

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Common

Title	Arrange materials for sample making
Code	108288L3
Description	Arrange materials for the making of fashion samples at the product development stage. This applies to individuals who are required to arrange and coordinate all materials for sample making in an efficient and effective manner.
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 method of estimating the material quantity required for sample making (e.g. fabric consumption) • state the transport modes available for the delivery of materials • understand the documentation procedures (including legal requirements) in delivering materials from overseas locations • understand the sample making process for fashion products • describe the general workflow and practices of the sample making unit (e.g. sample room, vendor) • understand the material supply plan for sample making <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • comprehend material specifications and sample material orders • identify the sources of material supply (e.g. supplier, warehouse, country of origin) • coordinate with related parties for the delivery schedule of materials required for sample making • coordinate with related parties for the transport mode of delivering materials that may be affected by the timeframe, country of origin, etc. • assist in preparing logistics and legal documents when required • communicate regularly with suppliers, warehouses, sample making units and related parties about the material delivery status • arrange to conduct the quality check of the materials and advise related parties in case of non-conformance or related problems <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • respond promptly and collaboratively to issues that may arise in the process of material arrangement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Implementation of a material supply plan for sample making based on the required deadline and specifications as well as arrangement of all necessary materials for sample making based on the plan.
Remark	Common UoC across the functional areas: Product Development / Merchandising and Material Procurement