint and process surface treatment on metallic panel
111673L2		進行車身貼紙及噴塗(包括塑料)工序	Carry out vehicle body masking and painting (include plastic components) process
111686L2		交付汽車前的準備及檢查	Pre-delivery Preparation and Inspection of vehicle
111687L2		拆卸和更換汽車發動機單元及零部件	Remove and replace vehicle engine units and components
108813L2		能與同事維繫良好工作關係	Maintain Working Relationships in the Motor Vehicle Environment

其他建議能力單元

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108660L2	2	檢查及修補車身玻璃纖維板	Check and mend the glass fibre panels of vehicle body
111732L3	3	車身焊接	Perform Vehicle body welding
111700L3		電動汽車高壓電力系統的斷電和復電	Isolate and reinstate the high-voltage electrical system of electrified vehicles
111778L3		安排顧客測試車輛	Arrange vehicle test drives for customers' interests
111727L3		檢修汽車各類燃料供應系統	Check and repair various types of fuel supply systems
111734L3		診斷及修復故障的汽車引擎和組件	Diagnose and rectify the faulty vehicle engine and components
111722L3		診斷及修復車輛傳動系統的故障	Diagnose and rectify vehicle drivetrain faults
111718L3		維護各種車輛維修工具和設備	Maintain various vehicle servicing tools and equipment
111659L3		處理常見危險化學品、污染物及廢物	Handle typical dangerous chemicals, pollutants and waste

車身建造技工
Body Building Mechanics

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108757L1	1	使用車身裝嵌的一般物料及工具	Use general materials and tools for vehicle body assembling
108783L1		工作場所內部整理的有關程序	Draw up procedure of housekeeping in motor vehicle environments
111655L1		識別常見危險化學品，理解其特性及貯存方法	Identify typical dangerous chemicals, understand their characteristics and storage
108801L1		應用環保法規及管理系統	Apply the laws and regulations and management system of environmental protection
111656L2	2	執行職安健作業指引	Carry out the operation guidelines on occupational safety and health
111663L2		識別車輛系統和部件的結構及其運行原理	Identify the structure and operating principle of vehicle systems and components
111668L2		使用一般焊接設備	Use general welding equipment
108672L2		進行汽車車身部件繫穩作業	Vehicle body parts fastening operation
108758L2		運用基本車身組裝技術	Apply basic vehicle body building techniques
111678L2		組裝車身框架	Build the body frame
111679L2		組裝地板、車窗、通道、梯級及車門	Assemble the floor, windows, passageways, stairs and doors of vehicle
111680L2		組裝座位及內部裝置	Assemble seats and interior fittings
111696L2		在汽車上組裝暖氣、通風及空調系統	Assemble heat, ventilation and air-conditioning (HVAC) systems on vehicles
108763L2		組裝照明及顯示系統	Assemble lighting and indicating systems
108813L2		能與同事維繫良好工作關係	Maintain Working Relationships in the Motor Vehicle Environment
111681L2		製作車身夾具	Produce vehicle body building fixtures
111682L2		組裝車身板	Assemble vehicle body panels
111732L3	3	車身焊接	Perform Vehicle body welding
111660L3		接待顧客	Attend to Customers

其他建議能力單元

能力單元編號 UoC Code	資歷級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108695L3	3	監察及保養車身維修儀器及設備	Monitor and maintain instruments and equipment
111659L3		處理常見危險化學品、污染物及廢物	Handle typical dangerous chemicals, pollutants and waste
108769L3		判斷汽車在有關法規（交通、環保及道路安全）下使用的合法性	Judge the legitimacy of vehicle usage under laws and regulations (transport, environmental protection and road safety)
108814L3		進行技術示範	Conduct demonstration of technical skills

車輛維修技工（電單車）
Vehicle Mechanic (Motorcycle)

