



Quality Council for Trades & Occupations

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OCCUPATIONAL QUALIFICATION/PART-QUALIFICATION/ SKILLS PROGRAMME CURRICULUM DOCUMENT TEMPLATE

IN LINE WITH THE QQSF POLICY (2021) OCCUPATIONAL QUALIFICATION TYPE (NOMENCLATURE)

QUALIFICATION/PART-QUALIFICATION/SKILLS PROGRAMME	TYPE (NOMENCLATURE)	TITLE (DESCRIPTOR)	NQF LEVEL	CREDITS
332301	Higher Occupational Certificate	Retail Buyer	5	131
CURRICULUM CODE	332301-000-01-00			
PARTNER DETAILS	ORGANISATION NAME	WEBSITE ADDRESS	TELEPHONE NUMBER	LOGO
QUALITY PARTNER - DEVELOPMENT	Wholesale and Retail SETA	www.wrseta.org.za	(012) 622-9500	
QUALITY PARTNER – ASSESSMENT (NOT APPLICABLE FOR SKILLS PROGRAMME)	Wholesale and Retail SETA	www.wrseta.org.za	(012) 622-9500	

DESIGNATION	NAME AND SURNAME	SIGNATURE	DATE
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QUALITY PARTNER REPRESENTATIVE	Aphia Serumula		

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SECTION 1: CURRICULUM SUMMARY

1.1 Occupational Information:

1.1.1 Associated, Organising Framework for Occupations (OFO) Occupational Code and Title

332301: Retail Buyer

1.1.2 Occupation/Specialisation/Part-Qualification/Skills Programme Type, Title, NQF Level, Credits and Curriculum Code, addressed by this Curriculum.

TYPE	TITLE	NQF LEVEL	CREDITS	CURRICULUM CODE
Higher Occupational Certificate	Retail Buyer	5	131	332301-000-01-00

1.1.3 Alternative titles used by industry:

- Replenisher
- Retail Planner
- Merchandise Planner
- Procurement Specialist
- Category Manager
- Product Range Coordinator
- Stock Controller
- Sourcing Specialist
- Merchandising Manager
- Inventory Manager
- Product Buyer
- Purchasing Officer
- Supply Chain Coordinator
- Retail Merchandiser
- Product Development Manager
- Buying Specialist
- Goods Acquisition Manager

1.2 Curriculum Information:

1.2.1 Articulation for Qualifications and Part- Qualifications

NB: QCTO standard statements for options are provided and require qualification details to be inserted

(a) Horizontal Articulation: This qualification articulates horizontally within the QQSF and between other sub-framework(s) as follows:

Within QQSF -

- 103222: Higher Occupational Certificate: Buyer, NQF Level 5, Credits: 110
- 103151: Higher Occupational Certificate: Planner, NQF Level 5, Credits: 53
- 110942: Occupational Certificate: Supply Chain Practitioner, NQF Level 5, 180 Credits
- 74149: National Certificate: Supply Chain Management, NQF Level 5, 150 Credits

(b) Vertical Articulation: This qualification articulates vertically within the QQSF as follows:

Within QQSF -

- 111357: Occupational Certificate: Supply Chain Manager, NQF Level 6, Credits: 180
- 91788: Occupational Certificate: Purchasing Officer, NQF Level 6, Credits: 161
- 122237: Advanced Occupational Certificate: Retail Manager, NQF Level 6, Credits: 248

(c) Diagonal Articulation: This qualification articulates diagonally across NQF levels and across Sub-Frameworks:

- There are no diagonal articulation possibilities across Sub-Frameworks,

(d) Validation of Entry Requirements into articulation possibilities provided:

NB: If the entry requirements make articulation possible, answer YES.

No

1.2.2 Articulation for Skills Programmes

(a) Work Opportunities:

Buyer, Planner, Supply Chain Practitioner, Purchaser, Purchasing Officer

(b) Learning Opportunities:

Buyer, Merchandise Manager, Supply Chain Manager, Supply Chain Director

1.3 Curriculum Structure:

1.3.1 Knowledge/Theory Modules:

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-KM-01	Managing supplier relationships and the performance of merchandise	5	10	Blended

332301-000-01-00-KM-02	Identifying and sourcing products and selecting suppliers	5	7	Blended
332301-000-01-00-KM-03	Buying merchandise	5	6	Blended
332301-000-01-00-KM-04	Allocating stock to stores	5	3	Blended

Total Credits = 26

1.3.2 Practical Skills Modules:

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-PM-01	Manage supplier and stock performance	5	10	Blended
332301-000-01-00-PM-02	Manage stock through the supply chain	5	4	Blended
332301-000-01-00-PM-03	Source products and identify preferred suppliers	5	9	Blended
332301-000-01-00-PM-04	Negotiate with suppliers	5	4	Blended
332301-000-01-00-PM-05	Buy products	5	7	Blended
332301-000-01-00-PM-06	Plan and allocate stock to stores	5	6	Blended

