

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

Functional Area - Merchandising & Material Procurement

Title	Identify and select suppliers / vendors
Code	108141L4
Description	Identify and select suppliers and vendors who are able to supply the required materials for and production services of fashion products. This applies to individuals who are required to source and make decisions on supplier / vendor selection in a fashion business.
Level	4
Credit	4
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>• identify the organisational policy and procedures in selecting suppliers / vendors</li> <li>• examine the channels through which potential suppliers / vendors can be identified</li> <li>• identify the selection criteria for suppliers / vendors</li> <li>• understand the methods of evaluating and comparing suppliers / vendors</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 sourcing strategy and policy that govern the selection of suppliers / vendors</li> <li>• establish the criteria for selecting suppliers / vendors (e.g. reliability, quality, services, financial security)</li> <li>• identify potential suppliers / vendors who can meet the criteria</li> <li>• draw up a shortlist of suppliers / vendors from various channels</li> <li>• request suppliers / vendors' proposals</li> <li>• compare options and offers of suppliers / vendors for the order</li> <li>• select suppliers who can fulfil the requirements for the material / production order (e.g. time, price, quality, quantity) and provide the most benefits to the fashion business</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• make comparisons of suppliers / vendors based on the evaluation of objective data and on an unbiased basis</li> <li>• value integrity to resist bribery, corruption and fraud in the fashion supply chain</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>• Establishing a set of criteria for selecting suppliers and vendors in consideration of the sourcing policy and fashion product offerings of a fashion business.</li> </ul>
Remark	