

	Curriculum Document			
Curriculum Code	Curriculum Title			
332301000	Retail Buyer			
	Name	Email	Phone	Logo
Development Quality Partner	Wholesale and Retail SETA	imarrian@wrseta.org.za	0126229500	

Learner QDF Signature

Date

QDF Signature

Date

DQP Representative Signature

Date

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SECTION 1: CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation

332301: Retail Buyer

1.2 Occupation or Specialisation Addressed by this Curriculum

332301000: Retail Buyer

1.3 Alternative Titles used by Industry

- Replenisher
- Retail Planner

2. Curriculum Information

2.1 Curriculum Structure

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

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
- 332301000-KM-04, Concepts and principles for allocating stock to stores, NQF Level 5, Credits 3

Total number of credits for Knowledge Modules: 26

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
- 332301000-PM-06, Plan and allocate stock to stores, NQF Level 5, Credits 6

Total number of credits for Practical Skill Modules: 40

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
- 332301000-WM-05, Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

Total number of credits for Work Experience Modules: 65

2.2 Entry Requirements

National Senior Certificate (NSC) or National Vocational Certificate (NCV) at NQF level 4

3. Assessment Quality Partner Information

Name of body: Wholesale and Retail SETA

Address of body: Riverside Office Park, Hennops House, 1303 Heuwel Avenue, Cnr. Lenchen South and Heuwel Avenue Centurion, Pretoria 0157

Contact person name: Inger Marrian

Contact person work telephone number: 0126229500

4. Part Qualification Curriculum Structure

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. (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:

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. (40%)
- Allocate stock to stores (15%)

SECTION 2: OCCUPATIONAL PROFILE

1. Occupational Purpose

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

2. Occupational Tasks

- Manage supplier relationships and the performance of stock. (NQF Level 5)
- Source products through the identification and selection of suppliers. (NQF Level 5)
- Buy products (NQF Level 5)
- Allocate stock to stores (NQF Level 5)

3. Occupational Task Details

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

Unique Product or Service:

Managed 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

3.2. Source products through the identification and selection of suppliers. (NQF Level 5)

Unique Product or Service:

Products and suppliers that meet requirements

Occupational Responsibilities:

- Source products and identify preferred suppliers

Occupational Contexts:

- Processes and procedures for sourcing products and setting ranges
- Processes and procedures for identifying preferred suppliers

3.3. Buy products (NQF Level 5)

Unique Product or Service:

Products purchased to meet organisation's target market

Occupational Responsibilities:

- Negotiate with suppliers
- Buy products

Occupational Contexts:

- Processes and procedures for negotiating, buying and recording products purchased

3.4. 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.

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

- 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
- 332301000-KM-04, Concepts and principles for allocating stock to stores, NQF Level 5, Credits 3

1. 332301000-KM-01, Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 5, Credits 10

1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the concepts and principles for managing the relationship with and performance of suppliers and the performance of stock

Learning contact time - the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 12.5 days

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: The role of buying and planning (35%)
- KM-01-KT02: Supply chains applicable to the industry (25%)
- KM-01-KT03: Concepts and principles of managing the supply chain (15%)
- KM-01-KT04: Concepts and principles of evaluating supplier performance (10%)
- KM-01-KT05: Concepts and principles of managing the performance of merchandise (15%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01: The role of buying and planning (35%)

Topic elements to be covered include:

- KT0101 The buying cycle
- KT0102 The role of the role players in the buying cycle
- KT0103 The impact of the buying and planning function on the organisation
- KT0104 The inter-relationship between the buying and planning function and other areas of the business.
- KT0105 Ethics in buying and planning
- KT0106 Criteria and behaviour conducive to working in a team

Internal Assessment Criteria and Weight

- IAC0101` Discuss the role players and their role in the buying cycle and how each impacts on the buying cycle.
- IAC0102 Explain how the buying and planning functions will impact on the finances and Brand of the business, and turnover, shrinkage and profitability
- IAC0103 Discuss the inter-relationship between the buying and planning functions and other areas of the business
- IAC0104 Discuss the ethical standards required of people in the buying and planning function

- IAC0105 Identify criteria and behaviour conducive to working in a team and describe the impact it has on team dynamics

(Weight 35%)

1.2.2. KM-01-KT02: Supply chains applicable to the industry (25%)

Topic elements to be covered include:

- KT0201 Hot, cold and general supply chains
- KT0202 The concept of logistics and different methods for distributing merchandise to stores
- KT0203 The impact of different distribution methods on buying and planning
- KT0204 Typical role players involved in the flow of merchandise through the business

Internal Assessment Criteria and Weight

- IAC0201 Describe the various supply chains used in the industry
- IAC0202 Explain the concept of logistics and describe the various methods for distributing merchandise to stores
- IAC0203 Differentiate between the different distribution methods and explain their impact on buying and planning.
- IAC0204 Discuss the inter-relationship of the role players involved in the flow of merchandise to stores

(Weight 25%)

1.2.3. KM-01-KT03: Concepts and principles of managing the supply chain (15%)

Topic elements to be covered include:

- KT0301 Supply chain management
- KT0302 Critical management stages in the management of the supply chain
- KT0303 Remedial action for shortfalls in the supply chain
- KT0304 Contingency plans used in managing the supply chain

Internal Assessment Criteria and Weight

- IAC0301 Describe the responsibilities of the buyer and planner in managing the supply chain
- IAC0302 Discuss critical management stages in the management of the supply chain
- IAC0303 Describe generally accepted actions to remedy shortfalls in the supply chain
- IAC0304 Discuss Typical contingency plans used in managing the supply chain

(Weight 15%)

1.2.4. KM-01-KT04: Concepts and principles of evaluating supplier performance (10%)

Topic elements to be covered include:

- KT0401 Methodologies used for gathering information on supplier performance
- KT0402 Generally accepted operating standards required of suppliers
- KT0403 Typical corrective measure for suppliers not meeting required standards.