Total Credits = 40

1.3.3 Work Experience Modules:

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-01	Processes and procedures for the management of supplier - and stock performance	5	8	Blended
332301-000-01-00-WM-02	Processes and procedures for sourcing products and setting ranges	5	12	Blended
332301-000-01-00-WM-03	Processes and procedures for identifying preferred suppliers	5	8	Blended
332301-000-01-00-WM-04	Processes and procedures for negotiating, buying and recording products purchased	5	25	Blended
332301-000-01-00-WM-05	Processes and procedures for allocating stock to stores	5	12	Blended

Total Credits = 65

1.4 Entry Requirements:

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

1.5 Recognition of Prior Learning (RPL):

1.5.1 RPL for Access:

NB: QCTO Standard Statement Provided

Learners may use the RPL process to gain access to training opportunities for a programme of learning, qualification, part-qualification or skills programme if they do not meet the formal, minimum entry requirements for admission. RPL assessment provides an alternative access route into a programme of learning, qualification, part-qualification, or skills programme.

Such an RPL assessment may be developed, moderated and conducted by the accredited Skills Development Provider which offers that specific qualification/part qualification/skills programme. Such an assessment must ensure that the learner is able to display the equivalent level of competencies required for access, based on the NQF level descriptors.

1.5.2 RPL for Exemption:

NB: QCTO Standard Statement Provided

For exemption from modules through RPL, learners who have gained the stipulated competencies of the modules of a programme of learning, qualification, part-qualification or skills programme through any means of formal, informal or non-formal learning and/or work experience, may be awarded credits towards relevant modules, and gaps identified for training, which is then concluded.

1.5.3 RPL for awarding credits:

NB: QCTO Standard Statement Provided

Learners who have gained the stipulated competencies of the modules of a programme of learning, qualification, part-qualification or skills programme through any means of formal, informal or non-formal learning and/or work experience, may be awarded credits towards relevant modules, and gaps identified for training, which is then concluded.

A valid Statement of Results is required for admission to the EISA in which confirmation of achievement is provided that all internal assessment criteria for all modules in the related curriculum document have been achieved.

For a Skills Programme, the accredited Skills Development Provider (SDP) must ensure all modular competency requirements are met prior to the FISA and keep record of such evidence.

Upon successful completion of the EISA/FISA, RPL learners will be issued with the QCTO certificate for the qualification, part-qualification or skills programme. Quality Partners are responsible for ensuring the RPL mechanism and process for qualifications and part-qualification is approved by the QCTO.

1.6 Quality Partner for Assessment:

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
WEBSITE:	www.wrseta.org.za
TELEPHONE NUMBER:	(012) 622-9500

1.7 List of Qualification(s)/Part- Qualification(s)/Skills Programme(s) Related to this Curriculum

SAQA QUAL ID	QUALIFICATION TYPE	QUALIFICATION DESCRIPTOR	CURRICULUM CODE	NQF LEVEL	CREDITS
103222	Occupational Certificate	Buyer	332301-000-01-01	5	110
103151	Occupational Certificate	Planner	332301-000-01-02	5	53

SECTION 2: OCCUPATIONAL/SPECIALISATION/PART-QUALIFICATION/SKILLS PROGRAMME PROFILE

2.1 Purpose:

The purpose of this qualification is to qualify the learner as a Retail Buyer.

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

2.2 Tasks:

TASK	LINKS TO ELO
Manage supplier relationships and the performance of stock	Manage supplier relationships and optimise stock performance to ensure consistent supply, minimise costs, and support business objectives
Source products through the identification and selection of suppliers	Identify, evaluate and select suitable suppliers to source products to meet business needs
Buy products	Buy products efficiently in alignment with buying strategy to optimise cost-effectiveness
Allocate stock to stores	Allocate stock to stores effectively to ensure optimal inventory levels and meet demand

2.3 Occupational Task Details:

2.3.1 Task 1

Manage supplier relationships and the performance of stock.

(a) Unique Product or Service:

Managed supplier relationships and stock performance.

(b) Responsibilities:

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

(c) Contexts:

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

2.3.2 Task 2

Source products through the identification and selection of suppliers.

(a) Unique Product or Service:

Products and suppliers that meet requirements.

(b) Responsibilities:

- Evaluate supplier capabilities.

- Maintain supplier records and performance data.

(c) Contexts:

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

2.3.3 Task 3

Buy products.

(a) Unique Product or Service:

Products purchased to meet organisation's target market.

(b) Responsibilities:

- Negotiate with suppliers.
- Buy products

(c) Contexts:

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

2.3.4 Task 4

Allocate stock to stores.

(a) Unique Product or Service:

Stock allocated to stores.

(b) Responsibilities:

- Analyse store sales data and stock levels.
- Coordinate with logistics and distribution teams.

