

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Merchandising & Material Procurement

Title	Review performance of suppliers / vendors
Code	108139L5
Description	Review the performance of selected suppliers / vendors to determine if they can perform to the standards set by a fashion business on a long-term basis. This applies to individuals who are required to assess supplier / vendor performance so as to support the sourcing activities of a fashion business.
Level	5
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 purposes and methods of measuring the performance of suppliers / vendors • state the data sources for revealing the performance of suppliers / vendors • apply management techniques for planning a performance review • apply specialised techniques for collecting and analysing performance data <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify the sourcing strategy or policy for measuring supplier / vendor performance • specify the criteria for evaluating suppliers / vendors (e.g. rejection rate, on-time delivery) • establish a schedule for collecting performance data (e.g. after completion of every order) • collect the performance data through various channels (e.g. inspection reports, shipment reports) • analyse and report the performance data • liaise with suppliers / vendors and related parties for follow-up action with reference to the performance reports <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • assess performance trends and resolve potential issues before they impact on the productivity • partner with suppliers / vendors with sound track records to enhance the long-term business success
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Preparation of a review report for the performance of suppliers and vendors of fashion materials and production services based on the performance criteria.
Remark	