 

**RETAIL BUYER**

**Aligned with Qualification 103145 OC Retail Buyer**

**Part Qualification 1: Retail Planner**

**WORK EXPERIENCE LOG**

**Retail buyer**

**Curriculum 332301000**

**Part Qualification 2: Retail planner**

**Work experience**

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

|  |  |
| --- | --- |
| Company |  |
| Learner name & surname |  |
| Learner ID number |  |
| Learner signature |  |
| Line manager name & surname |  |

|  |
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# 1 Occupational profile

## 1.1 Occupational purpose

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

A Retail Planner 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.
* Allocate stock to stores.

## 1.2 Occupational task details

1. Manage supplier relationships and the performance of stock. (NQF Level 5)

*Unique Product or Service:* Manages supplier relationships and stock performance.

*Occupational Responsibilities:*

* Manage supplier and stock performance.
* Manage stock through the supply chain.

*Occupational Contexts:*

* Processes and procedures for the management of supplier and stock performance.

2.

4. Allocate stock to stores (NQF Level 5)

*Unique Product or Service:* Stock allocated to stores.

*Occupational Responsibilities:*

* Plan and allocate stock to stores.

*Occupational Contexts:*

* Processes and procedures for allocating stock to stores.

# 2 List of workplace skill specifications

* 332301000-WM-01, Processes and procedures for the management of supplier and stock performance (8 credits)
* 332301000-WM-05, Processes and procedures for allocating stock to stores (12 credits)

**NOTIONAL HOURS REQUIRED**

One credit equals 10 hours of workplace experience. The line manager should sign off the workplace experience.

# 3 Physical requirements for workplace experience

* Operational buying and planning department with documented procedures for buying.
* More than one trading outlet with different target markets

# 

# 4 Workplace experience

## 4.1 WM-01 Processes and procedures for the management of supplier and stock performance

NQF level 5, Credits 8

### 4.1.1 Purpose of the workplace modules

The focus of the work experience is on providing the learner an opportunity to:

* Gain exposure to working in a team to manage stock through the supply chain, and
* Evaluate merchandise and supplier performance.

The Learner will be required to successfully complete each Work Experience module for at least three (3) months under supervision before operating for three (3) months independently.

Learning contact time - the total amount of time during which the learner needs to have access to workplace to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) is 10 days.

The Work Experience modules can be completed at the same time.

The learner will be required to:

* WM-01-WE01: Manage stock through the supply chain
* WM-01-WE02: Evaluate supplier performance
* WM-01-WE03: Manage the performance of a range of merchandise

### 4.1.2 Contextualised workplace knowledge

|  | **Contextualised workplace knowledge** | **Date** | **Signature learner** | **Signature manager** |
| --- | --- | --- | --- | --- |
| 1 | Organisation policy and procedures for working in teams |  |  |  |
| 2 | The supply chain as it applies to the organisation |  |  |  |
| 3 | Organisational policies and procedures for managing the supply of stock through the supply chain |  |  |  |
| 4 | The various role players in the supply chain and those that the buyer/planner will work with |  |  |  |
| 5 | Organisational policies and procedures for evaluating supplier performance |  |  |  |
| 6 | Organisational policies and procedures for managing supplier relations |  |  |  |
| 7 | Organisational policies and procedures for evaluating the performance of merchandise |  |  |  |
| 8 | Organisational policies and procedures for improving the performance of merchandise |  |  |  |
| 9 | Organisational policies and procedures for handling merchandise not selling |  |  |  |
| 10 | Organisation’s policy in terms of actions to take in the event of suppliers not meeting organisation’s requirements |  |  |  |
| 11 | Critical management points in the organisation’s supply chain |  |  |  |
| 12 | Organisation’s policy and procedures for developing contingency plans in the event of suppliers or DC not meeting requirements in terms of stock delivery |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13 | Organisation’s policy and procedures in terms of actions to take in the event of suppliers or DC not meeting requirements in terms of stock delivery |  |  |  |

|  |
| --- |
| **Additional Assignments to be Assessed**  **Externally** |
| **NONE** |

### 4.1.3 Criteria for workplace approval

*Physical Requirements:*

* Should a workplace not have all the necessary physical requirements they are allowed to enter into formal agreements with other workplaces that do have the required list of physical requirements in order to achieve accreditation.
* Operational buying and planning department with documented procedures for buying.