(c) Contexts:

- Processes and procedures for allocating stock to stores

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

3.1 Knowledge Module Specifications:

NB: MODE OF DELIVERY e.g. face-to-face/contact, online, e-learning, mobile training unit, blended, distance, etc

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-KM-01	Managing supplier relationships and the performance of merchandise	5	10	Blended
332301-000-01-00-KM-02	Identifying and sourcing products and selecting suppliers	5	7	Blended
332301-000-01-00-KM-03	Buying merchandise	5	6	Blended
332301-000-01-00-KM-04	Allocating stock to stores	5	3	Blended

Total Credits = 26

3.1.1 Detailing Knowledge Module (KM) contents

Knowledge Module (KM) - 01

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-KM-01	Managing supplier relationships and the performance of merchandise	5	10	Blended

(a) Purpose of Knowledge Module:

The main focus of the learning in this knowledge module is to build an understanding of managing the supplier relationships and the end-to-end performance of stock management and procurement.

(b) List of Knowledge Topics:

TOPIC CODE	TOPIC TITLE	% OF TIME TO BE SPENT
KM-01-KT01	The role of buying and planning	35
KM-01-KT02	Supply chains applicable to the industry	25
KM-01-KT03	Managing the supply chain	15
KM-01-KT04	Evaluating supplier performance	10
KM-01-KT05	Managing the performance of merchandise	10
KM-01-KT06	Technological integration overview	5

(c) Detailing each topic listed above into topic elements:

KM-01-KT01: The role of buying and planning (35%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0101	The buying cycle	5
KT0102	The role of the role players in the buying cycle	6
KT0103	The impact of the buying and planning function on the organisation	6
KT0104	The inter-relationship between the buying and planning function and other areas of the business	6
KT0105	Ethics in buying and planning	6
KT0106	Criteria and behaviour conducive to working in a team	6

KM-01-KT02: Supply chains applicable to the industry (25%)
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TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0201	Supply chain stock classification requirements (These include, but are not limited to, hot, ambient, cold, general, and such)	6
KT0202	Logistics and distribution	7
KT0203	The impact of different distribution methods on buying and planning	6
KT0204	Typical role-players in logistics and distribution	6

KM-01-KT03: Managing the supply chain (15%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0301	Supply chain management defined	4
KT0302	Supply chain management processes	5
KT0303	Shortfalls in the supply chain	3
KT0304	Risk awareness in the supply chain	3

KM-01-KT04: Evaluating supplier performance (10%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0401	Methodologies used for gathering information on supplier performance	5
KT0402	Generally accepted operating standards required of suppliers	3
KT0403	Typical corrective measures for suppliers not meeting required standards	2

KM-01-KT05: Managing the performance of merchandise (10%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0501	Financial reports used by buyers and planners	2
KT0502	Ratios used by buyers and planners	2
KT0503	Typical methods for evaluating buying and planning activities	2

KT0504	The concept and methodologies for range reviews	2
KT0505	Clearing merchandise not selling	2
KT0506	Correcting shortfalls in merchandise levels	1
KT0507	Merchandise performance improvement	2

KM-01-KT06: Technological integration overview (5%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0601	Digital platforms for supplier relationship management (These include, but are not limited to, an overview of the purpose, importance, and impact on efficiency and communication, and such)	1
KT0602	Digital merchandise performance monitoring (These include, but are not limited to, an overview of the purpose, importance, key metrics, and impact on buying decisions, and such)	1
KT0603	Automation in order processing and inventory replenishment	1
KT0604	Data analytics in evaluating supplier and product performance	1
KT0605	Eprocurement systems and online sourcing tools	1
KT0606	Impact of ecommerce operations	1

(d) Internal Assessment Criteria (IAC) and Weight

IAC CODE	IAC DESCRIPTION	% OF TIME TO BE SPENT
IAC0101	Discuss the role-players and their role in the buying cycle and how each impact on the buying cycle.	8
IAC0102	Explain how the buying and planning functions will impact on the cash flow and brand of the business, and turnover, shrinkage, and profitability.	7

IAC0103	Discuss the inter-relationship between the buying and planning functions and other areas of the business.	6
IAC0104	Discuss the ethical standards required of people in the buying and planning function.	6
IAC0105	Identify criteria and behaviour conducive to working in a team and describe the impact it has on team dynamics.	8
IAC0201	Describe the various supply chains used in industry.	6
IAC0202	Explain the concept of logistics and describe the various methods for distributing merchandise to stores.	7
IAC0203	Differentiate between the different distribution methods and explain their impact on buying and planning.	6
IAC0204	Discuss the inter-relationship of the role players involved in the flow of merchandise to stores.	6
IAC0301	Define supply chain management and describe the responsibilities of the buyer and the planner.	4
IAC0302	Discuss the supply chain management processes.	5
IAC0303	Describe shortfalls in the supply chain.	3
IAC0304	Discuss typical contingency plans and remedial actions used in managing the supply chain.	3
IAC0401	Discuss typical methods used to gather information on supplier performance.	2
IAC0402	Identify the generally accepted operational standards required of suppliers in terms of service delivery, merchandise quality, order fulfilment, and lead times.	3
IAC0403	Explain how a business' target market could impact on operating standards required of suppliers.	2
IAC0404	Describe typical corrective measures for suppliers not meeting required standards.	3
IAC0501	Identify and explain which financial reports are analysed to measure merchandise performance.	2
IAC0502	Identify ratios used to measure merchandise performance and explain how each is used.	2

