

Specification of Competency Standards for the Fashion Industry in Hong Kong

Clusters of Units of Competency

1. Clustering UoCs

Clustering is the process of grouping Units of Competency (UoCs) into combinations which have meaning and purpose related to work functions and needs in the industry or company. Specifically, it may serve to specify job competency, develop vocational and training programme or establish the basis for recognition of prior learning (RPL).

In developing the UoC clusters, the following principles are adhered:

- Some UoCs are grouped to form clusters that reflect the competencies required for certain job roles. These clusters may be recognized as skill sets or typical work tasks.
- Some UoCs with common knowledge, skills and performance requirements are identified and grouped together to form clusters for assessment. It would reduce overassessment resulted from unit-by-unit assessment and significantly enhance efficiency.
- Each cluster is assigned a QF level which represents the QF level of the majority of UoCs. It is noted that the QF level of clusters for RPL purpose should be within Level 1 to 4 as stipulated in the RPL mechanism of the Education Bureau.

2. UoC Clusters

There are altogether 123 UoC clusters in the Hong Kong fashion industry. Among them, 11 clusters are common and applicable to more than one functional area. All clusters are listed in Table 1-11.

3. Mapping Clusters to Progression Pathways

With reference to job specifications, survey data and competence level, the majority of clusters are mapped to each job post along the 11 typical progression pathways (Figure 1-11). In order to provide a common frame of reference for all industry stakeholders, the clusters for each job post represent only the core job competence.

Figure 1: Clusters for Progression Pathway in Design

Job Position	Assistant Designer	Designer	Design Manager
Cluster Names (* Common Cluster)	Design drawing (Level 3)	Fashion trend research * (Level 4)	Fashion trend research * (Level 4)
	Promotional material development (Level 3)	Design conceptualisation (Level 4)	Design presentation (Level 4)
		Design development (Level 4)	Design evaluation (Level 5)
			Design management (Level 5)
			Design team management (Level 5)
			Staff training * (Level 5)

Table 1: Design Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Design drawing (Level 3)	108092L3	Develop drawings to communicate ideas	3	3
	R108091L3	Apply computer aided design tools	3	2
	108095L3	Produce fashion trade drawings (production sketches)	3	2
Promotional material development (Level 3)	108104L4	Plan production of promotional materials	4	2
	108105L3	Produce promotional materials	3	2
	R108091L3	Apply computer aided design tools	3	2
Fashion trend research * (Level 4)	R108278L4	Plan and conduct fashion trend research	4	3
	R108280L4	Plan and conduct material trend research	4	2
	108078L4	Identify current fashion industry innovations and practices	4	2
	R108279L5	Analyse and interpret fashion trend research findings	5	4
	R108281L5	Analyse and interpret material trend research findings	5	3
	108080L4	Report research findings	4	2
Design conceptualisation (Level 4)	108083L4	Identify design requirements	4	3
	108082L4	Generate design concepts	4	3
	108084L4	Illustrate design concepts	4	3
Design development (Level 4)	108083L4	Identify design requirements	4	3
	108089L4	Identify and source materials for fashion design	4	3
	108094L4	Specify fashion product design details	4	2
	108085L5	Develop fashion design	5	5
	108086L5	Develop fashion range	5	5
	108088L4	Explore the use of colour for fashion range	4	3
	108099L4	Finalise design	4	2
Design presentation (Level 4)	108090L4	Present fashion range	4	3
	108101L5	Plan a design presentation in a fashion show / showroom	5	4
	108102L4	Organise design presentation in a fashion show	4	5
	108103L4	Organise design presentation in a showroom	4	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Design evaluation (Level 5)	108076L5	Evaluate market opportunities for design work	5	3
	108098L5	Evaluate technical viability of fashion design	5	3
	108096L5	Evaluate commercial viability of fashion design	5	3
	108097L5	Evaluate sample	5	3
Design management (Level 5)	108076L5	Evaluate market opportunities for design work	5	3
	108068L6	Formulate strategic design direction	6	4
	108081L5	Review design concept	5	3
	108087L5	Review fashion range	5	3
	108069L5	Plan design project	5	4
	108070L5	Review design project	5	4
	108072L5	Solve problems (fashion design)	5	4
Design team management (level 5)	108071L5	Set up design team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3

