

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

Functional Area - Production Planning and Control

Title	Report production progress
Code	110302L3
Range	Report work progress of fashion production units. This applies to individuals who are required to report the status of fashion production activities.
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>• understand the production progress reporting schedule of the organisation (e.g. weekly, monthly)</li> <li>• state the key content of production reports and the reporting format</li> <li>• understand the techniques for reporting work progress of the responsible production units</li> </ul> <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• identify data and records that have to be included in the progress report</li> <li>• organise and collate production records (e.g. progress sheets, system records) and then consolidate the required information for the report</li> <li>• report on production issues and the corresponding arrangements in the period</li> <li>• prepare the production progress report</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• report work progress of the production units in a timely and accurate manner</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>• Reporting the status of fashion production activities by collecting the data and information related to the work progress of production units and updates on production issues.</li> </ul>
Remark	