

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

Functional Area - Merchandising & Material Procurement

Title	Handle trading and shipping documents
Code	108151L3
Description	Handle trading and shipping procedures and documents for fashion products. This applies to individuals who are required to prepare and process trading and transport documents in a fashion business.
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"> <li>• describe the different payment methods and settling procedures</li> <li>• describe the different transport modes and procedures in handling the related documentation</li> <li>• understand the different types of international trade and shipping documents</li> <li>• use a range of international trade and shipping terms</li> <li>• understand the legislative requirements for the trading and delivery of fashion products</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 relevant trading documents for processing the order of fashion products (e.g. license, permit, and financial document such as letter of credit)</li> <li>• identify relevant shipping documents for delivering fashion products (e.g. bill of lading, airway bill)</li> <li>• prepare / acquire the relevant trading and shipping documents in accordance with the legislative and commercial requirements</li> <li>• identify the trading and shipping procedures in accordance with trade practice (e.g. Letter of Credit (L/C) payment)</li> <li>• collaborate with related parties to handle the trading and shipping procedures</li> <li>• maintain a proper record of the relevant documents and communicate the information to related parties</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• comply with the latest requirements for the preparation of trading and shipping documents</li> <li>• collaborate with different parties to process the payment and delivery efficiently</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>• Preparing trading and shipping documents in accordance with the legislative and commercial requirements as well as processing the documents for delivering the fashion products and settling payments</li> </ul>
Remark	