Internal Assessment Criteria and Weight

- IAC0401 List typical methods used to gather information on supplier performance along with the advantages and disadvantages of each
- IAC0402 Identify the generally accepted operational standards required of suppliers in terms of service delivery, merchandise quality, order fulfilment, and lead times.
- IAC0403 Explain how a businesses target market could impact on operating standards required of suppliers
- IAC0404 List typical corrective measure for suppliers not meeting required standards along with the advantages and disadvantages of each

(Weight 10%)

1.2.5. KM-01-KT05: Concepts and principles of managing the performance of merchandise (15%)

Topic elements to be covered include:

- KT0501 Financial reports used by buyers and planners
- KT0502 Ratios used by buyers and planners
- KT0503 Typical methods for evaluating buying and planning activities
- KT0504 The concept and methodologies for range reviews
- KT0505 Activities for clearing merchandise not selling
- KT0506 Activities for correcting shortfalls in merchandise levels
- KT0507 Activities to improve merchandise performance

Internal Assessment Criteria and Weight

- IAC0501 Identify financial reports used to measure merchandise performance and how each is used
- IAC0502 Identify ratios used to measure merchandise performance and explain how each is used
- IAC0503 Describe typical measures used to evaluate buying and planning activities
- IAC0504 Describe possible activities for clearing merchandise not selling and the impact each will have on the business
- IAC0505 Describe possible activities for solving shortfalls in merchandise levels and the impact each will have on the business

- IAC0506 Describe possible activities for improving merchandise performance

(Weight 15%)

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training materials, Learner Guide, Facilitator Guide, Hand outs, Visual Aids, Examples of the various supply chains, Examples of the buying cycle, Examples of reports used to evaluate the performance of stock

Human Resource Requirements:

- Lecturers must have relevant industry experience related to the subject.
- Ratio of 1 facilitator to maximum of 30 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

1.4 Exemptions

- None

2. 332301000-KM-02, Concepts and principles for identifying and sourcing products and selecting suppliers, NQF Level 5, Credits 7

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the concepts and principles for sourcing products and identifying and selecting suppliers that meet the requirements of the business.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 9 days

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT02: Generally accepted criteria for evaluating suppliers ability to meet business requirements (10%)
- KM-02-KT03: Typical strategies for identifying products required (25%)
- KM-02-KT04: Concept and principles for conducting research and analysing product and supplier availability (25%)
- KM-02-KT05: Concepts and principles for identifying target market (25%)
- KM-02-KT01: Local and overseas suppliers (15%)

2.2 Guidelines for Topics

2.2.1. KM-02-KT02: Generally accepted criteria for evaluating suppliers ability to meet business requirements (10%)

Topic elements to be covered include:

- KT0201 Research techniques for identifying suppliers
- KT0202 Requirements when choosing preferred suppliers
- KT0203 The choice of supplier and the impact made by logistics
- KT0204 A broad versus a narrow supply bases

Internal Assessment Criteria and Weight

- IAC0201 Discuss techniques available to identify suppliers of products
- IAC0202 Discuss businesses typical requirements when choosing preferred suppliers
- IAC0203 Discuss how logistics will impact on a businesses choice of a suppliers
- IAC0204 Discuss the advantages and disadvantages of broad and narrow supply bases

(Weight 10%)

2.2.2. KM-02-KT03: Typical strategies for identifying products required (25%)

Topic elements to be covered include:

- KT0301 Factors impacting on range and product selection
- KT0302 Range development
- KT0303 The impact of trends, fashions, fads and world events on product selection

Internal Assessment Criteria and Weight

- IAC0301 Discuss the various factors that impact on range and product selection including target market, store size, buying preference, strategy, branding
- IAC0302 Describe and discuss methodologies used in the industry for developing ranges
- IAC0303 Discuss how trends, fashions, fads and world events impact on product selection

(Weight 25%)

2.2.3. KM-02-KT04: Concept and principles for conducting research and analysing product and supplier availability (25%)

Topic elements to be covered include:

- KT0401 Product availability research
- KT0402 Research data analyses
- KT0403 Product source identification
- KT0404 Competitor ranges analysis
- KT0405 Methodologies for completing a SWOT analyses

Internal Assessment Criteria and Weight

- IAC0401` Describe generally accepted methods for conducting research on product availability
- IAC0402 Discuss generally accepted methods for analysing research data on product availability
- IAC0403 Describe methods for identifying product sources
- IAC0404 Describe methodologies used in the industry for analysing competitor ranges
- IAC0405 Describe methods used in the industry for completing a SWOT analyses

(Weight 25%)

2.2.4. KM-02-KT05: Concepts and principles for identifying target market (25%)

Topic elements to be covered include:

- KT0501 Target market categorisation
- KT0502 Factors that influence customer shopping and buying habits
- KT0503 Buying habits of different target markets

Internal Assessment Criteria and Weight

- IAC0501 Discuss how target markets are categorised in the wholesale and retail industry
- IAC0502 Describe the LSM method for categorising target markets in South Africa and explain how it can be used when setting ranges for a business
- IAC0503 Discuss how factors such as ethical sourcing, green products and sourcing, price, and brand influence customer shopping habits
- IAC0504 Describe the buying habits of shoppers falling into the LSM 1, LSM 5 and LSM 10 bands

(Weight 25%)

2.2.5. KM-02-KT01: Local and overseas suppliers (15%)

Topic elements to be covered include:

- KT0101 The impact of imports on the SA economy
- KT0102 Duties and legislation
- KT0103 Import costs
- KT0104 Generally accepted import processes and procedures
- KT0105 Specific support functions required by import buyers

Internal Assessment Criteria and Weight

- IAC0101 Describe the impact of importing goods on the SA economy
- IAC0102 Describe typical methods for identifying applicable duties and legislation
- IAC0103 Discuss the impact of import costs on the sale price of goods
- IAC0104 Describe generally accepted import processes and procedures and the specific support functions required of an import buyer

(Weight 15%)

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training materials, Learner Guide, Facilitator Guide, Hand outs, Visual Aids, Computers with internet access,

Human Resource Requirements:

- Lecturers must have relevant industry experience related to the subject.
- Ratio of 1 facilitator to maximum of 30 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

2.4 Exemptions

- None

3. 332301000-KM-03, Concepts and principles of buying merchandise, NQF Level 5, Credits 6

3.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the concepts and principles of negotiating, buying and recording merchandise purchased.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 8 days

