

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Product Development

Title	Arrange sample delivery
Code	108119L2
Description	Arrange delivery of fashion samples. This applies to individuals who are required to prepare documentation and arrange for the delivery of samples.
Level	2
Credit	2
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"> • outline the documentation and procedures for delivering fashion samples to local or overseas locations • state the regulatory requirements for delivering a sample • state the common factors that may affect the appearance and performance of fashion samples in the process of packaging and delivery • understand the different modes of transport and the associated risks for sample delivery <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify the proper transport mode for sample delivery • prepare relevant documentation for sample delivery in accordance with relevant regulations and organisational procedures • prepare the content list and packaging for sample delivery • make arrangements and preparation for sample delivery to meet the courier pick-up and delivery schedule • inform the delivery arrangement (e.g. dispatch date, delivery mode and tracking number) and expected arrival date to intended recipients • coordinate responses to unexpected situations, problems or events in the sample delivery <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • ensure the documents are completed, checked for accuracy and returned promptly to related parties for sample delivery • secure proper packaging of sample delivery to minimise the risk of damage, theft and loss
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Preparation of documentation and packaging for sample delivery in accordance with relevant regulations and organisational procedures.
Remark	