



	<b>External Assessment Specifications Document</b>			
<b>Curriculum Code</b>	<b>Qualification Title</b>	<b>NQF Level</b>	<b>[insert image here]</b>	
332301000	<b>Occupational Certificate: Retail Buyer</b>	5		
	<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Logo</b>
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# 1 ASSESSMENT STRATEGY

## 1.1 Assessment Model

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria. The external assessment will consist of both a set of written responses (paper or on-line) which will test the learner's ability to communicate, solve problems and make decisions in relation to a set of typical situations and circumstances which are encountered when buying merchandise and allocating merchandise to stores, and the demonstrated use of computers where the candidate will demonstrate sourcing suppliers and products and allocating stock to stores. The combination of the written and practical assessment will be conducted over a period of one day at a QCTO accredited assessment centre

## 1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Retail Buyer.

A Retail Buyer sources, buys and allocates stock for wholesale and retail outlets.

A qualified learner will be able to:

- Manage supplier relationships and the performance of stock.
- Source products through the identification and selection of suppliers.
- Buy products
- Allocate stock to stores

## 1.3 Assessment Standards

### 1.3.1 Assessment Standards for the Qualification

#### **Integrated Assessment Focus Area 1**

Manage supplier relationships and the performance of stock. (40%)

#### ***Associated Assessment Criteria***

- The supplier's performance is evaluated and shortfalls in performance determined according to scenario given
- Actions proposed to improve supplier performance are practical and are within the organisation's policy for managing relations with suppliers
- Product performances are analysed and evaluated as to whether they are performing to, above or below required standards
- Proposals for improving merchandise performance are practical and will promote improved performance.
- The proposed strategies to clear non performing ranges are practical and would help to clear the applicable merchandise
- The proposed strategies to further enhance performance of good performing ranges are practical and would further enhance the performance of the merchandise

- Where supplier performance is at fault for the non performance of merchandise the cause is identified and proposals to improve supplier performance are practical and applicable to the circumstances

### **Integrated Assessment Focus Area 2**

Source products through the identification and selection of suppliers. (20%)

#### ***Associated Assessment Criteria***

- Two international suppliers that can supply the required merchandise are identified along with reasons for the selection.
- Two South African suppliers that can supply the required merchandise are identified along with reasons for the selection.
- One supplier that best meets the criteria for selection of new suppliers is proposed along with reasons for the selection

### **Integrated Assessment Focus Area 3**

Buy merchandise. (25%)

#### ***Associated Assessment Criteria***

- Preparation processes for a negotiation are undertaken in order to meet given criteria
- The preferred cost price is calculated in order to give the required margin
- The fall back cost price is calculated so that it will still give the required margin
- The various terms to be negotiated are determined including payment terms, discounts, penalties, allowances
- The required delivery preference is determined for the given supplier for the required stock.

### **Integrated Assessment Focus Area 4**

Allocate stock to stores (15%)

#### ***Associated Assessment Criteria***

- The quantities of stock allocated meet the expected sales of the stores
- The range allocated meets the target market of the stores
- Stock shortages are evaluated and stock is transferred from stores with high stock levels and low sales.
- Stock deliveries impacted upon by unexpected sales are verified and the delivery dates amended accordingly
- Sales are analysed and stock ordered based on stock on hand, expected sales and lead times

### **1.3.2 Assessment Standards for Phases**

No Phase Tests applicable

### **1.3.3 Assessment Standards for Part Qualifications**

## Buyer

- Sources products and suppliers and negotiates and buys merchandise.
- Integrated Assessment Focus Area 1
- Manage supplier relationships and the performance of stock. (40%)
- Integrated Assessment Focus Area 2
- Source products through the identification and selection of suppliers (20%)
- Integrated Assessment Focus Area 3
- Buy products.

