

Specification of Competency Standards
for the Fashion
Unit of Competency.

Functional Area - Merchandising & Material Procurement

Title	Assist in material sourcing and specification documentation
Code	111531L3
Range	This unit of competency applies to practitioners who are required to assist in materials sourcing and specification documentation. The work includes collecting material samples and data from suppliers, clarifying technical and commercial details, completing specification sheets or system records, and coordinating with internal teams to ensure materials are suitable for product development and production.
Level	3
Credit	2 (<i>For Reference Only</i>)
Competency	Performance Requirements 1. Knowledge in the subject area Be able to • understand basic material structures (e.g. woven, knitted, fiber types) • describe common material processing techniques (e.g. coating, washing, printing) • understand standard procurement terms (e.g. minimum order quantity, lead time, unit price, and Incoterms such as FOB/CIF) • understand care labels and standards for fashion (e.g. washing, drying, ironing) • use material specification sheets or systems to record technical and commercial data 2. Application and process Be able to • collect complete material samples and material data from suppliers based on preset sourcing requirements • communicate with suppliers to clarify missing or unclear information, ensuring data accuracy • fill in material specification sheets or enter data into systems to ensure information is complete and correct • compare sourced materials (e.g. appearance, hand feel, price, minimum order quantity) to support internal evaluation or selection • organise and tag material samples for internal review and usage • coordinate with internal teams (e.g. Design, Quality Assurance) to ensure material suitability and alignment with product requirements • store and protect records of sourced materials and supplier quotations for future reference 3. Exhibit professionalism Be able to • handle supplier and material information with confidentiality and accuracy • communicate clearly with suppliers and internal teams • accurately complete relevant tasks according to established procedures and maintain the integrity of data records
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish:

	• Collect, clarify, and record material data from suppliers according to established requirements and complete material specification data sheets or system records. • Compare and organise material samples and data, and communicate and coordinate with suppliers and internal teams to ensure materials meet product requirements for internal use.
Remark	