IAC0503	Describe typical measures used to evaluate buying and planning activities.	3
IAC0504	Describe possible activities for clearing merchandise not selling and the impact each will have on the business.	2
IAC0505	Describe possible activities for solving shortfalls in merchandise levels and the impact each will have on the business.	3
IAC0506	Describe possible activities for improving merchandise performance.	1
IAC0601	Provide an overview of digital platforms for supplier relationship management and its impact on data driven decision making.	1
IAC0602	Describe digital merchandise performance monitoring.	1
IAC0603	Discuss the role of automation in order processing and inventory replenishment.	1
IAC0604	Explain the importance of data analytics in evaluating supplier and product performance.	1
IAC0605	Expand on the benefits of e-procurement systems and online sourcing tools.	1
IAC0606	Elaborate on ecommerce operations and the role of the buyer / planner.	

Knowledge Module (KM) - 02

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-KM-02	Identifying and sourcing products and selecting suppliers	5	7	Blended

(a) Purpose of Knowledge Module:

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

(b) List of Knowledge Topics:

TOPIC CODE	TOPIC TITLE	% OF TIME TO BE SPENT
KM-02-KT01	Generally accepted criteria for evaluating suppliers' ability to meet business requirements	10

KM-02-KT02	Typical strategies for identifying products required	25
KM-02-KT03	Conducting research and analysing product and supplier availability	25
KM-02-KT04	Identifying target markets	25
KM-02-KT05	Local and overseas suppliers	15

(c) Detailing each topic listed above into topic elements:

KM-02-KT01: Generally accepted criteria for evaluating suppliers' ability to meet business requirements (10%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0101	Research techniques for identifying suppliers	3
KT0102	Requirements when selecting preferred suppliers	2
KT0103	The choice of supplier and the impact made by logistics	3
KT0104	A broad versus a narrow supply base	2

KM-02-KT02: Typical strategies for identifying products required (25%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0201	Factors impacting on range and product selection	10
KT0202	Range development	5
KT0203	The impact of trends, fashions, fads, and world events on product selection	10

KM-02-KT03: Conducting research and analysing product and supplier availability (25%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0301	Product availability research	5
KT0302	Research data analyses	5
KT0303	Product source identification	5
KT0304	Competitor range analysis	5
KT0305	External factors affecting the business	3
KT0306	Methodologies for completing a SWOT analysis	2

KM-02-KT04: Concepts and principles for identifying target markets (25%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0401	Target market categorisation	8
KT0402	Factors that influence customer shopping and buying habits	9
KT0403	Buying habits of different target markets	8

KM-02-KT05: Local and overseas suppliers (15%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0501	The impact of imports on the SA economy	3
KT0502	Duties and legislation	3
KT0503	Import costs	3
KT0504	Generally accepted import processes and procedures	3
KT0505	Specific support functions required by import buyers	3

(d) Internal Assessment Criteria (IAC) and Weight

IAC CODE	IAC DESCRIPTION	% OF TIME TO BE SPENT
IAC0101	Discuss techniques available to identify suppliers of products.	2
IAC0102	Examine businesses' typical requirements when selecting preferred suppliers.	2
IAC0103	Discuss how logistics will impact on a business' choice of a supplier.	2
IAC0104	Review the advantages and disadvantages of broad and narrow supply bases.	2
IAC0105	Discuss the various factors that impact on range and product selection (These include, but are not limited to, target market, store size, buying preference, strategy, branding, and such).	2
IAC0201	Describe and discuss methodologies used in the industry for developing ranges.	13

IAC0202	Discuss how trends, fashions, fads, and world events impact on product selection.	12
IAC0301	Describe generally accepted methods for conducting research on product availability.	5
IAC0302	Consider generally accepted methods for analysing research data on product availability.	5
IAC0303	Describe methods for identifying product sources.	5
IAC0304	Describe methodologies used in the industry for analysing competitor ranges.	5
IAC0305	Discuss the various external factors affecting the business.	3
IAC0306	Describe methods used in the industry for completing a SWOT analysis.	2
IAC0401	Discuss how target markets are categorised in the wholesale and retail industry.	6
IAC0402	Describe a model used for categorising target markets and explain how this method can be applied when setting product ranges for a business.	7
IAC0403	Discuss how factors such as ethical sourcing, environmentally friendly products and sourcing, price, and brand influence customer shopping behaviour.	6
IAC0404	Describe a model used for categorising target markets and explain how this method can be applied when setting product ranges for a business.	6
IAC0501	Describe the impact of importing goods on the SA economy.	4
IAC0502	Describe typical methods for identifying applicable duties and legislation.	4
IAC0503	Discuss the impact of import costs on the sale price of goods.	4
IAC0504	Describe generally accepted import processes and procedures and the specific support functions required of an import buyer.	3