Figure 2: Clusters for Progression Pathway in Product Development



Job Position	Assistant Product Developer 	Product Developer 	Product Development Manager
Cluster Names (* Common Cluster)	Coordination of sample making (Level 2)	Coordination of sample making * (Level 3)	Fashion trend research * (Level 4)
		Coordination of sample making * (Level 4)	Fashion market research * (Level 4)
		Material development (Level 4)	Costing * (Level 4)
		Team management * (Level 4)	Product development management (Level 5)
			Team management * (Level 5)
			Staff training * (Level 5)

Table 2: Product Development Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Coordination of sample making (Level 2)	R108286L2	Apply system tool	2	2
	108119L2	Arrange sample delivery	2	2
	108120L2	Maintain sample records	2	2
Coordination of sample making * (Level 3)	108118L3	Communicate sample specifications to related parties	3	3
	108289L3	Coordinate sample making	3	3
	108127L3	Follow up on sample adjustments	3	3
	108288L3	Arrange materials for sample making	3	2
Coordination of sample making * (Level 4)	108116L4	Identify requirements for sample	4	4
	108285L4	Develop sample specifications	4	3
	108287L4	Identify and source materials for sample development	4	4
	108115L4	Identify and select vendors for sample making	4	4
	108117L4	Monitor sample making progress	4	3
	108291L4	Coordinate sample evaluation	4	3
Material development (Level 4)	108113L4	Identify requirements for material development	4	3
	108111L4	Develop material specifications	4	3
	108284L4	Coordinate new material development	4	3
	108112L4	Estimate cost for materials	4	3
	108114L4	Coordinate to evaluate material performance for product development	4	3
Fashion trend research * (Level 4)	R108278L4	Plan and conduct fashion trend research	4	3
	R108280L4	Plan and conduct material trend research	4	2
	108078L4	Identify current fashion industry innovations and practices	4	2
	R108279L5	Analyse and interpret fashion trend research findings	5	4
	R108281L5	Analyse and interpret material trend research findings	5	3
	108080L4	Report research findings	4	2

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Fashion market research * (Level 4)	R108276L4	Plan and conduct market research	4	3
	108282L4	Plan and conduct customer research	4	3
	R108277L5	Analyse and interpret market research findings	5	4
	108283L5	Analyse and interpret customer research findings	5	4
	108080L4	Report research findings	4	2
Costing * (Level 4)	108290L4	Estimate product costs	4	3
	108292L4	Plan for collection of cost data	4	3
	108293L4	Calculate costs	4	3
	108294L5	Conduct cost analysis	5	4
	108295L4	Quote price	4	3
Product development management (Level 5)	108107L5	Plan product development process	5	4
	108106L5	Plan product development budgeting	5	4
	108108L5	Review product development process	5	4
	108110L4	Control product development process	4	3
	R108126L5	Identify potential production risks	5	3
	108109L5	Solve problems (fashion product development)	5	4
Team management * (Level 4)	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
	G10	Track work progress of team	4	3
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3

Figure 3: Clusters for Progression Pathway in Merchandising & Material Procurement

Job Position	Assistant Merchandiser	Merchandiser	Merchandising Manager
Cluster Names (* Common Cluster)	Coordination of sample making * (Level 3)	Coordination of sample making * (Level 4)	Fashion market research * (Level 4)
	Client service (Level 3)	Order processing (Level 4)	Client relationship (Level 5)
		Costing * (Level 4)	Costing * (Level 4)
		Material sourcing (Level 4)	Production sourcing (Level 4)
		Team management * (Level 4)	Supplier / Vendor management (Level 5)
			Merchandising management (Level 5)
			Team management * (Level 5)
			Staff training * (Level 5)
			Sourcing strategy (Level 6)
			Supply chain (Level 6)

