

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Product Development

Title	Maintain sample records
Code	108120L2
Description	Maintain records of fashion samples. This applies to individuals who are required to keep the sample records in proper order for easy retrieval.
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"> • describe the system of storing physical samples and recording sample information • outline the organisational procedures for keeping records of fashion samples • understand the purposes of sample records for the organisation • understand the importance of an organised archive system for record retrieval <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • collect samples and the associated information from valid sources • label and store samples in a designated position of the archive system • record information of the samples accurately in accordance with the required format and coding • record adjustments, special requirements and problems during the process of sample making • record and update information related to the movement or use of records within the sample archive system <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • keep the records in an organised manner so that they can be retrieved easily
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Storage and maintenance of fashion sample records in the archive system in accordance with organisational procedures.
Remark	