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: The negotiation process (60%)
- KM-03-KT02: Concept and principles of setting a selling price (15%)
- KM-03-KT03: Concept and principles of calculating order quantities (25%)

3.2 Guidelines for Topics

3.2.1. KM-03-KT01: The negotiation process (60%)

Topic elements to be covered include:

- KT0101 The negotiation process
- KT0102 Negotiating strategies used in the industry
- KT0103 Conflict management
- KT0104 Supplier, business relationship and the impact this has on negotiation
- KT0105 Preparing for a negotiation
- KT0106 Payment terms
- KT0107 Typical methods for recording minutes of a negotiation
- KT0108 The concept and principles of contracts

Internal Assessment Criteria and Weight

- IAC0101 Discuss the negotiation process
- IAC0102 Discuss the different negotiating strategies used in the industry
- IAC0103 Discuss conflict that arises in negotiations and methods used to manage this conflict
- IAC0104 Discuss the different relationships business has with suppliers and their impact on the negotiation process
- IAC0105 Explain how a buyer should prepare for a negotiation with a supplier.

- IAC0106 Describe the various terms a buyer could negotiate including payment terms, settlement discounts, advertising allowances, growth incentives, penalties, rebates, swell allowances and the impact they will have on the negotiation process
- IAC0107 Describe typical methods for recording minutes of a negotiation
- IAC0108 Describe what needs to be included in a buying contract drawn up by a wholesale or retail business for a supplier of merchandise

(Weight 60%)

3.2.2. KM-03-KT02: Concept and principles of setting a selling price (15%)

Topic elements to be covered include:

- KT0201 Pricing strategies
- KT0202 The concepts of mark up and margin
- KT0203 The concept of Gross Profit and buying decisions that impact on profit and loss
- KT0204 The concept of “loss leaders” as used in the industry
- KT0205 Factors in the economy that could impact on the setting of the selling price of a product

Internal Assessment Criteria and Weight

- IAC0201 Discuss generally accepted pricing strategies used in the industry
- IAC0202 Explain the difference between margin and mark up using examples
- IAC0203 Discuss the make up of GP and the buying factors that impact on profit.
- IAC0204 Discuss the concept of “loss leaders” as used in the industry and the impact they have on a business
- IAC0205 Discuss various factors in the economy that could impact on the setting of the selling price of a product

(Weight 15%)

3.2.3. KM-03-KT03: Concept and principles of calculating order quantities (25%)

Topic elements to be covered include:

- KT0301 Factors impacting on order quantities
- KT0302 Order quantity calculation
- KT0303 Typical methods used to record orders placed

Internal Assessment Criteria and Weight

- IAC0301 Discuss the different factors impacting on order quantities including quantity of stores, expected sales, over / under sell, past sales, promotions, trends, budget
- IAC0302 Describe generally accepted methods used to calculate order quantities
- IAC0303 Discuss typical methods used to record orders placed

(Weight 25%)

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training materials, Learner Guide, Facilitator Guide, Hand outs, Visual Aids, Calculators, Examples of contracts,

Human Resource Requirements:

- Lecturers must have relevant industry experience related to the subject.
- Ratio of 1 facilitator to maximum of 30 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

3.4 Exemptions

- None

4. 332301000-KM-04, Concepts and principles for allocating stock to stores, NQF Level 5, Credits 3

4.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of concepts and principles of allocating the correct quantity of stock to outlets according to their target market and requirements.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 4 days

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: Concepts, principles and generally accepted methods of allocation and replenishment (50%)
- KM-04-KT02: Factors impacting on the allocation of stock to stores (35%)
- KM-04-KT03: Typical methods for recording allocations (15%)

4.2 Guidelines for Topics

4.2.1. KM-04-KT01: Concepts, principles and generally accepted methods of allocation and replenishment (50%)

Topic elements to be covered include:

- KT0101 Factors that impact on range and quantities for stores
- KT0102 The concepts of allocation and replenishment
- KT0103 Range allocation
- KT0104 Advantages and disadvantages of store and Head Office replenishment

Internal Assessment Criteria and Weight

- IAC0101 Discuss the various factors impacting on range and quantities allocated to stores
- IAC0102 Explain the difference between allocation and replenishment
- IAC0103 Discuss various methodologies used in the industry for allocating ranges to stores
- IAC0104 Discuss the advantages and disadvantages of store and Head Office replenishment

(Weight 50%)

4.2.2. KM-04-KT02: Factors impacting on the allocation of stock to stores (35%)

Topic elements to be covered include:

- KT0201 Factors impacting on the allocation of stock to stores out of SA
- KT0202 Data integrity
- KT0203 Typical methods for allocating promotional stock to stores
- KT0204 Typical methods for allocating new stock to stores
- KT0205 The impact of seasonal activity on allocations

Internal Assessment Criteria and Weight

- IAC0201 Describe the factors impacting on the allocation of stock to stores out of SA
- IAC0202 Discuss the impact of data integrity on the allocation of stock to stores
- IAC0203 Discuss typical methods used for calculating quantities of promotional stock to stores
- IAC0204 Discuss typical methods used for allocating new merchandise and its quantities to stores
- IAC0205 Discuss the impact of seasonal activity on the allocation of stock to stores.

(Weight 35%)

4.2.3. KM-04-KT03: Typical methods for recording allocations (15%)

Topic elements to be covered include:

- KT0301 Typical methods used to record allocations in a computerised environment
- KT0302 Typical methods use to record allocations in a non-computerised environment
- KT0303 Typical methods for evaluating the success of allocations.