Table 3: Merchandising and Material Procurement Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Coordination of sample making * (Level 3)	108118L3	Communicate sample specifications to related parties	3	3
	108289L3	Coordinate sample making	3	3
	108127L3	Follow up on sample adjustments	3	3
	108288L3	Arrange materials for sample making	3	2
Client service (Level 3)	108161L3	Collect clients' feedback	3	2
	108162L3	Follow up on clients' feedback	3	3
	108163L3	Handle clients' enquiries	3	2
Coordination of sample making * (Level 4)	108116L4	Identify requirements for sample	4	4
	108285L4	Develop sample specifications	4	3
	108287L4	Identify and source materials for sample development	4	4
	108115L4	Identify and select vendors for sample making	4	4
	108117L4	Monitor sample making progress	4	3
	108291L4	Coordinate sample evaluation	4	3
Order processing (Level 4)	108148L4	Finalise production	4	2
	108150L3	Coordinate pre-production activities	3	3
	108147L4	Develop production specifications	4	3
	108149L4	Monitor production order	4	3
	108151L3	Handle trading and shipping documents	3	3
Costing * (Level 4)	108290L4	Estimate product costs	4	3
	108292L4	Plan for collection of cost data	4	3
	108293L4	Calculate costs	4	3
	108294L5	Conduct cost analysis	5	4
	108295L4	Quote price	4	3
Material sourcing (Level 4)	108142L4	Identify and specify requirements for bulk materials (production)	4	4
	108141L4	Identify and select suppliers / vendors	4	4
	108296L4	Negotiate order with supplier / vendor	4	3
	108140L4	Finalise material purchasing	4	2

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Fashion market research * (Level 4)	R108276L4	Plan and conduct market research	4	3
	108282L4	Plan and conduct customer research	4	3
	R108277L5	Analyse and interpret market research findings	5	4
	108283L5	Analyse and interpret customer research findings	5	4
	108080L4	Report research findings	4	2
Production sourcing (Level 4)	108141L4	Identify and select suppliers / vendors	4	4
	108296L4	Negotiate order with supplier / vendor	4	3
	108146L5	Allocate orders to vendors	5	3
	108148L4	Finalise production	4	2
Client relationship (Level 5)	108300L5	Build client relationships	5	4
	108159L4	Maintain client relationships	4	2
	108157L5	Review client relationships	5	3
	R108156L5	Identify client needs	5	3
	108298L5	Track clients' business performance	5	4
Supplier / Vendor management (Level 5)	108137L5	Build inventory of qualified suppliers / vendors	5	3
	108139L5	Review performance of suppliers / vendors	5	3
	108152L5	Develop and maintain relationships with suppliers and vendors	5	3
	108153L5	Develop capability of suppliers and vendors	5	4
Merchandising management (Level 5)	108132L5	Plan merchandising process	5	4
	108133L5	Review merchandising process	5	4
	108135L4	Control merchandising process	4	3
	108134L5	Solve problems (fashion merchandising)	5	4
Team management * (Level 4)	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
	G10	Track work progress of team	4	3
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3
Sourcing strategy (Level 6)	108136L6	Formulate a sourcing strategy	6	4
	108145L6	Assess potential risks in the fashion supply chain	6	3
	108138L5	Implement a sourcing strategy	5	4
Supply chain (Level 6)	108129L6	Plan supply chains	6	4
	108130L6	Review supply chains	6	3
	108128L6	Establish supply chain processes	6	4
	108145L6	Assess potential risks in the fashion supply chain	6	3

Figure 4: Clusters for Progression Pathway in Sales & Marketing

Job Position	Marketing / Sales Assistant	Marketing / Sales Executive	Marketing / Sales Manager
Cluster Names (* Common Cluster)	Marketing (Level 3)	Marketing (Level 4)	Marketing (Level 5)
	Sales (Level 3)	Sales (Level 4)	Sales (Level 5)
		Client account (Level 4)	Client relationship strategy (Level 5)
		Costing* (Level 4)	Costing* (Level 4)
			Fashion market research * (Level 4)
			Marketing team management (Level 5)
			Sales team management (Level 5)
			Staff training * (Level 5)
			Business development (Level 6)
			Business strategy (Level 6)