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
111666L2	2	識別電單車系統及零部件的結構與運作原理	Identify the structure and operating principle of motorcycle systems and components
108674L2		進行定期電單車保養	Carry out Routine Motor Motorcycle Maintenance
108675L2		進行電單車交車準備及檢查	Carry Out Motorcycle Pre-delivery Preparation and Inspections
108676L2		拆卸更換電單車發動機動力傳動裝置及部件	Remove and Replace Motorcycle Engine Power-train Units and Components
108677L2		拆卸、更換電單車電器裝置及部件	Remove and replace motorcycle electrical units and components
108678L2		拆卸、更換電單車底盤裝置及部件	Remove and replace motorcycle chassis units and components
108679L2		拆卸、更換電單車傳動裝置及部件	Remove and replace motorcycle driveline units and components
111656L2		執行職安健作業指引	Carry out the operation guidelines on occupational safety and health
108813L2		能與同事維繫良好工作關係	Maintain Working Relationships in the Motor Vehicle Environment
111689L2		拆卸和更換電單車動力總成及相關零部件	Remove and replace motorcycle powertrain and associated components
108681L2		檢查、修理及更換電單車輪胎	Inspect, repair and replace motorcycle tyres
108718L3	3	故障診斷及修正電單車發動機及其配件	Diagnose and Rectify Motorcycle Engine and Component Faults
108719L3		故障診斷及修正電單車底盤系統	Diagnose and Rectify Motorcycle Chassis System Faults
108720L3		故障診斷及修正電單車變速箱及傳動系統	Diagnose and Rectify Motorcycle Transmission and Driveline System Faults
108721L3		故障診斷及修正電單車電氣系統	Diagnose and Rectify Motorcycle Electrical System Faults
111731L3		檢查和大修電單車機械部件	Inspect and overhaul motorcycle mechanical units
111660L3		接待顧客	Attend to customers

其他建議能力單元

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
111674L2	2	掌握車輛維修所需工具及設備的應用技巧	Master the application of tools and equipment for vehicle servicing
111674L2		掌握車輛維修所需工具及設備的應用技巧	Master the application of tools and equipment for vehicle servicing
108707L3	3	診斷及分析各類汽車電子數據控制系統故障	Conduct fault diagnosis and analysis on vehicle electronic data control systems
108814L3		進行技術示範	Conduct demonstration of technical skills

銷售員
Salesman

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
111776L2	2	介紹各類型車輛及其配件的特性及相關的產品交易資訊	Introduce the characteristics of different types of vehicles and their accessories, and the product transaction information
108573L2		銷售汽車	Perform selling of vehicles
108576L2		對潛在/目標客戶進行推銷令銷售機會增加	Perform cold calls to potential/target customers to diversify sales opportunities
108597L2		安排交收及運送汽車	Arrange for acceptance, delivery and transportation of vehicles
111660L3	3	接待顧客	Attend to customers
111778L3		安排顧客測試車輛	Arrange vehicle test drive for customers' interests
108579L3		執行汽車產品營銷計劃	Implement sales plan for vehicle products
108580L3		安排汽車財務信貸	Arrange financial loan for vehicles
108581L3		安排汽車保險	Arrange for vehicle insurance
108582L3		安排新車交收程序	Arrange receipt, and delivery procedures of imported new vehicles
108753L3		提供汽車估值及折舊貼換交易服務	Provide services on value assessment and trade-in of vehicles
108769L3		判斷汽車在有關法規（交通、環保及道路安全）下使用的合	Judge the legitimacy of vehicle usage under laws and regulations (transport, environmental protection and road safety)
108794L3		管理顧客關係	Manage customer relationship
108747L3		提供維修建議及諮詢服務	Offer servicing advice and consulting services
108591L3		執行市場推廣計劃	Implement marketing plans
108590L3		執行市場調查計劃	Implement market research plan
111777L3		新能源汽車銷售技巧	Sales technique for new energy vehicles
111658L3		高電壓和儲存加壓氣體車輛的處理和儲存風險	Master the risk of handling and storage of high electric voltage and pressurized gas vehicles

汽車銷售主任
Vehicle Sales Executive

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108590L3	3	執行市場調查計劃	Implement market research plan
108591L3		執行市場推廣計劃	Implement marketing plans
111779L4	4	展示/陳列汽車	Exhibit / Display vehicles
108795L4		管理顧客服務	Manage customer services
108796L4		處理顧客投訴	Handle customers' complaints
108592L4		制定市場推廣計劃	Formulate marketing plans
111780L4		採購舊車	Purchase used vehicles
108584L4		採購新車	Purchase new vehicles
108599L4		制定車輛交收及運送程序	Establish procedures for the receipt, dispatch and delivery of vehicles
108559L4		制定各種付款形式的處理程序	Develop procedures for various forms of payment
111775L4		汽車業電子商貿	Application of e-commerce in automotive services e-commerce in automotive services
108570L4		安排填補職位空缺	Arrange filling of job vacancies
108770L4		推廣基層品質管理文化	Promote the culture of quality management in elementary level staffs