*Human Resource Requirements:*

* Manager with at least 2 years experience of buying/planning

*Legal Requirements:*

* Registered as a formal business
* Compliant with all relevant legal requirements for a wholesale or retail business

### Statement of work experience

#### 4.1.4.1 WM01-WE01: Manage stock through the supply chain

The employee engaged in the following work activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work experience activities** | **Date** | **Signature learner** | **Signature manager** |
| WA0101 Work as part of a team to manage the flow of stock through the supply chain |  |  |  |
| WA0102 Manage the flow of stock through the supply chain |  |  |  |

#### Supporting evidence to be provided

The following evidence is required

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting evidence** | **Date** | **Signature learner** | **Signature manager** |
| SE0101 A report by the learner identifying all the role players in the organisation that are part of the team involved in managing the supply chain along with the role of each signed by the learner’s manager |  |  |  |
| SE0102 Feedback from 3 members of the team explaining the manner in which the learner interacts with the team |  |  |  |
| SE0103 A report from the learner detailing his/her involvement in managing the flow of stock through the supply chain listing product, supplier and dates of follow up signed by the learner’s manager |  |  |  |

#### 4.1.4.2 WM-01-WE02: Evaluate supplier performance

The employee engaged in the following work activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work experience activities** | **Date** | **Signature learner** | **Signature manager** |
| WA0201 Evaluate the performance of suppliers |  |  |  |
| WA0202 Propose corrective action for non-performing suppliers |  |  |  |

#### Supporting evidence to be provided

The following evidence is required

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting evidence** | **Date** | **Signature learner** | **Signature manager** |
| SE0201 A detailed report by the learner showing evidence of all aspects of the performance of 3 suppliers he/she evaluated along with conclusions as to the suppliers’ overall performance |  |  |  |
| SE0202 A report by the learner’s manager evaluating the learner’s evaluation of the 3 suppliers’ performance indicating how accurate the learner’s evaluation is |  |  |  |
| SE0203 A report from the learner proposing action to be taken where the above 3 suppliers’ performance does not meet the standards required of the organisation |  |  |  |

#### 4.1.4.3 WM-01-WE03: Manage the performance of a range of merchandise

The employee engaged in the following work activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work experience activities** | **Date** | **Signature learner** | **Signature manager** |
| WA0301 Evaluate the performance of a range of merchandise |  |  |  |
| WA0302 Implement actions to improve the performance of merchandise |  |  |  |

#### Supporting evidence to be provided

The following evidence is required

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting evidence** | **Date** | **Signature learner** | **Signature manager** |
| SE0301 Evidence used by the learner of having evaluated the performance of a sub-department/category of merchandise plus a minimum of 12 items along with the data used for the evaluation |  |  |  |
| SE0302 A report by the learner detailing the performance of the 12 items and ranking them in order of performance signed off by the learner’s manager |  |  |  |
| SE0303 A report by the learner detailing the actions taken to improve the performance of the 12 items signed off by the learner’s manager |  |  |  |

## 4.2 332301000-WM-04: Processes and procedures for negotiating, buying and recording products purchased

25 credits

### 4.2.1 Purpose of the workplace modules

The focus of the work experience is on providing the learner an opportunity to gain exposure in negotiating with suppliers, buying products and recording the purchase of products The Learner will be required to successfully complete each Work Experience module for at least three (3) months under supervision before operating for three (3) months independently

Learning contact time - the total amount of time during which the learner needs to have access to workplace to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) is 12.5 days. The Work Experience modules can be completed at the same time.

