

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Technical Support

Title	Communicate established guidelines and standards
Code	110257L3
Range	Communicate the established guidelines and standards to the intended users. This applies to individuals who are required to communicate with the intended users about the established guideline and standards to facilitate their understanding and compliance.
Level	3
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 use of established guidelines and standards in the organisation • explain the principles of effective communications • employ different methods for communicating established guidelines and standards (e.g. presentation, example case) <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • interpret the guidelines and standards as well as their implications to the intended users • disseminate the guidelines and standards to the intended users • explain the contents of guidelines and standards in details • apply appropriate methods to elaborate and illustrate the use of the guidelines and standards • apply effective communication skills to enhance intended users' understanding of the guidelines and standards <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • clearly explain and communicate established guidelines and standards to intended users with different backgrounds (e.g. staff members or vendors in different countries) • establish two-way communications to collect feedback for the continuous improvements
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Communicating the established guidelines and standards to the intended users effectively to facilitate their understanding and compliance.
Remark	