

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Quality System & Sustainability

Title	Conduct internal compliance audit
Code	108251L4
Description	Conduct an internal compliance audit to assess and improve the extent to which a fashion business is complying with the relevant standards or requirements. This applies to individuals who are required to conduct a compliance audit so as to determine whether the activities of a fashion business are complying with adopted standards, or regulatory or contractual requirements, and make recommendations to address identified deficiencies.
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 internal compliance audits • explain the general procedures, tools and techniques (e.g. sampling) required for conducting internal compliance audits in the fashion industry • examine the organisational procedures to follow in the event of non-compliance • understand how to follow the compliance audit plan to systematically and independently obtain, evaluate and verify evidence of business activities to measure the strengths and weaknesses of a fashion business against its own procedures or external requirements <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 give a brief about the audit 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 • evaluate the results and report non-compliance and associated risks to senior management with the appropriate level of urgency • prepare recommendations for improvement to address identified deficiencies • ensure control of records of the audit activities • conduct a closing meeting to present audit results and inform relevant parties of any follow-up or corrective action to be taken <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 against the predetermined audit criteria and preparation of recommendations to address identified deficiencies that are in line with organisational requirements and procedures as well as the audit plan and objectives.

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Remark	
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