The learner will be required to:

* WM-04-WE01: Negotiate with suppliers
* WM-04-WE02: Order merchandise
* WM-04-WE03: Set selling price

### 4.2.2 Contextualised workplace knowledge

|  | **Contextualised workplace knowledge** | **Date** | **Signature learner** | **Signature manager** |
| --- | --- | --- | --- | --- |
| 1 | Organisation’s negotiating strategy. |  |  |  |
| 2 | Organisation’s policy and procedures for preparing for a negotiation |  |  |  |
| 3 | Organisation’s policy in terms of points that must be negotiated |  |  |  |
| 4 | Organisation’s policy and procedures for taking minutes of a negotiation |  |  |  |
| 5 | Organisation’s policy and procedures for calculating the selling price of products |  |  |  |
| 6 | Organisation’s policy and procedures for calculating the order quantity of products to be ordered |  |  |  |
| 7 | Organisation’s policy and procedures for completing a contract and order for products purchased |  |  |  |
| 8 | Organisation’s policy and procedures for recording orders placed |  |  |  |

### 4.2.3 Criteria for workplace approval

*Physical Requirements:*

* Should a workplace not have all the necessary physical requirements they are allowed to enter into formal agreements with other workplaces that do have the required list of physical requirements in order to achieve accreditation.
* Operational buying and planning department with documented procedures for buying.

*Human Resource Requirements:*

* Manager with at least 2 years’ experience of buying/planning

*Legal Requirements:*

* Registered as a formal business
* Compliant with all relevant legal requirements for a wholesale or retail business

### 4.2.4 Statement of work experience

#### 4.2.4.1 WM-04-WE01: Negotiate with suppliers

The employee engaged in the following work activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work experience activities** | **Date** | **Signature learner** | **Signature manager** |
| WA0101 Prepares for a negotiation |  |  |  |
| WA0102 Negotiate with suppliers |  |  |  |
| WA0103 Record the negotiation |  |  |  |

#### Supporting evidence to be provided

The following evidence is required

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting evidence** | **Date** | **Signature learner** | **Signature manager** |
| SE0101 A report from the learner detailing the preparation for the negotiation including the best position and fallback position of the organisation signed by the learner’s manager |  |  |  |
| SE0102 A report from the learner’s manager detailing the learner’s ability to negotiate and the success of the negotiation |  |  |  |
| SE0103 Copies of records made of the negotiation made by the learner (Confidential details may be deleted) |  |  |  |

#### 4.2.4.2 WM-04-WE02: Order merchandise

The employee engaged in the following work activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work experience activities** | **Date** | **Signature learner** | **Signature manager** |
| WA0201 Order merchandise |  |  |  |
| WA0202 Record orders placed |  |  |  |

#### Supporting evidence to be provided

The following evidence is required

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting evidence** | **Date** | **Signature learner** | **Signature manager** |
| SE0201 Copies of orders placed by the learner along with a report from the learner’s manager stating his/her agreement with the quantities ordered |  |  |  |
| SE0202 A report from the learner’s manager stating the learner has recorded the order placed according to policies and procedures of the organisation |  |  |  |

#### 4.2.4.3 WM-04-WE03: Set selling price

The employee engaged in the following work activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work experience activities** | **Date** | **Signature learner** | **Signature manager** |
| WA0301 Set selling price of products purchased |  |  |  |
| WA0302 Justify the selling prices set |  |  |  |

#### Supporting evidence to be provided

The following evidence is required

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting evidence** | **Date** | **Signature learner** | **Signature manager** |
| SE0301 A report by the learner signed off by the learner’s manager detailing organisational policies for the setting of prices |  |  |  |
| SE0302 Documentary evidence by the learner confirming the setting of selling prices that met the requirements of the organisation signed off by the learner’s manager. |  |  |  |