

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Design

Title	Create and maintain sample library
Code	108073L4
Description	Create and maintain records of different fashion samples. This applies to individuals who are required to plan and manage a sample library for reference purposes.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the subject area</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • identify the purpose and user requirements for a sample library • understand how to classify sample records • understand the coding and filing system for records • develop policies and procedures for storing and retrieving records in the library • understand the storage requirement for different types of samples <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • identify the purpose of a sample library and the user requirements • identify the types of samples to be recorded in the sample library • identify the storage required for the different types of samples • create coding and filing systems to keep records of samples • plan the layout of sample records according to the storage needs and user requirements • collect and classify sample records according to the coding and filing system • put the sample records in an appropriate place in the library • store the sample records in an appropriate condition so that they will not be damaged over a period of time • develop the procedures for storing and retrieving sample records • develop security and access policy for sample records • develop and update the sample records in the library <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • classify and store the sample records in a way that the users can retrieve them easily • review the policies and procedures regularly so the resource is of optimal use for its intended users
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Establishing a sample library for its intended purpose and with reference to the user requirements as well as developing policies and procedures for sample storage, retrieval and updates in the library.
Remark	