

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Laundry Services

Title	Report laundry production progress
Code	110356L3
Range	Report work progress of laundry production units. This applies to individuals who are required to report work progress of laundry production units.
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"> • understand the laundry production progress reporting schedule of the organisation (e.g. by time period, by batch) • state the key content of laundry production reports and the reporting format (e.g. generated by computer system) • understand the techniques for reporting work progress of the responsible department or unit <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • examine work progress of the department or unit during the reporting period • organise and collate production records (e.g. progress sheets, system records) and then consolidate the required information for the report • report on production issues and the corresponding arrangements in the period • prepare the production report <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • report work progress of the department or unit in a timely and accurate manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Reporting work progress of laundry production units and complete different production reports.
Remark	