Table 4: Sales and Marketing Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Marketing (Level 3)	108166L3	Collect consumer behaviour data	3	2
	108202L2	Deliver products and services	2	2
	108201L3	Report on product sales	3	2
Sales (Level 3)	108299L3	Organise sales meetings with clients	3	2
	108200L3	Process sales order	3	2
	108199L3	Process payment documentation	3	2
	108201L3	Report on product sales	3	2
	108202L2	Deliver products and services	2	2
Marketing (Level 4)	108185L4	Implement a marketing plan	4	3
	108189L4	Promote products and services	4	2
	108188L4	Monitor marketing activities	4	3
Sales (Level 4)	108196L4	Implement a sales plan	4	3
	108207L4	Explore new clients	4	3
	108195L4	Identify sales prospects	4	2
	108198L4	Sell products at trade fairs or exhibitions	4	3
	108194L4	Finalise sales orders	4	2
Client account (Level 4)	108208L4	Manage clients' accounts	4	3
	R108297L4	Establish effective communication with clients	4	3
	108298L5	Track clients' business performance	5	4
Costing * (Level 4)	108290L4	Estimate product costs	4	3
	108292L4	Plan for collection of cost data	4	3
	108293L4	Calculate costs	4	3
	108294L5	Conduct cost analysis	5	4
	108295L4	Quote price	4	3
Fashion market research * (Level 4)	R108276L4	Plan and conduct market research	4	3
	108282L4	Plan and conduct customer research	4	3
	R108277L5	Analyse and interpret market research findings	5	4
	108283L5	Analyse and interpret customer research findings	5	4
	108080L4	Report research findings	4	2

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Marketing (Level 5)	108181L5	Formulate a marketing plan	5	3
	108180L5	Develop and implement marketing activities	5	3
	108165L5	Analyse and interpret consumer behaviour	5	4
	108205L5	Solve problems (fashion sales and marketing)	5	4
Sales (Level 5)	108191L5	Forecast sales performance	5	4
	108192L5	Formulate a sales plan	5	3
	108205L5	Solve problems (fashion sales and marketing)	5	4
Client relationship strategy (Level 5)	108203L6	Formulate a client relationship strategy	6	4
	108204L5	Implement a client relationship strategy	5	4
	108206L5	Understand clients' business	5	3
	108300L5	Build client relationships	5	4
Marketing team management (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	108274L4	Provide work skill instruction	4	3
	108187L4	Lead and manage a marketing team	4	3
Sales team management (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	108274L4	Provide work skill instruction	4	3
	108197L4	Lead and manage a sales team	4	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3
Business development (Level 6)	108171L6	Formulate a business plan	6	4
	108174L5	Implement a business plan	5	3
	108170L6	Explore business opportunities	6	4
	R108169L6	Develop business opportunities	6	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Business strategy (Level 6)	108164L6	Forecast market and business needs	6	4
	108167L7	Formulate a business strategy	7	4
	108173L6	Implement a business strategy	6	4

Figure 5: Clusters for Progression Pathway in Quality System

Job Position	Quality Controller	Quality Assurance / Compliance Officer	Quality Assurance / Compliance Manager
Cluster Names	Inspection (Level 3)	Quality assurance (Level 4)	Quality assurance (Level 5)
		Compliance audit (Level 4)	Quality standard (Level 5)
			Technical advice (Level 5)
			Quality team management (Level 5)
			Training for quality (Level 5)
			Quality management (Level 6)

Table 5: Quality System Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Inspection (Level 3)	108233L4	Plan inspection process	4	3
	108234L3	Conduct incoming material inspection	3	2
	108235L3	Conduct product inspection	3	2
	108236L3	Report inspection results	3	2
Quality assurance (Level 4)	108227L4	Implement quality assurance processes	4	2
	108229L4	Monitor the production processes to ensure conformance	4	4
	108226L4	Communicate with stakeholders about quality-related issues	4	4
Compliance audit (Level 4)	108248L5	Plan compliance audit	5	4
	108250L4	Conduct external compliance audit	4	3
	108251L4	Conduct internal compliance audit	4	3
	108252L4	Report compliance audit results	4	3
Quality assurance (Level 5)	108218L5	Identify and interpret quality assurance standards	5	2
	108220L5	Plan quality assurance processes	5	3
	108224L5	Set quality assurance processes	5	2
	108221L5	Review quality assurance processes	5	3
Quality standard (Level 5)	108213L6	Set quality assurance standards	6	3
	108225L5	Set standard operating procedures	5	2
	108223L5	Set product quality standards	5	3
	108222L5	Set material quality standards	5	3
	108215L5	Develop compliance requirements	5	3
Technical advice (Level 5)	108230L5	Review product quality reports	5	3
	108210L6	Conduct risk assessment for quality assurance	6	4
	108241L5	Apply planning tools for improvement projects	5	3
	108242L5	Apply quality tools to troubleshoot issues related to quality	5	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Quality team management (level 5)	108244L5	Set up quality improvement team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
Training for quality (Level 5)	108246L5	Plan and identify staff training and development for quality	5	3
	108245L5	Design and implement training programmes for quality	5	3
	108247L5	Review and reinforce training outcomes for quality	5	3
Quality management (Level 6)	108216L5	Develop a quality management plan	5	3
	108211L6	Plan quality system	6	3
	108214L6	Set quality system	6	2
	108219L5	Implement quality system	5	3
	108212L6	Review quality system	6	3

