

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Quality System & Sustainability

Title	Plan compliance audit
Code	108248L5
Description	Plan compliance audit to assess the extent to which a fashion business or its partners are complying with the relevant standards or requirements. This applies to individuals who are required to plan and prepare for compliance audits so as to determine whether a fashion business or its partners' activities are complying with adopted standards or mandatory or contractual requirements.
Level	5
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"> • understand the principles, purposes, and requirements of different types of compliance audits (e.g. internal or external) • critically evaluate the legal, industry and regulatory requirements as well as the key stakeholders' concerns and expectations (e.g. environmental performance) relevant to the audit • review the established standards, product or process specifications, and contractual requirements (e.g. code of conduct) relevant to the audit • understand how to develop an audit programme and identify suitable personnel or a third party to conduct the audit <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • establish the objectives and scope (e.g. processes and time period) of the audit programme • interpret compliance requirements (e.g. code of conduct) with regard to the audit • define the audit criteria and any reference documents • determine the audit methods and procedures • collect and review background information (e.g. process descriptions) • create an audit schedule that contains both audit timetable and activities (e.g. dates and duration of each pre-site visit) • determine the size and composition of the audit team • estimate resources required to conduct the audit • review the plan with relevant parties before the audit programme begins <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • comply with regulatory requirements, organisational policies, and professional codes relating to auditing • facilitate stakeholder engagement and obtain stakeholder buy-in
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 compliance audit plan for a fashion business that outlines the objectives, scope, methods, and schedule of the audit programme which can be carried out to assess the extent to which a fashion business or its partners' activities are complying with adopted standards or mandatory or contractual requirements.

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Remark	
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