Knowledge Module (KM) - 03

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-KM-03	Buying merchandise	5	6	Blended

(a) Purpose of Knowledge Module:

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

(b) List of Knowledge Topics:

TOPIC CODE	TOPIC TITLE	% OF TIME TO BE SPENT
KM-03-KT01	The commercial negotiation process	60
KM-03-KT02	Setting a selling price	15
KM-03-KT03	Calculating order quantities	25

(c) Detailing each topic listed above into topic elements:

KM-03-KT01: The commercial negotiation process (60%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0101	Commercial negotiation process defined	10
KT0102	Negotiating strategies used in the industry	5
KT0103	Conflict management	5
KT0104	Communication and persuasion skills	5
KT0105	Supplier, business relationship and the impact on negotiation	5
KT0106	Preparing for a negotiation	5
KT0107	Payment terms and methods	10
KT0108	Typical methods for recording minutes of a negotiation	5
KT0109	The concept and principles of contracts	5
IAC0110	Ethical and legal considerations in negotiations	5

KM-03-KT02: Setting a selling price (15%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0201	Pricing strategies	3
KT0202	The concepts of mark up and margin	3
KT0203	The concept of gross profit and buying decisions that impact on profit and loss	3

KT0204	The concept of “loss leaders” as used in the industry	3
KT0205	Factors in the economy that could impact on the setting of the selling price of a product	3

KM-03-KT03: Calculating order quantities (25%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0301	Factors impacting on order quantities	5
KT0302	Order quantity calculation	15
KT0303	Typical methods used to record orders placed	5

(d) Internal Assessment Criteria (IAC) and Weight

IAC CODE	IAC DESCRIPTION	% OF TIME TO BE SPENT
IAC0101	Define the commercial negotiation process.	10
IAC0102	Review the different negotiating strategies used in the industry.	5
IAC0103	Discuss conflict that arises in negotiations and methods used to manage this conflict.	5
IAC0104	Explain using verbal and non-verbal techniques used to influence outcomes.	5
IAC0105	Examine the different relationships business has with suppliers and their impact on the negotiation process.	5
IAC0106	Explain how a buyer should prepare for a negotiation with a supplier.	5
IAC0107	Describe the various terms a buyer could negotiate (These include, but are not limited to, payment terms, settlement discounts, advertising allowances, growth incentives, penalties, rebates, swell allowances, and such) and the impact they will have on the negotiation process.	10
IAC0108	Discuss typical methods for recording minutes of a negotiation.	5
IAC0109	Describe what needs to be included in a buying contract drawn up by a wholesale or retail business for a supplier of merchandise.	5

IAC0110	Elaborate on compliance with company policies, competition laws and codes of conduct.	5
IAC0201	Discuss generally accepted pricing strategies used in the industry.	3
IAC0202	Explain the difference between margin and mark up, using examples.	3
IAC0203	Discuss the components of gross profit and the buying factors that impact on profit.	3
IAC0204	Elaborate on the concept of “loss leaders” as used in the industry and the impact they have on a business.	3
IAC0205	Discuss various factors in the economy that could impact on the setting of the selling price of a product.	3
IAC0301	Discuss the different factors impacting on order quantities (These include, but are not limited to, quantity of stores, expected sales, over / under sell, past sales, promotions, trends, budget, and such).	5
IAC0302	Describe generally accepted methods used to calculate order quantities.	15
IAC0303	Discuss typical methods used to record orders placed.	5

Knowledge Module (KM) - 04

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-KM-04	Allocating stock to stores	5	3	Blended

(a) Purpose of Knowledge Module:

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

(b) List of Knowledge Topics:

TOPIC CODE	TOPIC TITLE	% OF TIME TO BE SPENT
KM-04-KT01	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

(c) Detailing each topic listed above into topic elements:

KM-04-KT01: Allocation and replenishment (50%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0101	Factors that impact on range and quantities for stores	15
KT0102	The concepts of allocation and replenishment	15
KT0103	Range allocation	10
KT0104	Advantages and disadvantages of store and head office replenishment	10

KM-04-KT02: Factors impacting on the allocation of stock to stores (35%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0201	Factors impacting on the allocation of stock to international stores	7
KT0202	Data integrity	7
KT0203	Typical methods for allocating promotional stock to stores	7
KT0204	Typical methods for allocating new stock to stores	7
KT0205	The impact of seasonal activity on allocations	7

KM-04-KT03: Typical methods and tools for recording allocations (15%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0301	Typical methods and tools used to record allocations in a computerised environment	5
KT0302	Typical methods and tools used to record allocations in a non-computerised environment	5
KT0303	Typical methods and tools for evaluating the success of allocations	5