Internal Assessment Criteria and Weight

- IAC0301 Describe typical methods used to record allocations in a computerised environment
- IAC0302 Describe typical methods used to record allocations in a non-computerised environment
- IAC0303 Discuss how wholesalers and retailers measure the success of allocations

(Weight 15%)

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training materials, Learner Guide, Facilitator Guide, Hand outs, Visual Aids, Calculators

Human Resource Requirements:

- Lecturers must have relevant industry experience related to the subject.
- Ratio of 1 facilitator to maximum of 30 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

4.4 Exemptions

- None

SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

List of Practical Skill Module Specifications

- 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
- 332301000-PM-06, Plan and allocate stock to stores, NQF Level 5, Credits 6

1. 332301000-PM-01, Manage supplier and stock performance, NQF Level 5, Credits 10

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice managing the performance of suppliers and merchandise.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 12.5 days

The learner will be required to:

- PM-01-PS01: Evaluate and improve supplier performance
- PM-01-PS02: Evaluate and improve merchandise performance
- PM-01-PS03: Work constructively in teams by applying good teamwork

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01: Evaluate and improve supplier performance

Scope of Practical Skill

Given a case study detailing the performance required of a supplier along with details of the supplier's actual performance the learner must be able to:

- PA0101 Determine shortfalls in the suppliers performance
- PA0102 Propose actions to improve the supplier's performance

Applied Knowledge

- AK0101 Techniques for evaluating case studies
- AK0102 Techniques for determining shortfalls in performance
- AK0103 Possible actions to correct shortfalls in supplier performance

Internal Assessment Criteria

- IAC0101 Shortfalls in the suppliers performance are determined according to the given scenario
- IAC0102 The actions proposed are practical and would have the desired effect of improving the suppliers performance

1.2.2. PM-01-PS02: Evaluate and improve merchandise performance

Scope of Practical Skill

Given sets of information comprising, the actual sales and financial return generated by a minimum of 6 products along with the minimum performance standards required by the organisation the learner must be able to:

- PA0201 Rank the 6 products in order of performance
- PA0202 Determine whether each are performing to, above or below required standards
- PA0203 Propose ideas to improve performance or clear dead merchandise as applicable

Applied Knowledge

- AK0201 Methods for calculating merchandise performance
- AK0202 Methods to improve performance of merchandise
- AK0203 Techniques for clearing dead stock

Internal Assessment Criteria

- IAC0201 The products are ranked in order of performance
- IAC0202 All products are identified as to whether they are performing to, above or below required standards
- IAC0203 Proposals for improving merchandise performance are practical and will result in improved performance.
- IAC0204 Proposals for clearing dead stock are within policies of the organisation and would result in stock being cleared

1.2.3. PM-01-PS03: Work constructively in teams by applying good teamwork

Scope of Practical Skill

Given a set of role play scenarios or DVD showing the interaction of buyers with other role players in the buying team the learner must be able to:

- PA0301 Identify interaction that promotes good teamwork.
- PA0302 Identify interaction that is disruptive to the team
- PA0303 Propose how interaction should have taken place so as not to be disruptive to the team

Applied Knowledge

- AK0301 Techniques for analysing case studies
- AK0302 Good and disruptive team interaction

Internal Assessment Criteria

- IAC0301 Interactions promoting good teamwork is identified in terms of the given scenario
- IAC0302 The disruptive behaviour is identified in terms of the given scenario
- IAC0303 The interaction proposed would promote good teamwork.

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning material covering the managing of supplier and merchandise performance
- Calculators, Case studies, role play scenarios or DVD,

Human Resource Requirements:

- Facilitators to have relevant knowledge and experience in managing supplier and merchandise performance
- Ratio of 1 facilitator to maximum of 15 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

1.4 Exemptions

- None

2. 332301000-PM-02, Manage stock through the supply chain, NQF Level 5, Credits 4

2.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice managing the flow of merchandise through the supply chain.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 5 days.

The learner will be required to:

- PM-02-PS01: Identify critical check points in the flow of stock through the supply chain
- PM-02-PS02: Manage stock through the supply chain

2.2 Guidelines for Practical Skills

2.2.1. PM-02-PS01: Identify critical check points in the flow of stock through the supply chain

Scope of Practical Skill

Given a case study detailing the supply chain of a retail organisation the learner must be able to:

- PA0101 Analyse the supply chain and determine the critical points where disruption could occur
- PA0102 Propose ways a buyer/planner could manage these critical points

Applied Knowledge

- AK0101 The critical control points in the supply chain
- AK0102 Methods for managing the critical control points

Internal Assessment Criteria

- IAC0101 All critical points are determined that could disrupt the supply chain
- IAC0102 The proposed methods for managing these critical control points are practical

2.2.2. PM-02-PS02: Manage stock through the supply chain

Scope of Practical Skill

Given a case study detailing the disrupted flow of stock through a supply chain the learner must be able to:

- PA0201 Determine where the disruption occurred
- PA0202 Propose ways to manage these disruptions.

Applied Knowledge

- AK0201 Methods for managing disruption in the flow of stock through the supply chain

- AK0202 Techniques for identifying disruption in the flow of stock through the supply chain

Internal Assessment Criteria

- IAC0201 All points of disruption in the supply chain are identified according to the given scenario.
- IAC0202 The proposals to manage the flow of stock are practical and will ensure a disruption free flow.

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning material covering the managing of stock through the supply chain, case studies.

Human Resource Requirements:

- Facilitators to have relevant knowledge and experience in managing stock through the supply chain
- Ratio of 1 facilitator to maximum of 15 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

2.4 Exemptions

- None

3. 332301000-PM-03, Source products and identify preferred suppliers, NQF Level 5, Credits 9

3.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice identifying sources of supply of merchandise and identifying suppliers that meet the requirements of the organisation.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 11 days

The learner will be required to:

- PM-03-PS01: Source products from South African suppliers
- PM-03-PS02: Source products from international suppliers
- PM-03-PS03: Identify preferred supplier

3.2 Guidelines for Practical Skills

3.2.1. PM-03-PS01: Source products from South African suppliers

Scope of Practical Skill

Given a computer with access to the internet, applicable trade journals and details of a minimum of 2 products the learner must be able to:

- PA0101 Source 5 suppliers in SA able to provide the merchandise
- PA0102 Propose 2 suppliers that are best able to supply the product and justify why those two were chosen

Applied Knowledge

- AK0101 Techniques for sourcing suppliers on the internet or through trade journals
- AK0102 Techniques for evaluating the suppliers ability to supply the required merchandise

Internal Assessment Criteria

- IAC0101 The 5 suppliers chosen are able to supply the required product
- IAC0102 The two suppliers chosen, and the explanation given identifies the best two suppliers to supply the merchandise according to the requirements of the organisation

3.2.2. PM-03-PS02: Source products from international suppliers

Scope of Practical Skill

Given computer with access to the internet, applicable trade journals and the same products the learner must be able to:

- PA0201 Source 5 suppliers internationally able to provide the merchandise
- PA0202 Determine the duties, tariffs and legislation applicable to the import of that merchandise
- PA0203 Propose 2 suppliers that are best able to supply the product.

