

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Common

Title	Coordinate between departments
Code	110388L5
Range	Coordinate between departments to achieve business objectives or meet work requirements. This applies to individuals who are required to coordinate work and collaboration between departments in the organisation so as to achieve business objectives or to meet work requirements.
Level	5
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"> • understand the importance of effective coordination to the overall operational efficacy • critically examine the business workflow and working procedures • state the key considerations of coordinating work and collaboration between departments and that of establishing the supporting mechanism <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • analyse the work or issue that requires coordination • plan and coordinate the approach for departmental collaboration • establish the platform and channel for communications between departments • organise meetings for key personnel of related departments to exchange ideas over the arrangements • establish agreed arrangements (e.g. how day-to-day work will be coordinated) between departments • monitor and make the necessary adjustment to the arrangements <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • ensure that related departments share common values and aim to achieve the business goals • proactively engage the key personnel in reviewing and improving the arrangements
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Coordination of work and collaboration between departments in the organisation so as to achieve business objectives or to meet work requirements.
Remark	Common UoC across the functional areas : Technical Support / Material Development / Production Planning and Control / Laundry Services