

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Personnel Management

Title	Track work progress of team
Code	110373L4
Range	Track work progress of team members of a fashion business. This applies to individuals who are required to track and control the progress of team members to ensure successful completion of team assignments in a fashion business.
Level	4
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"> • outline the common teamwork processes in the fashion industry • identify the team members and their roles or responsibilities in the team assignment • identify the organisational procedures to control work progress and the appropriate checkpoints for monitoring purposes • explain the methods for knowing and evaluating the performance of team members <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify the work requirements or processes and schedule of the team for effective work control at operational level • determine the methods and checkpoints to track the progress of team members • monitor each checkpoint by collecting and evaluating related information and/or outcomes • identify problems and barriers that would affect the work progress of team members <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify signals that may jeopardise the teamwork • engage team members to discuss actual or potential problems affecting their work at appropriate times
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Tracking the work progress of team members against the pre-set schedule and requirements.
Remark	