Applied Knowledge

- AK0201 Techniques for identifying international suppliers on the internet or through trade journals
- AK0202 Techniques for identifying duties, tariffs and import legislation
- AK0203 Techniques for evaluating the suppliers ability to supply the required merchandise

Internal Assessment Criteria

- IAC0201 The 5 suppliers chosen are able to supply the required product
- IAC0202 All applicable duties, tariffs and legislation are determined according to the products given.
- IAC0203 The two suppliers chosen, and the explanation given identifies the best two suppliers to supply the merchandise according to the requirements of the organisation

3.2.3. PM-03-PS03: Identify preferred supplier

Scope of Practical Skill

Given details of the requirements of the organisation in terms of choosing suppliers, such as BBBEE, green and supply chain the learner must be able to:

- PA0301 Choose the supplier that best meets the needs of the organisation
- PA0302 Identify the reasons for choosing that supplier

Applied Knowledge

- AK0301 Techniques for matching supplier capabilities and background to the organisation's requirements
- AK0302 Techniques for identifying suppliers capabilities and background

Internal Assessment Criteria

- IAC0301 The supplier chosen is the best in terms of meeting the needs of the organisation
- IAC0302 The reasons for choosing the supplier are correct in terms of the capabilities and background of the supplier

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning material covering the sourcing of products and identifying preferred suppliers
- Computer with access to the internet,
- Applicable trade journals,
- Scenarios,

Human Resource Requirements:

- Facilitators to have relevant knowledge and experience in sourcing products and identifying preferred suppliers
- Ratio of 1 facilitator to maximum of 15 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

3.4 Exemptions

- None

4. 332301000-PM-04, Negotiate with suppliers, NQF Level 5, Credits 4

4.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice negotiating in an ethical manner.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 5 days.

The learner will be required to:

- PM-04-PS01: Prepare for a negotiation
- PM-04-PS02: Negotiate ethically

4.2 Guidelines for Practical Skills

4.2.1. PM-04-PS01: Prepare for a negotiation

Scope of Practical Skill

Given a case study detailing the requirements of an organisation the learner must be able to:

- PA0101 Prepare an agenda for the negotiation
- PA0102 Prepare ideal position as well as and fall back positions

Applied Knowledge

- AK0101 Techniques for preparing agendas for a buying negotiation
- AK0102 Techniques for identifying ideal and fall back positions

Internal Assessment Criteria

- IAC0101 The agenda prepared covers all points to be negotiated as per the given case study
- IAC0102 Ideal and fall back positions determined are practical and meet the needs of the organisation.

4.2.2. PM-04-PS02: Negotiate ethically

Scope of Practical Skill

Given a DVD or case study portraying a negotiation between a supplier and a buyer where the buyer demonstrates strengths and weakness and unethical dealings the learner must be able to:

- PA0201 Determine strengths and weaknesses of the buyer in the negotiation process
- PA0202 Identify any unethical behaviour in the negotiation
- PA0203 Analyse the impact of the unethical behaviour on the organisation

Applied Knowledge

- AK0201 Ethical and unethical behaviour in the negotiation process
- AK0202 Techniques for critiquing case studies
- AK0203 Effective and ineffective negotiation techniques

Internal Assessment Criteria

- IAC0201 The strengths and weaknesses of the buyer in the negotiation process are determined in terms of effective and ineffective negotiation
- IAC0202 Unethical behaviour is identified in terms of the given scenario
- IAC0203 The impact of the unethical behaviour is analysed in terms of its effect on stock levels and the cash flow of the organisation

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning material covering the negotiating with suppliers,
- Case studies and or DVDs,

Human Resource Requirements:

- Facilitators to have relevant knowledge and experience in negotiating with suppliers
- Ratio of 1 facilitator to maximum of 15 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject

Legal Requirements:

- A legal business entity
- Meet health and safety standards

4.4 Exemptions

- None

5. 332301000-PM-05, Buy products, NQF Level 5, Credits 7

5.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to practice buying merchandise and calculating quantities and selling prices.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 9 days.

The learner will be required to:

- PM-05-PS01: Calculate quantities to buy
- PM-05-PS02: Calculate selling prices
- PM-05-PS03: Analyse competitor strategies

5.2 Guidelines for Practical Skills

5.2.1. PM-05-PS01: Calculate quantities to buy

Scope of Practical Skill

Given details of a minimum of 3 products including previous sales, expected sales and safety stock over a period of 3 months the learner must be able to:

- PA0101 Calculate total quantity to purchase
- PA0102 Identify the quantities to be delivered each month to cover expected sales over the three months

Applied Knowledge

- AK0101 Techniques for calculating quantities to purchase
- AK0102 Techniques for scheduling delivery quantities according to expected sales

Internal Assessment Criteria

- IAC0101 The total quantity ordered covers expected sales without overstocking the organisation
- IAC0102 The calculation of the three split deliveries cover expected sales for each period

5.2.2. PM-05-PS02: Calculate selling prices

Scope of Practical Skill

Given cost prices and the requirements of the organisation in terms of margins and mark ups along with the selling price of the opposition that does not allow the making of the required profit the learner must be able to:

- PA0201 Set a selling price giving the required margin
- PA0202 Set a selling price giving the correct mark up percentage
- PA0203 Propose a selling price in line with the opposition and calculate the margin and mark up that the organisation will now make

Applied Knowledge

- AK0201 Techniques for calculating selling price given a required margin
- AK0202 Techniques for calculating selling price given a required mark up
- AK0203 Techniques for calculating margins and mark up percentages

Internal Assessment Criteria

- IAC0201 The calculation of the selling price is correct based on the required margin
- IAC0202 The calculation of the selling price is correct based on the required mark up
- IAC0203 The calculation of margin and mark up is correct based on the proposed selling price

5.2.3. PM-05-PS03: Analyse competitor strategies

Scope of Practical Skill

Given a popular product, cost price and the requirements of the organisation in terms of margins and mark ups the learner must visit competitor stores and the learner must be able to:

- PA0301 Analyse the marketing and promotional strategies of competitors
- PA0302 Decide whether the organisation should purchase the product

Applied Knowledge

- AK0301 Techniques for analysing marketing and promotional strategies
- AK0302 Decision making techniques
- AK0303 Techniques for calculating selling prices

Internal Assessment Criteria

- IAC0301 The report detailing the competitor marketing and promotional strategies are based on the strategies at the time of the analyses
- IAC0302 The decision on whether to stock the product or not is based on the ability of the organisation to be competitive while still making an acceptable return

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning material covering the buying of merchandise
- Calculators, Buying Scenarios

Human Resource Requirements:

- Facilitators to have relevant knowledge and experience in buying products
- Ratio of 1 facilitator to maximum of 15 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

5.4 Exemptions

- None

6. 332301000-PM-06, Plan and allocate stock to stores, NQF Level 5, Credits 6

6.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to allocate new stock to stores and calculate replenishment quantities.

Learning contract time, the total amount of time during which the learner needs to have access to the provider to enable him or her sufficient time to obtain the required knowledge and complete activities, assignments and research (if any) as well as required to prepare for and complete assessments is 7.5 days.

The learner will be required to:

- PM-06-PS01: Allocate new merchandise and quantities to stores
- PM-06-PS02: Replenish sales

6.2 Guidelines for Practical Skills

6.2.1. PM-06-PS01: Allocate new merchandise and quantities to stores

Scope of Practical Skill

Given details of the target market of a minimum of 3 stores with different target markets along with historical sales of similar products and expected growth in sales, safety stock the learner must be able to:

- PA0101 Allocate merchandise to stores
- PA0102 Analyse requirements and calculate quantities to allocate

Applied Knowledge

- AK0101 Techniques for matching different merchandise to different target markets
- AK0102 Techniques for calculating quantities to allocate

Internal Assessment Criteria

- IAC0101 The allocation of the merchandise is according to the target market of the different stores
- IAC0102 The quantities of stock allocated cover expected sales without overstocking the business

6.2.2. PM-06-PS02: Replenish sales

Scope of Practical Skill

Given details of stock on hand, past sales, expected sales for a period of 3 months and safety stock the learner must be able to:

- PA0201 Determine items to be replenished
- PA0202 Analyse requirements and calculate quantities to replenish

Applied Knowledge

- AK0201 Techniques for analysing which products need to be replenished
- AK0202 Techniques for calculating quantities of stock to cover expected sales

Internal Assessment Criteria

- IAC0201 All products needing to be replenished are identified in terms stock on hand and sales
- IAC0202 The quantity calculated covers expected sales and the required safety stock of the organisation

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning material covering allocating stock to stores
- Calculators, Scenarios of stock allocation

Human Resource Requirements:

- Facilitators to have relevant knowledge and experience in allocating stock to stores
- Ratio of 1 facilitator to maximum of 15 learners
- Persons compiling the internal assessments must have either an industry related qualification at least one level higher than this qualification, or have operated as a Buyer/Planner or Merchandise Manager for at least 3 years'
- Assessors must have relevant industry experience related to the subject.

Legal Requirements:

- A legal business entity
- Meet health and safety standards

6.4 Exemptions

- None

SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

List of Work Experience Module Specifications

- 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
- 332301000-WM-05, Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

1. 332301000-WM-01, Processes and procedures for the management of supplier and stock performance , NQF Level 5, Credits 8

1.1 Purpose of the Work Experience 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 to evaluate merchandise and supplier performance

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

Learning contract 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

1.2 Guidelines for Work Experiences

1.2.1. WM-01-WE01: Manage stock through the supply chain

Scope of Work Experience

The person will be expected to engage in the following work activities:

- 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

- 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 learners 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 learners manager.

1.2.2. WM-01-WE02: Evaluate supplier performance

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Evaluate the performance of suppliers
- WA0202 Propose corrective action for non performing suppliers

Supporting Evidence

- 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 supplier's performance indicating how accurate the learner's evaluation is.
- SE0203 A report from the learner proposing action to be taken where the above 3 supplier's performance does not meet the standards required of the organisation

1.2.3. WM-01-WE03: Manage the performance of a range of merchandise

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0301 Evaluate the performance of a range of merchandise
- WA0302 Implement actions to improve the performance of merchandise

Supporting Evidence

- 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 learners manager
- SE0303 A report by the learner detailing the actions taken to improve the performance of the 12 items signed off by the learners manager

1.3 Contextualised Workplace Knowledge

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

1.4 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 year experience of buying/planning

Legal Requirements:

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

1.5 Additional Assignments to be Assessed Externally

None

2. 332301000-WM-02, Processes and procedures for sourcing products and setting ranges, NQF Level 5, Credits 12

2.1 Purpose of the Work Experience Modules

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

Gain exposure to sourcing products for a business and its target market and setting ranges for stores.

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

Learning contract 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 15 days.

The Work Experience modules can be completed at the same time

The learner will be required to:

- WM-02-WE01: Set ranges
- WM-02-WE02: Source products

2.2 Guidelines for Work Experiences

2.2.1. WM-02-WE01: Set ranges

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Identify the target market for 3 different stores
- WA0102 Identify merchandise ranges for each of the 3 stores

Supporting Evidence

- SE0101 A description of the target markets of the 3 stores along with typical merchandise requirements of the customers of each written by the learner and signed off by the learner's manager
- SE0102 A report by the learner comparing the ranges available in each of the 3 stores with the ranges the learner proposes is required by each of the 3 stores signed by the learner's manager

2.2.2. WM-02-WE02: Source products

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Identifying a minimum of 2 local suppliers of 2 different products that would appeal to the organisation's target market
- WA0202 Identifying a minimum of 2 international suppliers of 2 different products that would appeal to the organisation's target market

Supporting Evidence

- SE0201 A list of the 2 local suppliers and 2 international suppliers along with a report from the learner detailing how he/she went about identifying them signed off by the learner's manager

2.3 Contextualised Workplace Knowledge

- 1 Organisation processes and procedures for identifying products required by the business
- 2 Research techniques used by the organisation to identify product availability
- 3 Organisation's target market.
- 4 Knowledge of products to be purchased
- 5 Organisation's policies and procedures for completing range reviews

2.4 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.
- More than one trading outlet with different target markets

Human Resource Requirements:

- Manager with at least 2 year experience of buying/planning

Legal Requirements:

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

2.5 Additional Assignments to be Assessed Externally

None

3. 332301000-WM-03, Processes and procedures for identifying preferred suppliers , NQF Level 5, Credits 8

3.1 Purpose of the Work Experience Modules

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

Gain exposure to Identifying and evaluating supplier's ability to meet the requirements of the business and to choose a preferred supplier.

