

	External Assessment Specifications Document			
Curriculum Code	Qualification Title		NQF Level	
332301000	Occupational Certificate: Retail Buyer		5	
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DQP Representative Signature

Date

AQP Representative Signature

Date

Table of content

1 ASSESSMENT STRATEGY	3
1.1 Assessment Model.....	3
1.2 Qualification Purpose.....	3
1.3 Assessment Standards	3
1.3.1 Assessment Standards for the Qualification	3
1.3.2 Assessment Standards for Phases	5
1.3.3 Assessment Standards for Part Qualifications	5
2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY	5
3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY	5
4 CRITERIA FOR THE REGISTRATION OF ASSESSORS	5
5 FOUNDATIONAL LEARNING	6
6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT	6
6.1 Qualification.....	6
6.2 Phase 1	8
6.3 Part Qualification	8

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 an/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

- 2 international suppliers that can supply the required merchandise are identified along with reasons for the selection.
- 2 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 different 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 identified and stock is transferred from stores with high stock levels and low sales.
- Stock deliveries impacted upon by unexpected sales are identified and the delivery dates amended accordingly

- Sales are identified 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

Integrated Assessment Focus Area 2

Source products through the identification and selection of suppliers

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

Foundational learning competence is NOT a pre-requisite for the award of this qualification.

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	5	10					
332301000-KM-02	Concepts and principles for identifying and sourcing products and selecting suppliers	5	7					
332301000-KM-03	Concepts and principles of buying	5	6					

	merchandise							
332301000-KM-04	Concepts and principles for allocating stock to stores	5	3					

	<i>Proof of Practical Skill Modules</i>			OR			<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-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-	Plan and	5	6					

PM-06	allocate stock to stores							
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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:

Sources and buys products for a wholesale and retail outlet

Applicable Exit Level Outcomes

Exit Level Outcome 1

Manage supplier relationships and the performance of stock.

Exit Level Outcome 2

Source products through the identification and selection of suppliers

Exit Level Outcome 3

Buy products

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 332301000-KM-01, Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 5, Credits 10
- 332301000-KM-02, Concepts and principles for identifying and sourcing products and selecting suppliers, NQF Level 5, 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.
- Source products through the identification and selection of suppliers.
- Buy merchandise.

Part Qualification 2:

Title:

Planner, NQF Level 5, Credits 53

Purpose:

Allocates merchandise to store according to their target market

Applicable Exit Level Outcomes

Exit Level Outcome 1

Manage supplier relationships and the performance of stock

Exit Level Outcome 4

Allocate stock to stores

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 332301000-KM-01, Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 5, 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
- Allocate stock to stores