

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Merchandising & Material Procurement

Title	Finalise production
Code	108148L4
Description	Place purchase order to vendor for manufacturing fashion products. This applies to individuals who are required to proceed with the procurement of fashion production services.
Level	4
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"> • explain the contract terms and conditions • state the key elements of a contract • understand rights and liabilities of each party under a contract • identify risk factors which would affect the procurement of fashion production services <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • negotiate with the selected vendors regarding their offerings • determine production order details (e.g. price, delivery, quantity, size and colour assortment, quality) based on the specifications and requirements • set contract terms and conditions (e.g. payment terms, trade terms) in relation to the production order and in alignment with organisational policy • reach a consensus with the vendor on handling the production problems and their consequences • schedule to place orders in accordance with the in-store or sales schedule • confirm the orders and prepare related documentations • communicate the order details and schedule with related parties <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • prepare the accurate contract document in compliance with legal requirements • value integrity to resist bribery, corruption and fraud in the fashion supply chain
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Preparation of an order document (contract) for fashion production service based on the confirmed order details.
Remark	