

Specification of Competency Standards
for the Fashion
Unit of Competency.

Functional Area - Sales & Marketing

Title	Report on product sales
Code	111612L3
Range	Report on business-to-business (B2B) product sales for a fashion business. This applies to individuals who are required to report product sales figures and complete routine sales reports for a fashion business.
Level	3
Credit	2 (<i>For Reference Only</i>)
Competency	Performance Requirements 1. Knowledge in the subject area Be able to: • understand the purpose of reporting product sales for a fashion business • understand the product sales reporting procedures of the organisation • use the appropriate terminology and structure of routine sales reports 2. Application and process Be able to • identify the types of sales report to be produced in accordance with organisational procedures • collect and organise data for the report fields and report periods from related systems • use appropriate software packages to prepare the sales reports • compile routine sales reports in accordance with organisational procedures 3. Exhibit professionalism Be able to • produce timely and accurate sales reports
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish: • Compilation of routine B2B sales reports for a fashion business in accordance with established procedures.
Remark	This is an updated version of Competency Unit 108201L3