(d) Internal Assessment Criteria (IAC) and Weight

IAC CODE	IAC DESCRIPTION	% OF TIME TO BE SPENT
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IAC0101	Discuss the various factors impacting on range and quantities allocated to stores.	15
IAC0102	Explain the difference between allocation and replenishment.	15
IAC0103	Discuss various methodologies used in the industry for allocating ranges to stores.	10
IAC0104	Discuss the advantages and disadvantages of store and head office replenishment.	10
IAC0201	Describe the factors impacting on the allocation of stock to international stores.	7
IAC0202	Discuss the impact of data integrity on the allocation of stock to stores.	7
IAC0203	Discuss typical methods used for calculating quantities of promotional stock to stores.	7
IAC0204	Discuss typical methods used for allocating new merchandise and its quantities to stores.	7
IAC0205	Discuss the impact of seasonal activity on the allocation of stock to stores.	7
IAC0301	Describe typical methods and tools used to record allocations in a computerised environment.	5
IAC0302	Describe typical methods and tools used to record allocations in a non-computerised environment.	5
IAC0303	Discuss how wholesalers and retailers measure the success of allocations.	5

3.1.2 Criteria for accreditation

Add additional line spaces as required. Requirements, against which Skills Development Providers (SDP) and Assessment Centres, will be accredited, as listed below.

Physical Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
EQUIPMENT & TOOLS	<p>Audiovisual equipment and all other equipment are conducive to a learning environment.</p> <p>Examples of the different forms of payment accepted in the industry.</p> <p>Checklists as per industry standards.</p> <p>Visual representation of the correct way of providing the retail buyer services.</p>

CONSUMABLES	Handouts and stationery.
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ASSESSMENT CENTRE	
EQUIPMENT & TOOLS	<p>Audiovisual equipment and all other equipment are conducive to an assessment environment.</p> <p>Checklists as per industry standards.</p> <p>Visual representation of the correct way of providing the retail buyer services.</p>
CONSUMABLES	Handouts and stationery.

Human Resource Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
QUALIFICATIONS & EXPERIENCE	<p>Facilitators must have either an industry-related qualification at least one level higher than this qualification and/or relevant industry experience related to:</p> <ul style="list-style-type: none"> • Retail or Supermarket Operations (Perishables Focus) and/or • Supply Chain & Distribution (Perishable Goods) and/or • Food Safety & Quality Assurance and/or • Knowledge of Supply Chain Management & Inventory Control and/or • Understanding of Merchandising & Product Display and/or • Team Coordination & Shift Management and/or • Facilitator training and prior facilitator experience. <p>Individuals compiling the internal assessments must have either an industry-related qualification at least one level higher than this qualification, or have operated as a Perishable Goods Manager, business owner, SMME with at least 2 years' experience relevant to the subject.</p>
FACILITATOR/LEARNER RATIO	1 to 30

ASSESSMENT CENTRE	
QUALIFICATIONS & EXPERIENCE	Individuals compiling the summative assessments must have either an industry-related qualification at least one

	<p>level higher than this qualification, or have operated as a Buyer/Planner or Manager for at least 3 years.</p> <p>Markers must have relevant industry experience related to the subject.</p>
ASSESSOR/LEARNER RATIO	1 to 30

Legal Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Registered as a provider Registered as a legal business Tax-compliant CIPC registration POPI compliant Labour regulation compliance and displays of the Summary of the Acts

ASSESSMENT CENTRE	
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Registered as an assessment centre Registered as a legal business Tax-compliant CIPC registration POPI compliant Labour regulation compliance and displays of the Summary of the Acts

Additional Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)
None

ASSESSMENT CENTRE
None

3.1.3 Exemptions

None

3.2 Practical Skill Module (PM) Specifications:

NB: MODE OF DELIVERY e.g. face-to-face/contact, online, e-learning, mobile training unit, blended, distance, etc

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-PM-01	Manage supplier and stock performance	5	10	Blended
332301-000-01-00-PM-02	Manage stock through the supply chain	5	4	Blended
332301-000-01-00-PM-03	Source products and identify preferred suppliers	5	9	Blended
332301-000-01-00-PM-04	Negotiate with suppliers	5	4	Blended
332301-000-01-00-PM-05	Buy products	5	7	Blended
332301-000-01-00-PM-06	Plan and allocate stock to stores	5	6	Blended

Total Credits = 40

3.2.1 Detailing Practical Module (PM) contents

Practical Module (PM) - 01

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-PM-01	Manage supplier and stock performance	5	10	Blended

(a) Purpose of the Practical Skills Module:

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

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
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

(c) Scope of each Practical Skill Activity:

PM-01-PS01: Evaluate and improve supplier performance
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:

Given a role play, case study, scenario, visual presentation detailing the performance required by a supplier along with details of the supplier's actual performance, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101	Analyse supplier performance reports (These include, but are not limited to evaluate performance measures, such as delivery timelines, order accuracy, product quality, and service levels)
PA0102	Determine shortfalls in the supplier's performance
PA0103	Propose actions to improve the supplier's performance
PA0104	Resolve supply chain issues to mitigate disruptions and maintain stock availability

