

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

Functional Area - Technical Support

Title	Maintain records of guidelines and standards
Code	110258L3
Range	Maintain the records of guidelines and standards in fashion business. This applies to individuals who are required to keep updated records of guidelines and standards readily accessible to intended users.
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"> <li>• identify the organisational policy and procedures for maintaining the records of guidelines and standards</li> <li>• apply the documentation system for maintaining the records of guidelines and standards in the organisation</li> <li>• state the purposes and importance of maintaining records of guidelines and standards</li> </ul> <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• organise and store the records of guidelines and standards in a system that is safe and easily accessible to the intended users</li> <li>• identify the access right and responsible parties of the records</li> <li>• establish procedures for the receipt, retrieval, transfer and review of records</li> <li>• handle the receipt, retrieval and transfer of records in accordance with the established procedures</li> <li>• communicate with related parties for updates and regular review of guidelines and standards</li> <li>• archive or dispose the inactive records in accordance with the organisational policy and procedures</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• protect confidential information and adhere to copyright requirements in the storage of records</li> <li>• ensure that the records kept in the documentation system are accurate and complete</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>• Maintaining records of guidelines and standards in the documentation system that is safe and easily accessible to the intended users</li> </ul>
Remark	