

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Merchandising & Material Procurement

Title	Monitor material order
Code	110224L4
Range	Monitor progress of the material supply for the production of fashion products. This applies to individuals who are required to control the process of material supply that can meet the 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 material production or supply • relate the process of material supply to the production of fashion products • identify personnel or parties involved in the process of materials supply • identify checkpoints in the process for monitoring purposes • 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 contractual requirements for the materials (e.g. time of delivery, quality, quantity, place) and schedule plans (e.g. material production schedule, production schedule of fashion products) • set checkpoints to track the progress of the material supply (e.g. approval of colour sample, submission of test report, inspection) • monitor at each checkpoint by collecting and evaluating related information and/or outcomes • organise regular meetings with related parties to update the supply status • report the progress by collating outcome data at the checkpoints • identify problems or barriers that would affect the progress of supply • consult related parties to effect solutions or make adjustments to the schedule or requirements <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 whole production process • demonstrate a full understanding of the material supply process and set checkpoints 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 process of material supply against the pre-set schedule and requirements.
Remark	