## Planner

- Allocates merchandise to stores according to their target market
- Integrated Assessment Focus Area 1
- Manage supplier relationships and the performance of stock
- Integrated Assessment Focus Area 4
- Allocate stock to stores

## **2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY**

No assignments must be produced for external evaluation

## **3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY**

- No internal assessments to be re-assessed during external assessment

## **4 CRITERIA FOR THE REGISTRATION OF ASSESSORS**

- Qualified and registered assessor
- A wholesale or retail Buying Manager, Merchandise Manager or Owner with a minimum of 3 years' experience at buying and planning or a lecturer or trainer with at least 3 years' experience in all aspects of retail buying and planning

## **5 FOUNDATIONAL LEARNING**

## 6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

### 6.1 Qualification

	<i>Proof of Knowledge Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
332301000-KM-01	Concepts and principles for managing supplier relationships and the performance of merchandise	6	10					
332301000-KM-02	Concepts and principles for identifying and sourcing products and selecting suppliers	6	7					
332301000-KM-03	Concepts and principles of buying merchandise	5	6					
332301000-KM-04	Concepts and principles for allocating stock to stores	5	3					

	<i>Proof of Practical Skill Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
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<b>Number</b>	<b>Title</b>	<b>NQF Level</b>	<b>Credits</b>		<b>Number</b>	<b>Title</b>	<b>NQF Level</b>	<b>Credits</b>
332301000-PM-01	Manage supplier and stock performance	5	10					
332301000-PM-02	Manage stock through the supply chain	5	4					
332301000-PM-03	Source products and identify preferred suppliers	5	9					
332301000-PM-04	Negotiate with suppliers	5	4					
332301000-PM-05	Buy products	5	7					
332301000-PM-06	Plan and allocate stock to stores	5	6					

**And**

**Statement of Work experience**

**6.2 Phase 1**

No Phase Tests applicable

**6.3 Part Qualification**

**Part Qualification 1:**

**Title:**

Buyer, NQF Level 5, Credits 110

**Purpose:**

The purpose of this qualification is to prepare a learner to operate as a Buyer by managing and buying stock in the retail environment.

**Applicable Modules (Rules of Combination)**

Knowledge Modules:

- 332301000-KM-01, Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 6, Credits 10
- 332301000-KM-02, Concepts and principles for identifying and sourcing products and selecting suppliers, NQF Level 6, Credits 7
- 332301000-KM-03, Concepts and principles of buying merchandise, NQF Level 5, Credits 6

Total number of credits for Knowledge Modules: 23

Practical Skill Modules:

- 332301000-PM-01, Manage supplier and stock performance, NQF Level 5, Credits 10
- 332301000-PM-02, Manage stock through the supply chain, NQF Level 5, Credits 4
- 332301000-PM-03, Source products and identify preferred suppliers, NQF Level 5, Credits 9
- 332301000-PM-04, Negotiate with suppliers, NQF Level 5, Credits 4
- 332301000-PM-05, Buy products, NQF Level 5, Credits 7

Total number of credits for Practical Skill Modules: 34

This qualification also requires the following Work Experience Modules:

- 332301000-WM-01, Processes and procedures for the management of supplier and stock performance , NQF Level 5, Credits 8
- 332301000-WM-02, Processes and procedures for sourcing products and setting ranges, NQF Level 5, Credits 12
- 332301000-WM-03, Processes and procedures for identifying preferred suppliers , NQF Level 5, Credits 8
- 332301000-WM-04, Processes and procedures for negotiating, buying and recording products purchased, NQF Level 5, Credits 25

Total number of credits for Work Experience Modules: 53

Assessment Qualification Standards:

- Manage supplier relationships and the performance of stock. (40%)
- Source products through the identification and selection of suppliers. (20%)
- Buy merchandise. (25%)

## **Part Qualification 2:**

**Title:**

Planner, NQF Level 5, Credits 53

**Purpose:**

The purpose of this qualification is to prepare a learner to operate as a Planner by managing supplier relationships and the performance of stock in the retail environment.

## **Applicable Modules (Rules of Combination)**



Knowledge Modules:

- 332301000-KM-01, Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 6, Credits 10
- 332301000-KM-04, Concepts and principles for allocating stock to stores, NQF Level 5, Credits 3

Total number of credits for Knowledge Modules: 13

Practical Skill Modules:

- 332301000-PM-01, Manage supplier and stock performance, NQF Level 5, Credits 10
- 332301000-PM-02, Manage stock through the supply chain, NQF Level 5, Credits 4
- 332301000-PM-06, Plan and allocate stock to stores, NQF Level 5, Credits 6

Total number of credits for Practical Skill Modules: 20

This qualification also requires the following Work Experience Modules:

- 332301000-WM-01, Processes and procedures for the management of supplier and stock performance , NQF Level 5, Credits 8
- 332301000-WM-05, Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

Total number of credits for Work Experience Modules: 20

Assessment Qualification Standards:

- Manage supplier relationships and the performance of stock. (40%)
- Allocate stock to stores (15%)