

EUROPEAN FASHION PRODUCTION COORDINATOR



Description of the occupation

JOB PROFILE



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European Fashion Production Coordinator **EFPC**

The EFPC is a horizontal occupation related to the EQF description and covers general explanations with regard to specific activities.

1 Occupational profile

<p>Generic job description</p>	<p>The European Production Coordinator (EFPC) is responsible for a variety of activities in the production chain and organises the activities of one or more operator teams of the production. The EFPC is responsible for the proper execution of the production by monitoring and adjusting the preparations. The EFPC prepares and follows up the production plan, checks the supplied samples and communicates with the producer on adjustments. The EFPC follows the production chain according to safety, health and environmental regulations and production requirements. The EFPC provides a clear and timely exchange of information between the operators in order to get the product delivered on time and according to the quality demands. The EFPC is aware of the quality of the production, and makes decisions about approval and adapting. This may lead to changes in processing due to technical and/or commercial factors. The information that this yields should be carefully communicated to all stakeholders and quickly and accurately reported in the files. Eventually the EFPC approves the production.</p>
<p>Role in the professional environment</p>	<p>The EFPC has an operative, controlling and coordinating role and works closely with people inside and outside the company. Within the company the EFPC takes a position between the design and commercial divisions (design, procurement, marketing and sales, and quality) of a company. Efficient and punctual communication with these departments is required. To the extent that the company is working with subcontractors or external production units, whether or not abroad, the communication and cooperation with these bodies is also crucial.</p> <p>The EFPC reports directly to the head of the department, and works with the sales and design departments of the company and the staff involved in the production chain.</p>
<p>Role in the European perspective</p>	<p>The EFPC works with people in an international context, which demands that the EFPC has cultural awareness and shows appropriate intra- and intercultural behaviour. This includes out-of-the-box thinking and intercultural competence regarding respect for others and other cultures.</p> <p>Furthermore, the EFPC has a knowledge of European markets concerning innovation and trends and is up-to-date regarding international production developments.</p>

EQF level	It is considered common within the fashion industry for all fashion designers to be educated to EQF levels 4 - 5, so that sufficient knowledge, skills and competences have been acquired. This means that the profile, depending on the different NQFs can refer to EQF level 4 (VET) or 5 (HE).
Languages	The EFPC is able to communicate in a foreign language, preferably English, French and/or German.
Sectors/ Industry	The profession of the EFPC is situated in industrial companies or workshops in the clothing industry, apparel and accessories, knitwear, household linen, weaving mills, furniture, industrial laundry, embroidery, lace, leather tannery and leather goods.

2 Core tasks, subtasks and learning outcomes

Overview of core tasks and subtasks European Fashion Production Coordinator

Core task 1: Monitoring of the product development

- 1.1 Evaluation of designs, prototypes and new products with regard to technical and commercial feasibility
- 1.2 Monitoring of the product specification and technical drawings
- 1.3 Advising stakeholders on adaptations of collection items and giving feedback on technical feasibility
- 1.4 Negotiation and determination on price calculations

Core task 2: Maintaining the planning and logistics procedures of production

- 2.1 Analysis of sales data and order planning
- 2.2 Identification of specification of orders, stages of production, machinery and scheduling
- 2.3 Assessment of planning and production according to company policies on quality, sustainability and social responsibility
- 2.4 Supervision of the implementation and monitoring of the planning
- 2.5 Organisation and control of stock management and supplies for the workshop

Core task 3: Supervision and deployment of staff

- 3.1 Distribution of activities within and between operator teams and units
- 3.2 Dissemination of information to the teams about regulations, requirements and developments
- 3.3 Supervision of the fulfilment of hygiene, safety, quality and social requirements
- 3.4 Determination and planning of the training requirements of the production staff

Core task 4: Coordination and support of the production process

- 4.1 Contribution to the production with technical assistance and problem solving
- 4.2 Evaluation and approval of the finished products and their delivery
- 4.3 Follow-up of the production chain and activities and making adjustments if needed

Core task 1: Monitoring of the product development

Subtask		Knowledge	Skills	Competences	EQF
1.1	Evaluation of designs, prototypes and new products with regard to technical and commercial feasibility.	Knowledge of raw materials, fabrics, production means, production possibilities, quality standards, markets, basic marketing concepts and customers.	Ability to analyse the quality of samples and the chosen fabrics with regard to the production possibilities. Ability to formulate and report accurately and completely.	Competence to take responsibility and to act in an entrepreneurial and commercial manner, according to the business concept of the company.	4
1.2	Monitoring of the product specification and technical drawings.	Knowledge of software systems (Office, style sheets, CAD/CAM), product specifications, size charts, production techniques.	Ability to check and adapt the completeness and clearness of the technical drawings and product specification. Ability to formulate and report accurately and completely.	Competence to apply expertise and expert knowledge. Competence to use current apparel software applications.	4
1.3	Advising stakeholders on adaptations of collection items and giving feedback on technical feasibility.	Knowledge of raw materials, fabrics, production means, production possibilities, quality standards, markets, basic marketing concepts and customers.	Ability to advise on adaptations and changes to be made and to put ideas and opinions forward. Ability to be customer-oriented and commercially oriented.	Competence to share expertise and know-how and to discuss with stakeholders. Competence to work together with the marketing and commercial departments in order to work in line with the marketing plan.	4