Figure 6: Clusters for Progression Pathway in Sustainability

Job Position	Assistant Sustainability Officer	Sustainability Officer	Sustainability Manager
Cluster Names	Sustainability (Level 4)	Sustainability (Level 5)	Sustainability (Level 6)
(* Common Cluster)			Team management * (Level 5)
			Staff training * (Level 5)

Table 6: Sustainability Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Sustainability (Level 4)	108264L4	Implement a sustainability management plan	4	4
	108266L3	Collect sustainability data	3	2
	108265L4	Report sustainability results	4	3
Sustainability (Level 5)	108258L5	Identify and interpret sustainability standards	5	3
	108257L5	Develop a sustainability management plan	5	4
	108261L5	Implement social responsibility management system	5	3
	108260L5	Implement environmental management system	5	3
	108259L5	Implement chemical management system	5	3
	108255L5	Analyse sustainability data	5	3
	108263L5	Review sustainability reports	5	4
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3
Sustainability (Level 6)	108253L7	Formulate strategic objectives for sustainability	7	4
	108237L6	Facilitate breakthrough improvements	6	4
	108254L6	Facilitate sustainability improvements	6	4

Figure 7: Clusters for Progression Pathway in Material Development

Job Position	Assistant Material Developer	Material Developer	Material Development Manager
Cluster Names (* Common Cluster)	New material development (Level 3)	New material development (Level 4)	Material development management (Level 5)
		Material development research (Level 4)	Material development research (Level 5)
		Concept generation (Level 4)	Feasibility study (Level 5)
		Team management* (Level 4)	Team management* (Level 5)
			Staff training * (Level 5)

Table 7: Material Development Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
New material development (Level 3)	W21	Develop material prototypes	3	3
	W23	Collect feedback on new materials	3	2
New material development (Level 4)	W20	Identify and select suppliers for material development	4	4
	W16	Identify requirements for new materials	4	3
	W19	Develop new material specifications	4	3
	W22	Monitor development of material prototype	4	3
	W24	Evaluate performance of new materials	4	3
	W32	Facilitate protection and use of intellectual property	4	3
Material development research (Level 4)	R108276L4	Plan and conduct market research	4	3
	R108280L4	Plan and conduct material trend research	4	2
	108080L4	Report research findings	4	2
Material development research (Level 5)	R108277L5	Analyse and interpret market research findings	5	4
	R108281L5	Analyse and interpret material trend research findings	5	3
	W12	Explore developments in material technology	5	4
Concept generation (Level 4)	W14	Identify market opportunities for material development	4	3
	W33	Generate ideas for material development	4	3
	W17	Generate new material concepts	4	3
	W18	Present new material concepts	4	3
Feasibility study (Level 5)	W25	Evaluate technical viability of new materials	5	3
	W26	Evaluate commercial viability of new materials	5	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Material development management (level 5)	W1	Plan material development process	5	4
	W2	Plan material development budgeting	5	4
	W3	Control material development process	4	3
	W4	Review material development process	5	4
	C40	Coordinate between departments	5	3
	W29	Solve problems (material development)	5	4
Team management * (Level 4)	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
	G10	Track work progress of team	4	3
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3

