

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Product Development

Title	Monitor sample making progress
Code	110216L4
Range	Monitor progress of fashion sample making. This applies to individuals who are required to control the process of sample making that can meet the given schedule and requirements for the production of fashion products.
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"> • outline the process of sample making • identify personnel or parties involved in the process of sample making • identify checkpoints in the process for monitoring purpose • prepare a progress report <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify the requirements for the sample (e.g. time, style, quality, quantity) and schedule plans (e.g. sewing and embellishment schedule) • set checkpoints to track the progress of sample making (e.g. sample order placement, material delivery, cutting and sewing, embellishment) • monitor each checkpoint by collecting and evaluating related information and/or outcomes • organise regular meetings with related parties to update the status • report the progress by collating outcome data at the checkpoints • identify problems and barriers that would affect the sample making progress • consult related parties for solutions, or adjustments to the schedule or other requirements when required <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify off-track signals that may jeopardise the production process • demonstrate a full understanding of the sample making process and set checkpoints sensibly for monitoring purposes
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Preparation of a progress report for tracking the progress of sample making against the pre-set schedule and requirements.
Remark	