

Specification of Competency Standards
for the Fashion
Unit of Competency.

Functional Area - Merchandising & Material Procurement

Title	Assist in tracking production order status
Code	111528L3
Range	This unit of competency applies to practitioners who are required to assist in tracking production progress after order confirmation. The work involves collecting and updating progress information from suppliers, monitoring order status, and coordinating with internal teams to support production workflows and delivery arrangements.
Level	3
Credit	3 <i>(For Reference Only)</i>
Competency	Performance Requirements - Knowledge in the subject area - Be able to - understand common textile and fashion production processes - state key components of production orders (e.g., lead times, quality standards, quantities, size and color assortments, delivery locations) - state major factors in production scheduling (e.g., material delivery schedules, production timelines, inspection checkpoints) - describe order tracking systems or reporting templates used for monitoring production progress - Application and process - Be able to - collect production progress updates from suppliers to reflect the latest production status - update production status in order tracking systems or progress report templates to maintain complete and up-to-date order information - coordinate with internal departments (e.g., Quality Assurance, Logistics) to support downstream production and delivery arrangements - identify production delays, discrepancies, or issues and report them to buyers or relevant teams for follow-up action - Exhibit professionalism - Be able to - accurately and timely record and update production tracking data in accordance with specified formats and schedule requirements
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish: - Provide and update production progress data at designated checkpoints during order execution to reflect actual production status. - Record and update production order progress and details using order tracking systems or progress report templates to support internal communication and delivery arrangements. - Identify delays or anomalies during the production process and report them to relevant personnel for timely follow-up.

Remark	
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