

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Sales & Marketing

Title	Report on product sales
Code	108201L3
Description	Report on business-to-business (B2B) product sales for a fashion business. This applies to individuals who are required to report product sales figures and complete routine sales reports for a fashion business.
Level	3
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"> • understand the purpose of reporting product sales for a fashion business • understand the product sales reporting procedures of the organisation • use the appropriate terminology and structure of routine sales reports <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • identify the types of sales report to be produced in accordance with organisational procedures • collect and organise data for the report fields and report periods from related systems • use appropriate software packages (e.g. Microsoft Office) to prepare the sales reports • compile routine sales reports in accordance with organisational procedures <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • produce timely and accurate sales reports
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Compilation of routine B2B sales reports for a fashion business in accordance with established procedures.
Remark	