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

Learning contract 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-03-WE01: Identify the organisation's requirements for preferred suppliers
- WM-03-WE02: Choose preferred suppliers

3.2 Guidelines for Work Experiences

3.2.1. WM-03-WE01: Identify the organisation's requirements for preferred suppliers

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Identify the requirements of suppliers in terms of the supply chain
- WA0102 Identify any other requirements of the organisation in terms of their requirements of suppliers

Supporting Evidence

- SE0101 A report from the learner detailing the organisation's requirements of preferred suppliers in terms of their ability to meet the requirements of the organisation's supply chain for a minimum of two different departments/categories signed off by the learner's manager
- SE0102 A report from the learner detailing all other requirements of the organisation in terms of choosing suppliers of the organisation signed off by the learner's manager

3.2.2. WM-03-WE02: Choose preferred suppliers

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Proposed preferred suppliers
- WA0202 Motive choice of preferred supplier

Supporting Evidence

- SE0201 Choose a preferred supplier based on the list of suppliers chosen previously and motivate the choice based on the requirements of the organisation in terms of its requirements of suppliers

3.3 Contextualised Workplace Knowledge

- 1 Organisation's requirements of suppliers in terms of their ability to meet the requirements of the organisation
- 2 Organisation's policy and procedures for evaluating suppliers
- 3 Organisation's policy and procedures for identifying potential suppliers
- 4 Organisation's policy in terms of choosing local and international suppliers
- 5 Organisation's policy and procedures choosing preferred suppliers

3.4 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 year experience of buying/planning

Legal Requirements:

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

3.5 Additional Assignments to be Assessed Externally

None

4. 332301000-WM-04, Processes and procedures for negotiating, buying and recording products purchased, NQF Level 5, Credits 25

4.1 Purpose of the Work Experience Modules

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

Gain exposure to 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 3 months under supervision before operating for 3 months independently

Learning contract 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 Guidelines for Work Experiences

4.2.1. WM-04-WE01: Negotiate with suppliers

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Prepares for a negotiation
- WA0102 Negotiate with suppliers
- WA0103 Record the negotiation

Supporting Evidence

- SE0101 A report from the learner detailing the preparation for the negotiation including the best position and fall back 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)

4.2.2. WM-04-WE02: Order merchandise

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Order merchandise
- WA0202 Record orders placed

Supporting Evidence

- 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

4.2.3. WM-04-WE03: Set selling price

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0301 Set selling price of products purchased
- WA0302 Justify the selling prices set

Supporting Evidence

- 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.

4.3 Contextualised Workplace Knowledge

- 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

4.4 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 year experience of buying/planning

Legal Requirements:

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

4.5 Additional Assignments to be Assessed Externally

None

5. 332301000-WM-05, Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

5.1 Purpose of the Work Experience Modules

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

Gain exposure to allocating stock to stores

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

Learning contract 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 15 days.

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

The learner will be required to:

- WM-05-WE01: Allocate and record allocation of products to different stores
- WM-05-WE02: Replenish stock for stores

5.2 Guidelines for Work Experiences

5.2.1. WM-05-WE01: Allocate and record allocation of products to different stores

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Identify products for stores according to target market
- WA0102 Allocate quantities according to store's requirements
- WA0103 Record allocation of products to stores

Supporting Evidence

- SE0101 A report from the learner listing 4 products each allocated to three different branches that meet the target market of the branches signed by the learner's manager
- SE0102 A report from the learner listing 4 products each allocated to three different branches along with copies of printouts used to determine that the quantities allocated meet the expected sales of the branches
- SE0103 Documented evidence from the learner stating the learner has recorded allocations according to the organisation's policies and procedures signed by the learner's manager

5.2.2. WM-05-WE02: Replenish stock for stores

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Identify sales and quantities to be replenished for different stores
- WA0202 Replenish stocks and record replenishment

Supporting Evidence

- SE0201 A report from the learner listing 4 products each replenished for three different branches along with copies of printouts used to determine the quantities required signed by the learner's manager
- SE0202 Documented evidence from the learner stating the learner has replenished sales accurately and has recorded the replenishment according to the organisation's policies and procedures signed by the learner's manager

5.3 Contextualised Workplace Knowledge

- 1 Organisation's policy and procedures for identifying products for stores
- 2 Organisation's policy and procedures for allocating and recording allocation of products to stores
- 3 Organisation's policy and procedures for identifying quantities of products to be allocated to stores
- 4 Organisation's policy and procedures for allocating and recording allocation of quantities to stores
- 5 Organisation's policy and procedures for identifying sales and quantities to be replenished for stores
- 6 Organisation's policy and procedures for replenishing stocks and recording replenishment

5.4 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.
- More than one trading outlet

Human Resource Requirements:

- Manager with at least 2 year experience of buying/planning

Legal Requirements:

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

5.5 Additional Assignments to be Assessed Externally

None

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	332301000
Curriculum Title:	Retail Buyer

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

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

WM-01-WE01	Manage stock through the supply chain		
	Scope Work Experience	Date	Signature
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	Date	Signature
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 learners 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 learners manager.		
WM-01-WE02	Evaluate supplier performance		
	Scope Work Experience	Date	Signature
WA0201	Evaluate the performance of suppliers		
WA0202	Propose corrective action for non performing suppliers		
	Supporting Evidence	Date	Signature
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 supplier's performance indicating how accurate the learner's evaluation is.		
SE0203	A report from the learner proposing action to be taken where the above 3 supplier's performance does not meet the standards required of the organisation		
WM-01-WE03	Manage the performance of a range of merchandise		
	Scope Work Experience	Date	Signature
WA0301	Evaluate the performance of a range of merchandise		
WA0302	Implement actions to improve the performance of merchandise		
	Supporting Evidence	Date	Signature
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 learners manager		
SE0303	A report by the learner detailing the actions taken to improve the performance of the 12 items signed off by the learners manager		

