

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Quality System & Sustainability

Title	Conduct external compliance audit
Code	108250L4
Description	Conduct an external compliance audit to assess the extent to which a fashion business's partners are complying with the relevant standards or requirements. This applies to individuals who are required to conduct compliance audit so as to determine whether the activities of a fashion business's partners are complying with adopted standards, or regulatory or contractual requirements.
Level	4
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 principles, purposes and requirements of external compliance audits • explain the general procedures, tools and techniques (e.g. sampling) required for conducting external compliance audits in the fashion industry • examine the reporting procedures for non-compliance • understand how to follow the compliance audit plan to systematically and independently obtain, evaluate and verify evidence of business activities to determine whether specified audit criteria have been met <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • interpret the objectives, scope and criteria of the audit programme • conduct opening meeting to explain the purposes of the audit and confirm the audit plan and relevant arrangements • collect audit evidence using appropriate techniques, technologies and sources • verify and analyse the collected evidence against audit criteria • seek clarification from designated personnel for any ambiguity or uncertainty concerning the collected evidence • identify matters of an unusual nature or non-compliance and refer them promptly to designated personnel • ensure control of records of the audit activities • conduct closing meeting to present audit results and provide a briefing on any follow-up issues <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • complete the audit within the agreed time schedule • make effective auditing judgments and decisions
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Detailed assessment of the activities of a fashion business's partners against the predetermined audit criteria in a professional manner, which takes into consideration the audit plan and objectives.
Remark	