

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

Functional Area - Personnel Management

Title	Supervise team members
Code	108275L4
Description	Supervise team members to accomplish task assignments of a fashion business. This applies to individuals who are required to take on a team leader's role and give directions and instructions to team members.
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"> <li>• understand the work nature and environment in the fashion industry</li> <li>• explain the key elements of effective supervision (e.g. delegation)</li> <li>• allocate task assignments and monitor their completion on schedule</li> </ul> <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> <li>• delegate tasks of different nature and scale to relevant team members in a relevant manner to generate a sense of ownership</li> <li>• assign appropriate level of authority according to the roles and responsibilities of individual team members</li> <li>• delegate work tasks to team members appropriately based on their ability, expertise and personal interests</li> <li>• solicit feedback from team members about work assignment to preserve team spirit and create a cooperative climate</li> <li>• evaluate the urgency and importance of work and manage workload</li> <li>• set appropriate priorities for team members</li> <li>• take suitable action and monitor the implementation during the case of emergency</li> <li>• monitor quality of work of subordinates and the team</li> <li>• follow through tasks conscientiously to achieve quality results and meet the deadlines</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> <li>• reflect upon leadership and conflict management skills for improvement</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>• Effective delegation and arrangement of work based on understanding of the abilities and preferences of different team members as well as monitoring the work of subordinates and taking suitable action during the course to ensure achievement of quality results.</li> </ul>
Remark	Modified from the UoC of Specification of Competency Standards for the Banking Industry Retail Banking (Version 2 , UoC code : 107604L5)