	Contextualised Workplace Knowledge	Date	Signature
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	Date	Signature
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332301000-WM-02, Processes and procedures for sourcing products and setting ranges, NQF Level 5, Credits 12

WM-02-WE01	Set ranges		
	Scope Work Experience	Date	Signature
WA0101	Identify the target market for 3 different stores		
WA0102	Identify merchandise ranges for each of the 3 stores		
	Supporting Evidence	Date	Signature
SE0101	A description of the target markets of the 3 stores along with typical merchandise requirements of the customers of each written by the learner and signed off by the learner's		

	manager		
SE0102	A report by the learner comparing the ranges available in each of the 3 stores with the ranges the learner proposes is required by each of the 3 stores signed by the learner's manager		
WM-02-WE02	Source products		
	Scope Work Experience	Date	Signature
WA0201	Identifying a minimum of 2 local suppliers of 2 different products that would appeal to the organisation's target market		
WA0202	Identifying a minimum of 2 international suppliers of 2 different products that would appeal to the organisation's target market		
	Supporting Evidence	Date	Signature
SE0201	A list of the 2 local suppliers and 2 international suppliers along with a report from the learner detailing how he/she went about identifying them signed off by the learner's manager		

	Contextualised Workplace Knowledge	Date	Signature
1	Organisation processes and procedures for identifying products required by the business		
2	Research techniques used by the organisation to identify product availability		
3	Organisation's target market.		
4	Knowledge of products to be		

	purchased		
5	Organisation's policies and procedures for completing range reviews		

	Additional Assignments to be Assessed Externally	Date	Signature
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332301000-WM-03, Processes and procedures for identifying preferred suppliers , NQF Level 5, Credits 8

WM-03-WE01	Identify the organisation's requirements for preferred suppliers		
	Scope Work Experience	Date	Signature
WA0101	Identify the requirements of suppliers in terms of the supply chain		
WA0102	Identify any other requirements of the organisation in terms of their requirements of suppliers		
	Supporting Evidence	Date	Signature
SE0101	A report from the learner detailing the organisation's requirements of preferred suppliers in terms of their ability to meet the requirements of the organisation's supply chain for a minimum of two different departments/categories signed off by the learner's manager		
SE0102	A report from the learner detailing all other requirements of the organisation in terms of choosing suppliers of the organisation signed off by the learner's manager		
WM-03-WE02	Choose preferred suppliers		
	Scope Work Experience	Date	Signature

WA0201	Proposed preferred suppliers		
WA0202	Motive choice of preferred supplier		
	Supporting Evidence	Date	Signature
SE0201	Choose a preferred supplier based on the list of suppliers chosen previously and motivate the choice based on the requirements of the organisation in terms of its requirements of suppliers		

	Contextualised Workplace Knowledge	Date	Signature
1	Organisation's requirements of suppliers in terms of their ability to meet the requirements of the organisation		
2	Organisation's policy and procedures for evaluating suppliers		
3	Organisation's policy and procedures for identifying potential suppliers		
4	Organisation's policy in terms of choosing local and international suppliers		
5	Organisation's policy and procedures choosing preferred suppliers		

	Additional Assignments to be Assessed Externally	Date	Signature
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332301000-WM-04, Processes and procedures for negotiating, buying and recording products purchased, NQF Level 5, Credits 25

WM-04-WE01	Negotiate with suppliers		
	Scope Work Experience	Date	Signature
WA0101	Prepares for a negotiation		
WA0102	Negotiate with suppliers		
WA0103	Record the negotiation		
	Supporting Evidence	Date	Signature
SE0101	A report from the learner detailing the preparation for the negotiation including the best position and fall back 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)		
WM-04-WE02	Order merchandise		
	Scope Work Experience	Date	Signature
WA0201	Order merchandise		
WA0202	Record orders placed		
	Supporting Evidence	Date	Signature
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		
WM-04-WE03	Set selling price		
	Scope Work Experience	Date	Signature
WA0301	Set selling price of products purchased		
WA0302	Justify the selling prices set		
	Supporting Evidence	Date	Signature
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.		

	Contextualised Workplace Knowledge	Date	Signature
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		

	Additional Assignments to be Assessed Externally	Date	Signature
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332301000-WM-05, Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

WM-05-WE01	Allocate and record allocation of products to different stores		
	Scope Work Experience	Date	Signature
WA0101	Identify products for stores according to target market		
WA0102	Allocate quantities according to store's requirements		
WA0103	Record allocation of products to stores		
	Supporting Evidence	Date	Signature
SE0101	A report from the learner listing 4 products each allocated to three different branches that meet the target market of the branches signed by the learner's manager		

SE0102	A report from the learner listing 4 products each allocated to three different branches along with copies of printouts used to determine that the quantities allocated meet the expected sales of the branches		
SE0103	Documented evidence from the learner stating the learner has recorded allocations according to the organisation's policies and procedures signed by the learner's manager		
WM-05-WE02	Replenish stock for stores		
	Scope Work Experience	Date	Signature
WA0201	Identify sales and quantities to be replenished for different stores		
WA0202	Replenish stocks and record replenishment		
	Supporting Evidence	Date	Signature
SE0201	A report from the learner listing 4 products each replenished for three different branches along with copies of printouts used to determine the quantities required signed by the learner's manager		
SE0202	Documented evidence from the learner stating the learner has replenished sales accurately and has recorded the replenishment according to the organisation's policies and procedures signed by the learner's manager		

	Contextualised Workplace Knowledge	Date	Signature
1	Organisation's policy and procedures for identifying products for stores		

2	Organisation's policy and procedures for allocating and recording allocation of products to stores		
3	Organisation's policy and procedures for identifying quantities of products to be allocated to stores		
4	Organisation's policy and procedures for allocating and recording allocation of quantities to stores		
5	Organisation's policy and procedures for identifying sales and quantities to be replenished for stores		
6	Organisation's policy and procedures for replenishing stocks and recording replenishment		

	Additional Assignments to be Assessed Externally	Date	Signature
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