Figure 8: Clusters for Progression Pathway in Technical Support

Job Position	Technician	Technologist	Technical Manager
Cluster Names (* Common Cluster)	Sample checking (Level 2)	Sample evaluation (Level 3)	Sample approval (Level 5)
	Technical specification (Level 3)	Technical specification (Level 4)	Guideline (Level 5)
		Technical support (Level 3)	Technical advice (Level 5)
		Team management* (Level 4)	Team management* (Level 5)
			Staff training * (Level 5)

Table 8: Technical Support Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Sample checking (Level 2)	T1	Interpret technical specifications	3	2
	T2	Check sample materials	2	2
	T4	Check sample measurements	2	2
	T5	Check sample style and construction	2	2
	T7	Prepare for sample fitting	2	1
Sample evaluation (Level 3)	T1	Interpret technical specifications	3	2
	T3	Evaluate the suitability of materials for fashion product	4	3
	T6	Assess sample workmanship	3	2
	T8	Evaluate sample fit	4	3
	T9	Report sample evaluation results	3	2
Sample approval (Level 5)	T10	Approve sample	5	3
Technical specification (Level 3)	T19	Compile technical specifications	3	2
Technical specification (Level 4)	R108091L3	Apply computer aided design tools	3	2
	T18	Develop technical specifications	4	3
	T17	Verify full size measurements	4	3
Technical support (Level 3)	T14	Communicate pre-production issues	3	3
	T27	Communicate established guidelines and standards	3	3
	T26	Maintain records of guidelines and standards	3	2

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Technical advice (Level 5)	T12	Provide product development related advice	5	4
	T16	Provide production related advice	5	4
	R108126L5	Identify potential production risks	5	3
	T13	Evaluate factory capability and capacity	5	3
Guideline (Level 5)	T22	Develop grade rule	4	4
	T23	Develop guidelines for the use of trims	5	4
	T24	Develop guidelines for garment construction	5	4
	T25	Develop guidelines for measurement	5	4
Team management * (Level 4)	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
	G10	Track work progress of team	4	3
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3

Figure 9: Clusters for Progression Pathway in Production Planning and Control (PPC)

Job Position	PPC executive	PPC manager
Cluster Names (* Common Cluster)	Production planning (Level 4)	Production planning (Level 5)
	Production capacity (Level 4)	Production capacity (Level 5)
	Material management (Level 4)	Material management (Level 5)
	Production management (Level 4)	Production management (Level 5)
		Production strategy (Level 5)
	Team management* (Level 4)	Team management* (Level 5)
		Staff training * (Level 5)

Table 9: Production Planning and Control Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Production planning (Level 4)	B4	Collect data for production planning and control	3	2
	B5	Identify production resources requirements	4	3
	B26	Implement a production plan	4	3
Production planning (Level 5)	B28	Formulate a master production schedule	5	4
	B6	Formulate a production plan	5	3
	B24	Review production performance	5	3
Production capacity (Level 4)	B12	Allocate production capacity	4	3
	B18	Monitor capacity utilisation	4	3
Production capacity (Level 5)	B8	Formulate a capacity requirements plan	5	3
	B23	Review capacity utilisation	5	3
	B15	Solve problems (production planning and control)	5	4
Material management (Level 4)	B13	Allocate production materials	4	3
	B19	Monitor material utilisation	4	3
Material management (Level 5)	B10	Formulate a material requirements plan	5	3
	B27	Review material utilisation	5	3
	B15	Solve problems (production planning and control)	5	4
Production management (Level 4)	B11	Develop a production schedule	4	3
	B20	Monitor production progress	4	3
	B22	Report production progress	3	2
Production management (Level 5)	B25	Allocate orders to factories	5	3
	C40	Coordinate between departments	5	3
	B15	Solve problems (production planning and control)	5	4
Production strategy (Level 5)	B1	Estimate product demand	5	3
	B2	Formulate a production strategy	6	4
	B3	Implement a production strategy	5	4

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Team management * (Level 4)	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
	G10	Track work progress of team	4	3
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3