其他建議能力單元：

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱 Title of Unit of Competency (UoC)	
108558L3	3	運用成本會計	Adopt cost accounting techniques
108772L4	4	監控維修工序質素	Monitor the quality of servicing work
108773L4		初步分析工序失誤	Conduct preliminary analysis on procedural deficiencies
108594L5	5	撰寫汽車產品市場推廣文稿	Write promotion script for the marketing of vehicle products
108775L5		執行一般品質管理稽核	Conduct quality audit

銷售經理
Sales Manager

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108562L5	5	制定財務管理方案	Compile financial reports applicable to the automotive industry
108585L5		制定汽車產品銷售預算	Formulate sales estimates of vehicle products
108586L5		制定汽車產品營銷計劃	Formulate marketing plans for vehicle products
108593L5		制定市場調查計劃	Formulate market research plans
108594L5		撰寫汽車產品市場推廣文稿	Write promotion script for the marketing of vehicle products
108797L5		制定顧客服務計劃	Formulate customer services plan
108561L5		撰寫汽車業財務報告	Compile financial reports applicable to the automotive industry
108775L5		執行一般品質管理稽核	Conduct quality audit
108776L5		編制一般品質管理課程	Design quality management courses
108780L5		制定提升員工品質管理意識的計劃	Formulate plans to enhance staff awareness on quality management
111781L5		執行汽車公司環境、社會和治理 (ESG)	Execute the environmental, social and governance (ESG) for automotive company
108588L6	6	制定汽車產品銷售人員管理策略	Formulate management strategy for salespersons of vehicle products
108565L6		制定風險管理方案	Formulate risk management plans
108596L6		建立汽車品牌策略	Formulate brand strategy for vehicles

其他建議能力單元：

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱 Title of Unit of Competency (UoC)	
108568L4	4	評核員工工作表現及專業知識	Appraise staff performance and professional knowledge
108569L4		編制員工培訓計劃	Draw up staff training programme
108771L4		協調落實品質管理系統	Coordinate and implement quality management systems
108564L5	5	制定機構營運管理整體計劃方案	Formulate a comprehensive scheme for organisational operation management
108571L5		評估人力市場及確立薪酬制度	Assess human resources market and establish remuneration system
108587L6	6	制定汽車產品銷售策略	Formulate vehicle products sales strategy
108589L6		制定新車採購策略	Formulate purchasing strategy for new vehicles
108782L6		推行全面品質管理策略	Implement total quality management strategy

總經理
General Manager

能力單元列表
List of Unit of Competency (UoC)

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108565L6	6	制定風險管理方案	Formulate risk management plans
108587L6		制定汽車產品銷售策略	Formulate vehicle products sales strategy
108589L6		制定新車採購策略	Formulate purchasing strategy for new vehicles
108595L6		制定市場推廣策略	Formulate marketing strategy
108596L6		建立汽車品牌策略	Formulate brand strategy for vehicles
108610L6		制定零部件銷售策略	Formulate sales strategy for parts and accessories
108781L6		制定企業品質管理政策	Formulate quality management policy
108798L6		制定顧客服務管理策略	Formulate customer service management strategy
108799L6		制定顧客關係管理策略	Formulate customer relation management strategy
108811L6		制定企業整體職安健政策	Formulate comprehensive occupational safety and health policy for the enterprise
108812L6		制定企業整體環保政策	Formulate comprehensive environmental protection policy for the enterprise
108566L7	7	制定企業發展策略	Formulate corporate development strategy

其他建議能力單元：

能力單元編號 UoC Code	資歷 級別 QF Level	能力單元名稱	Title of Unit of Competency (UoC)
108791L5	5	制定設備管理系統	Establish equipment management system
111662L5		制定職安健管理系統	Establish occupational safety and health management system
108810L5		制定環保管理系統	Establish environmental protection management system
108588L6	6	制定汽車產品銷售人員管理策略	Formulate management strategy for salespersons of vehicle products
108632L6		制定汽車零部件倉庫管理策略	Formulate management strategy for auto parts and accessories warehouse
108782L6		推行全面品質管理策略	Implement total quality management strategy
111772L6		制定汽車性能的測試程序	Establish the testing procedure for vehicle performance
111773L6		分析汽車測試結果並評估性能	Analyse the vehicle test result and evaluate the performance