

## **W&RSETA Retail Management Development Programme**

**RMDP 2017-18**

### **Nomination guidelines**

#### **1. Programme background**

Management development is a key requirement for the sector as identified in the Sector Skills Plan. This requirement is an ideal opportunity for development of the Sector to meet its growth and employment potential through the provision of a Retail Management Development Programme (Retail MDP). While there are a number of programmes suited for development at various staff levels, there are very few programmes that specifically address skills acquisition for **Supervisors** and middle **Managers in retail**.

The W&RSETA introduced the Retail Management Development Programme in 2012 which is aimed at supervisors and middle managers from the sector.

For the 2017-18 financial year, 400 delegates will be enrolled on the Programme to equip them with the skills to become effective in pursuing excellence in organisational and personal goals within their own employer companies within the Wholesale and Retail sector.

The programme is currently implemented in partnership with the University of Pretoria, and has pre-set criteria for eligibility for nominated delegates.

#### **2. Programme composition:**

The Retail MDP will extend over a one year period and will cover a range of management fields with retail specific insights and challenges. Core elements of the Retail MDP will broadly include:

- Module 1: Retailing in the global and South African context
- Module 2: Fundamentals of Research
- Module 3: Operations and Supply Chain Management (Retail business)
- Module 4: Marketing = scarce skill
- Module 5: Retail Technology & Information Management (Retail)
- Module 6: Human Resource Management
- Module 7: Strategy Development and Implementation
- Module 8: Financial Management and Accounting
- Module 9: Retail Leadership, including transformation.
- Business Driven Action Learning - on either one of the fields of study covered
- Simulation exercises

#### **3. Who should be nominated and how will candidates be selected?**

The W&RSETA has allocated funding towards the 2017-18 RMDP which will benefit 400 Supervisors and Managers who are self / nominated by their companies based on the eligibility criteria. The candidates will be screened by a team appointed to implement the Programme through an entrance assessment process.

## ***Eligibility criteria***

The programme seeks to substantially promote **employed** previously disadvantaged persons, without excluding access to a limited number of other candidates.

Initial nomination criteria by the retailer will include:

- A senior certificate (Grade 12) or equivalent qualification and a **minimum** of two years retail experience as well as a **minimum** of 2 years managerial or supervisory experience will be a pre-requisite.
- All candidates to be selected must have **literacy** and **numeracy** skills as per their retailers' assessments, **competency in English** and should be **South African Citizens** or possess valid work permits for SA.
- Candidates will be nominated on the basis of their employers' willingness to support them.
- The candidate's **work experience** in retail, **management potential**, and **commitment to the programme** is essential and paramount, as thus shall be established and expressed through a signed declaration
- Candidates will be selected from Small, Medium and Large **levy paying** retailers who wish to significantly grow their businesses and develop their management's leadership needs.

### **4. What is required of the selected delegates?**

- Complete commitment to the Programme
- Full attendance and submission of all assignments and modules **is compulsory**
- Failure to attend a module will result in delegates not being certificated
- **Drop out of the programme could lead to the exclusion from future programmes.**

### **5. What is required of the companies?**

- Nominate delegates to participate in the programme
- Ensure that approximately 50% of their nominees are women
- Participate in internal recruitment and selection process to nominate candidates
- Encourage and ensure full participation of the delegate(s)
- Provide full support to delegate(s) on the Programme as part of their developmental plans and to ensure success
- Provide financial assistance to learners for travel and accommodation expenses which may be incurred as the SETA will not cover these costs
- Provide feedback on evaluation process to the nominated candidates
- Ensure that delegates remain on the Programme for its entire duration

### **6. What are the time frames for the programme?**

- Closing date for nominations is: **06 January 2017**
- The programme entry selection process will take place during **January 2017**
- A pre-selection process will be conducted based on the selection criteria outlined above.
- The SETA, in conjunction with the University, will invite selected candidates to attend the entrance assessments.
- The programme will commence on **31 March 2017**

**No late submissions will be accepted**