Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Laundry Services

Title	Develop a laundry production schedule
Code	110352L4
Range	Develop a laundry production schedule to sequence production works for the fulfilment of order requirements. This applies to individuals who are required to develop a laundry production schedule to plan the sequence of production works for the completion of orders within the delivery time.
Level	4
Credit	3
Competency	Performance Requirements 1. Knowledge in the subject area Be able to • explain the importance of production schedule in enhancing the overall production efficiency and client satisfaction • examine the parameters for setting a production schedule • explain the factors affecting the production process • apply appropriate methods for sequencing production works (e.g. Gantt chart) • select appropriate scheduling methods for preparing production schedules of different laundry services 2. Application and process Be able to • identify the order requirements (including quantity, delivery time) • determine the production resources required by the orders (e.g. capacity and materials) • analyse the production works required for order completion, and plan for the most efficient sequence of them • identify factors that would affect the laundry production process (e.g. equipment stability, skill level) and incorporate sufficient buffer in the schedule • determine order priorities (e.g. orders from important clients, delivery time) when sequencing orders in the schedule • develop laundry production schedules that incorporate all key parameters (e.g. order and production requirements of clients, buffer) • communicate with and distribute the laundry production schedules to all related parties • adjust the laundry production schedules in response to changes in order and production requirements 3. Exhibit professionalism Be able to • demonstrate an ability to accommodate sudden changes in the production and market environments
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish: • Development of a laundry production schedule to plan the sequence of production works for fulfilling order requirements and completing the production works within the delivery time.
Remark	