PM-01-PS02: Evaluate and improve merchandise performance	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given sets of information comprising, the actual sales and financial return generated by a minimum of six products along with the minimum performance standards required by the organisation, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0201	Rank the six 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

PM-01-PS03: Work constructively in teams by applying good teamwork	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a set of role play scenarios or visual presentations showing the interaction of buyers with other role players in the buying team, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0301	Identify an interaction that promotes good teamwork
PA0302	Identify an interaction that is disruptive to the team
PA0303	Propose how an interaction should have taken place so as not to be disruptive to the team

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Techniques for evaluating case studies
AK0102	Techniques for determining shortfalls in performance
AK0103	Possible actions to correct shortfalls in supplier performance
AK0201	Methods for calculating merchandise performance
AK0202	Methods to improve performance of merchandise
AK0203	Techniques for clearing dead stock
AK0301	Techniques for analysing case studies
AK0302	Good and disruptive team interaction

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	Shortfalls in the supplier's performance are determined according to the given scenario.
IAC0102	The actions proposed are practical and would have the desired effect of improving the supplier's performance.
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.
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.

Practical Module (PM) - 02

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY

332301-000-01-00-PM-02	Manage stock through the supply chain	5	4	Blended
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(a) Purpose of the Practical Skills Module:

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

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
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

(c) Scope of each Practical Skill Activity:

PM-02-PS01: Identify critical check points in the flow of stock through the supply chain	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given a case study detailing the flow of stock, finances, information and reverse through the supply chain of a retail organisations, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
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

PM-02-PS02: Manage stock through the supply chain	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a case study detailing the disrupted flow of stock through a supply chain, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0201	Determine where the disruption occurred
PA0202	Propose ways to manage these disruptions

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	The critical control points in the supply chain
AK0102	Methods for managing the critical control points
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

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	All critical points are determined that could disrupt the supply chain.
IAC0102	The proposed methods for managing these critical control points are applicable.
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 appropriate and will ensure a disruption free flow.

Practical Module (PM) - 03

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-PM-03	Source products and identify preferred suppliers	5	9	Blended

(a) Purpose of the Practical Skills Module:

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

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
PM-03-PS01	Source products from South African suppliers
PM-03-PS02	Source products from international suppliers
PM-03-PS03	Identify preferred suppliers

(c) Scope of each Practical Skill Activity:

PM-03-PS01: Source products from South African suppliers	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given a case study, scenario, visual presentation detailing supplier catalogues, sourcing information, research journals and details of a minimum of two products, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
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

PM-03-PS02: Source products from international suppliers	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a case study, scenario, visual presentation detailing supplier catalogues, sourcing information, research journals and details of a minimum of two products, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0201	Source 5 international suppliers 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

PM-03-PS03: Identify preferred suppliers	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a case study, scenario, visual presentation detailing a list of eligible and non-eligible suppliers' criteria in line with quality, product offering, expertise, sustainability, BBBEE regulations, green (environmental) requirements, and such, including the supplier evaluation criteria, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0301	Choose the supplier that best meets the needs of the organisation
PA0302	Identify the reasons for choosing that supplier

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Techniques for sourcing South African suppliers
AK0102	Techniques for evaluating the suppliers' ability to supply the required merchandise
AK0201	Techniques for identifying international suppliers
AK0202	Techniques for identifying duties, tariffs and import legislation
AK0203	Techniques for evaluating the suppliers' ability to supply the required merchandise
AK0301	Techniques for matching supplier capabilities and background to the organisation's requirements
AK0302	Techniques for identifying suppliers' capabilities and background
AK0303	Techniques for auditing suppliers

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	The 5 SA suppliers chosen that are able to supply the required product.
IAC0102	The 2 suppliers chosen, and the explanation given identifies the best 2 suppliers to supply the merchandise according to the requirements of the organisation.
IAC0201	The 5 international suppliers chosen that are able to supply the required product.
IAC0202	All applicable duties, tariffs and legislation are determined according to the products given.
IAC0203	The 2 international suppliers chosen, and the explanation given identifies the best 2 international suppliers to supply the merchandise according to the requirements of the organisation.
IAC0301	The supplier chosen, is the best in terms of meeting the needs of the organisation.
IAC0302	The reasons for selecting the supplier are correct in terms of the capabilities and background of the supplier and the requirements of the business.