Table 10: Auxiliary Skill Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Simple dressmaking (Level 2)	A6	Make patterns for simple garment style	2	3
	A9	Lay and cut fabrics	2	3
	A2	Sew simple garments	2	3
Complex dressmaking (Level 3)	A7	Make patterns for complex garment style	3	4
	A8	Perform draping	3	3
	A9	Lay and cut fabrics	2	3
	A3	Sew complex garments	3	4
Fashion sample making (Level 3)	108122L3	Interpret sample specifications	3	2
	108125L2	Prepare for sample making	2	3
	R108123L3	Produce fashion samples	3	6
Tailored garment making (Level 3)	A10	Measure, lay and cut materials for tailored garment	3	5
	A5	Produce tailored garments	3	11
Component sewing (Level 1)	A1	Sew components	1	3
Simple garment sewing (Level 2)	A2	Sew simple garments	2	3
Complex garment sewing (Level 3)	A3	Sew complex garments	3	4
Producing fashion samples (Level 3)	R108123L3	Produce fashion samples	3	6
Producing tailored garments (Level 3)	A5	Produce tailored garments	3	11

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Pattern making (Level 2)	A6	Make patterns for simple garment style	2	3
Pattern making (Level 3)	A7	Make patterns for complex garment style	3	4
Draping (Level 3)	A8	Perform draping	3	3
Fabric laying and cutting (Level 2)	A9	Lay and cut fabrics	2	3
Measuring, laying and cutting materials for tailored garment (Level 3)	A10	Measure, lay and cut materials for tailored garment	3	5
Pattern grading (Level 3)	A11	Grade patterns	3	3
Pattern marker (Level 3)	A12	Make markers	3	3

Figure 10: Clusters for Progression Pathway in Laundry Production Operation

Job Position	Laundry Operator	Laundry Supervisor	Laundry Manager
Cluster Names (* Common Cluster)	Pre-cleaning preparation (Level 2)	Pre-cleaning preparation (Level 4)	Laundry machine control system (Level 5)
	Dry-cleaning (Level 1)	Stain removal (Level 4)	
	Laundering (Washing machine) (Level 1)	Laundry production management (Level 4)	Laundry production management (Level 5)
	Laundering (Continuous batch washer) (Level 2)		Laundry business (Level 5)
	Hand-washing (Level 2)	Team management * (Level 4)	Team management * (Level 5)
	Non-machine drying (Level 2)		Staff training * (Level 5)
	Ironing (Iron) (Level 3)		
	Ironing (Pressing machine) (Level 3)		
	Ironing (Form finisher) (Level 1)		
	Ironing (Tunnel finisher) (Level 1)		
	Ironing (Calender) (Level 1)		
	Garment repair and alteration (Level 2)	Garment repair and alteration (Level 3)	
	Inspecting results of cleaning and finishing (Level 2)		
	Folding (Level 1)		
	Packaging (Level 2)		
	Maintaining laundry workplace * (Level 2)	Laundry workplace safety and maintenance * (Level 3)	Laundry workplace safety and maintenance * (Level 5)

Figure 11: Clusters for Progression Pathway in Laundry Shop Operation

Job Position	Laundry Shop Attendant	Laundry Shop Supervisor	Laundry Shop Manager
Cluster Names (* Common Cluster)	Laundry shop operation (Level 2)	Laundry shop operation (Level 3)	Reviewing laundry sales performance (Level 5)
	Laundry customer services (Level 3)	Laundry customer services (Level 4)	Reviewing laundry service performance (Level 5)
	Maintaining laundry workplace* (Level 2)	Laundry workplace safety and maintenance * (Level 3)	Laundry workplace safety and maintenance * (Level 5)
		Team management * (Level 4)	Team management * (Level 5)
			Staff training * (Level 5)

