

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Merchandising & Material Procurement

Title	Coordinate pre-production activities
Code	108150L3
Description	Coordinate all the activities necessary for the preparation of production. This applies to individuals who are required to coordinate activities after product development but before production.
Level	3
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"> • understand the importance of pre-production activities in the supply of fashion products • plan the schedule of pre-production and production activities • state the different types of samples and their purposes at the pre-production stage • communicate pre-production activities by using fashion terminology <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • acquire from or finalise with related parties the fashion product specifications (sometimes referred to as Technical Package “Tech Pack”) and approved samples • communicate the product specifications and production details with production parties (e.g. vendors) • arrange the making of counter samples (e.g. pre-production sample) by production parties (e.g. production vendor, material supplier) based on the approved samples to ensure they can produce to the requirements • review and arrange the approval of counter samples before production • organise pre-production meetings with related parties to go through production details, identify potential risks and opportunities to reduce cost, and improve efficiency and quality • plan and monitor the pre-production schedule with related parties • arrange the purchasing and delivery of materials for production according to the schedule • secure production capacity based on the production order <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • collaboratively engage different parties in the preparation for an efficient production run
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Development of a pre-production schedule and coordination of related activities for preparing the production of fashion products.
Remark	