

Specification of Competency Standards
for the Fashion
Unit of Competency.

Functional Area - Quality System & Sustainability

Title	Conduct external compliance audit
Code	111616L4
Range	Conduct an external compliance audit to assess the extent to which a fashion business's partners are complying with the relevant standards or requirements. This applies to individuals who are required to conduct compliance audit so as to determine whether the activities of a fashion business's partners are complying with adopted standards, or regulatory or contractual requirements.
Level	4
Credit	3 (<i>For Reference Only</i>)
Competency	Performance Requirements 1. Knowledge in the subject area Be able to: - understand the principles, purposes and requirements of external compliance audits (e.g. social compliance, security compliance, environmental compliance) - explain the general procedures, tools and techniques (e.g. sampling) required for conducting external compliance audits in the fashion industry - examine the reporting procedures for non-compliance process - understand how to follow the compliance audit plan to systematically and independently obtain, evaluate and verify evidence of business activities to determine whether specified audit criteria have been met 2. Application and process Be able to - interpret the objectives, scope and criteria of the audit programme - conduct opening meeting to explain the purposes of the audit and confirm the audit plan and relevant arrangements - collect audit evidence using appropriate techniques, technologies and sources - verify and analyse the collected evidence against audit criteria - seek clarification from designated personnel for any ambiguity or uncertainty concerning the collected evidence - identify matters of an unusual nature or non-compliance and refer them promptly to designated personnel - ensure control of records of the audit activities - conduct closing meeting to present audit results and provide a briefing on any follow-up issues 3. Exhibit professionalism Be able to - complete the audit within the agreed time schedule - make effective auditing judgments and decisions
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish:

	Detailed assessment of the activities of a fashion business's partners against the predetermined audit criteria in a professional manner, which takes into consideration the audit plan and objectives.
Remark	This is an updated version of Competency Unit 108250L4