Table 11: Laundry Services Clusters

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Pre-cleaning preparation (Level 2)	L1	Receive and check items	2	1
	L3	Prepare items for cleaning	2	2
Pre-cleaning preparation (Level 4)	L2	Classify items	3	2
	L6	Identify cleaning and finishing processes required	4	3
Laundry machine control system (Level 5)	L10	Set laundry machine control system	5	3
Stain removal (Level 4)	L4	Identify stain removal methods	4	4
	L5	Perform stain removal	3	3
Dry-cleaning (Level 1)	L7	Operate dry-cleaning machine	1	2
Laundering (Washing machine) (Level 1)	L8	Operate washing machine	1	2
	L11	Operate dryer	1	2
Laundering (Continuous batch washer) (Level 2)	L9	Operate continuous batch washer	2	3
	L11	Operate dryer	1	2
Hand-washing (Level 2)	L63	Carry out hand-washing	2	2
Non-machine drying (Level 2)	L12	Carry out non-machine drying procedures	2	2
Ironing (Iron) (Level 3)	L13	Apply iron for ironing works	3	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Ironing (Pressing machine) (Level 3)	L16	Apply pressing machine for ironing works	3	3
Ironing (Form finisher) (Level 1)	L17	Operate form finisher for ironing works	1	2
Ironing (Tunnel finisher) (Level 1)	L15	Operate tunnel finisher for ironing works	1	2
Ironing (Calender) (Level 1)	L14	Operate calender for ironing works	1	2
Garment repair and alteration (Level 2)	L19	Perform garment repair	2	2
	L20	Perform simple garment alteration	2	3
Garment repair and alteration (Level 3)	L62	Perform complex garment alteration	3	4
Folding (Level 1)	L22	Perform folding works	1	1
Packaging (Level 2)	L21	Pick and assemble items	2	1
	L23	Package and prepare items for storage and despatch	2	2
Inspecting results of cleaning and finishing (Level 2)	L18	Inspect results of cleaning and finishing	2	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Laundry business (Level 5)	R108156L5	Identify clients' needs	5	3
	R108169L6	Develop business opportunities	6	3
	L58	Develop service proposals	5	4
	L59	Develop contracts	5	3
	L53	Develop budgets	5	4
	L54	Control costs	5	3
Laundry production management (Level 4)	L26	Process orders	3	2
	L43	Develop a laundry production schedule	4	3
	L44	Monitor laundry production progress	4	3
	L45	Report laundry production progress	3	2
Laundry production management (Level 5)	L42	Formulate a laundry production plan	5	3
	C40	Coordinate between departments	5	3
	L52	Improve process efficiency	5	3
	L50	Review laundry production performance	5	3
	L47	Solve problems (Laundry services)	5	4
Laundry shop operation (Level 2)	L1	Receive and check items	2	1
	L25	Issue orders	3	2
	L27	Handle transaction payments	2	3
	L35	Apply the laundry retail sales system	2	3
	105119L2	Perform retail sales system clearing	2	3
	L31	Handle order pickups	2	2
	L36	Maintain workplace environment and facilities	2	2
Laundry shop operation (Level 3)	L26	Process orders	3	2
	L38	Implement laundry storage and organisation	3	2
Reviewing laundry sales performance (Level 5)	L49	Review sales performance	5	3
Laundry customer services (Level 3)	L30	Collect customer feedback	2	2
	L28	Provide support and advice to customers (including self-service laundry business)	3	3
	L29	Build and maintain customer relationships	3	3

Cluster	UoC Code	UoC	UoC Level	UoC Credit
Laundry customer services (Level 4)	L48	Handle customer complaints	4	3
	R108297L4	Establish effective communication with clients	4	3
Reviewing laundry service performance (Level 5)	L51	Review service performance	5	3
Maintaining laundry workplace * (Level 2)	L36	Maintain workplace environment and facilities	2	2
Laundry workplace safety and maintenance * (Level 3)	L39	Implement facility maintenance	3	3
	L37	Implement workplace safety procedures	3	3
Laundry workplace safety and maintenance * (Level 5)	L60	Formulate a safety plan	5	3
	L40	Establish occupational safety and health guidelines	5	3
	L61	Formulate a facility maintenance plan	5	3
Team management * (Level 4)	108275L4	Supervise team members	4	3
	108274L4	Provide work skill instruction	4	3
	G10	Track work progress of team	4	3
Team management * (Level 5)	108272L5	Set up team	5	3
	108268L5	Build alignment among different team members to work towards a unified goal	5	2
	108267L5	Appraise performance of team members	5	2
	G12	Plan and allocate resources	5	3
	G11	Assign jobs to team	5	3
Staff training * (Level 5)	107008L5	Conduct training needs analysis	5	5
	107009L5	Develop learning and development (L&D) programmes	5	5
	107010L4	Organise and deliver learning and development (L&D) programmes	4	5
	108271L5	Review training outcomes	5	3

