

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

Functional Area - Product Development

Title	Communicate sample specifications to related parties
Code	108118L3
Description	Communicate sample specifications to related parties in the sample making process. This applies to individuals who are required to disseminate the information and specifications of the sample to related parties.
Level	3
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"> <li>• understand the textual, numerical and graphical information presented in sample specification sheets</li> <li>• state the documentation, policies, standards and procedures relevant to communicating sample specifications</li> <li>• communicate sample specifications and requirements by using fashion terminology</li> <li>• employ a range of communication means for disseminating information and facilitating interaction</li> </ul> <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• identify the target audience and means of communication available to share information about sample specifications (e.g. verbal, written)</li> <li>• compile the information from reliable sources</li> <li>• organise and present the information in ways that can be easily understood by the target audience</li> <li>• ensure the information is accurate and effectively communicated</li> <li>• respond to questions and feedback in relation to the interpretation of sample specifications</li> <li>• identify the barriers to communication and the related solutions to improve</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• secure feedback and encourage questions from the recipients so as to enhance understanding</li> <li>• ensure the information is presented clearly, concisely and explicitly</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> <li>• Communicating effectively the details of sample specifications through a range of selected means (e.g. email, verbal communication, formal written document) to the target audience who are involved in the making of garment samples.</li> </ul>
Remark	