Subtask		Knowledge	Skills	Competences	EQF
1.4	Assistance in the negotiation and determination on price calculations.	Knowledge of cost-price calculation.	Ability to calculate. Awareness of the production specification compared to the price determination.	Competence \to act in an entrepreneurial and commercial manner, according to the business concept of the company. Competence to demonstrate financial awareness.	4

Core task 2: Maintaining the planning and logistics procedures of production

Subtask		Knowledge	Skills	Competences	EQF
2.1	Analysis of sales data and order planning.	Knowledge of sales reports and the procedures for reporting sales data. Knowledge of production techniques.	Ability to formulate and report accurately and completely. Ability to keep updated about market data and developments.	Competence to work in accordance with prescribed procedures. Competence to discuss data with internal stakeholders.	4
2.2	Identification of specification of orders, stages of production.	Knowledge of logistic procedures and production procedures within and outside the company.	Ability to plan the procedure of the production and the delivery. Ability to monitor and keep track of the progress.	Competence to communicate with stakeholders and conduct business correspondence in a different modern language. Competence to deal with fast changes.	4
2.3	Assessment of planning and production according to company policies.	Knowledge of internal regulations, guidelines and procedures of the company (e.g quality, sustainability and social responsibility). Basic knowledge of legal frameworks and legislation.	Ability to analyse and evaluate critically on the planning and production. Ability to follow up the process according to delivery deadlines. Ability to solve minor problems independently and immediately.	Competence to take responsibility and act in an entrepreneurial and commercial manner, according to the business policy of the company.	4

Subtask		Knowledge	Skills	Competences	EQF
2.4	Supervision of the implementation and monitoring of the planning.	Knowledge of logistic procedures and production procedures within and outside the company.	Ability to work under time pressure.	Competence to withstand stress. Competence to make decisions independently and initiate activities. Competence to communicate with stakeholders in a different modern language.	5
2.5	Organisation and control of stock management.	Knowledge of supplies in the stock/warehouse.	Ability to organise and keep track of the stock/warehouse. Ability to formulate and report accurately and completely.	Competence to make decisions independently and initiate activities.	4

Core task 3: Supervision and deployment of staff

Subtask		Knowledge	Skills	Competences	EQF
3.1	Distribution of activities within and between the operator teams and units.	Knowledge of operator teams and stakeholders involved in the production, planning and logistic process.	Ability to delegate tasks and activities among operator teams. Ability to organise collaboration within and between operator teams and units.	Competence to work and communicate with different teams in a different modern language. Competence to supervise teams and individual staff members.	5
3.2	Dissemination of information to the teams about regulations, requirements and developments.	Knowledge of relevant innovation trends and developments. Knowledge of internal regulations, guidelines and procedures of the company on policy, quality, sustainability and social responsibility.	Ability to accept and manage complexity. Ability to speak to staff members in a clear and understandable way. Ability to express own opinion without affecting good relationships with others. Ability to clarify complex relations.	Competence to communicate in a different modern language and work in a multicultural environment. Competence to respect others and show flexibility and adapt behaviour to different requirements and situations.	5
3.3	Supervision of the fulfilment of hygiene, safety, quality and social requirements.	Knowledge of hygiene, safety, quality and social requirements and standards.	Ability to speak to staff members in a clear and understandable way. Ability to express own opinion without affecting good relationships with others.	Competence to work and communicate with different teams in a different modern language. Competence to supervise teams and individual staff members.	5
3.4	Determination and planning of the training requirements of the staff.	Knowledge of training offers and possibilities.	Ability to estimate the performance of staff members.	Competence to coach and support staff in their training pathway.	5

Core task 4: Coordination and support of the production process

Subtask		Knowledge	Skills	Competences	EQF
4.1	Contribution to the production with planning assistance and problem solving.	Basic knowledge of technical production process, machinery, operations, mechanics.	Ability to make decisions.	Competence to solve problems independently. The competence to apply expertise and knowledge.	4
4.2	Evaluation and approval of the finished products and their delivery.	Knowledge of raw materials, fabrics, production means, production possibilities, quality standards, markets, marketing concepts and customers.	Ability to formulate and report accurately and completely. Ability to make a proposal for a solution.	Competence to report to superior manager.	4
4.4	Follow-up of the production chain and activities and making adjustments if needed.	Knowledge of logistic procedures and production procedures within and outside the company.	Ability to analyse the quality of samples and the chosen fabrics with regard to the production possibilities. Ability to formulate and report accurately and completely.	Competence to take responsibility and act in an entrepreneurial and commercial manner, according to the business concept of the company.	4