Practical Module (PM) - 04

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
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332301-000-01-00-PM-04	Negotiate with suppliers	5	4	Blended
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(a) Purpose of the Practical Skills Module:

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

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
PM-04-PS01	Prepare for a negotiation
PM-04-PS02	Conduct a negotiation session with a supplier
PM-04-PS03	Negotiate ethically

(c) Scope of each Practical Skill Activity:

PM-04-PS01: Prepare for a negotiation	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given a case study / scenario's / visual presentation, detailing the commercial requirements of an organisation for the continuous supply of products, such as pricing (margins), product specifications, placement, logistics, costing, time (lead, delivery), quality, returns, warranties, alignment of organisational goals and objectives, performance measures, market trend research, payment terms and conditions, labour practices and sustainability, and such, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101	Identify negotiation goals and priorities (These include, but are not limited to desired outcomes, non-negotiables, trade-offs, and such)
PA0102	Research and analyse the supplier's interests, needs, and potential negotiation style
PA0103	Prepare ideal position, as well as fall-back positions
PA0104	Prepare arguments and supporting evidence to justify proposals (These include, but is not limited to, plausible closing statements and proposed implementation plan)
PA0105	Anticipate potential objections or counterarguments and formulate effective responses
PA0106	Prepare an agenda for the negotiation
PA0107	Complete a personal negotiation preparation plan for a real or simulated negotiation situation

PM-04-PS02: Conduct a negotiation session with a supplier	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a role-play scenario involving a supplier profile and product catalogue, cost benchmarks and sales forecasts, company procurement policy and negotiation templates, the buyer needs to conduct a negotiation session with a supplier, discussing product pricing, minimum order quantities, delivery schedules, payment terms, quality assurance measures, returns policy, value-added services (such as promotional support, exclusivity, and such), the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0201	Communicate clearly and professionally
PA0202	Present buyer needs and priorities
PA0203	Listen and consider suppliers' offers and concerns
PA0204	Apply persuasion and compromise to reach agreement
PA0205	Handle objections and disagreements constructively
PA0206	Confirm and document agreed terms
PA0207	Summarise next steps and timelines
PA0208	Prepare a report or memo to internal stakeholders

PM-04-PS03: Negotiate ethically	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a visual presentation 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:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0301	Determine strengths and weaknesses of the buyer in the negotiation process
PA0302	Identify any unethical behaviour in the negotiation
PA0303	Analyse the impact of the unethical behaviour on supplier negotiations
PA0304	Recommend improvements to the buyer's approach for more effective and ethical negotiation outcomes

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Techniques for preparing agendas for a buying negotiation
AK0102	Techniques for identifying ideal and fall-back positions
AK0201	Types of negotiation
AK0202	Formats of negotiation
AK0203	Styles and approaches
AK0204	Key negotiation skills
AK0205	Negotiation challenges
AK0301	Ethical and unethical behaviour in the negotiation process
AK0302	Techniques for critiquing case studies
AK0303	Effective and ineffective negotiation techniques

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	Negotiation goals and priorities are determined.
IAC0102	The supplier's interests, needs and potential negotiation style are research and analysed.
IAC0103	The ideal position, as well as fall-back positions, are prepared.
IAC0104	Arguments and supporting evidence are prepared to justify proposals.
IAC0105	Potential objections and counterarguments are anticipated with effective responses.
IAC0106	An agenda is prepared and disseminated.
IAC0107	A personal negotiation preparation plan is completed.
IAC0201	The negotiation with a supplier is concluded in a simulated environment
IAC0202	The agreed upon terms and conditions are recorded and disseminated to the various stakeholders.
IAC0301	The strengths and weaknesses of the buyer in the negotiation process are determined in terms of effective and ineffective negotiation
IAC0302	Unethical behaviour is identified in terms of the given scenario
IAC0303	The impact of the unethical behaviour is analysed in terms of its effect on supplier negotiations

IAC0304	Improvements are recommended to the buyer's ethical conduct.
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Practical Module (PM) - 05

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-PM-05	Buy products	5	7	Blended

(a) Purpose of the Practical Skills Module:

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

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
PM-05-PS01	Calculate quantities to buy
PM-05-PS02	Calculate selling prices
PM-05-PS03	Conduct competitor benchmarking

(c) Scope of each Practical Skill Activity:

PM-05-PS01: Calculate quantities to buy	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given details of a minimum of three (3) products, including previous sales, expected sales and bulk (reserve, contingency, safety, buffer, surplus or back-up) stock over a period of three (3) months, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101	Calculate total quantity to purchase
PA0102	Identify the quantities to be delivered each month to cover expected sales over the three months

PM-05-PS02: Calculate selling prices	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
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:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS

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 market trends and calculate the margin and mark-up that the organisation will now make

PM-05-PS03: Conduct competitor benchmarking	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given a popular product, cost price and the requirements of the organisation in terms of margins and mark-ups, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0301	Identify benchmarking objectives and competitors (These include, but are not limited to, defining benchmarking goals aligned with buying strategy, selecting appropriate competitors based on market relevance, justifying selection criteria for competitors, and such)
PA0302	Collect and organise competitive data (These include, but are not limited to, conducting online research, in-store observation, customer feedback, competitor prices, product quality, promotions, store layout, stock levels, and such)
PA0303	Analyse and compare competitor performance (These include, but are not limited to, using comparison charts to assess variances in product assortment, pricing, and value propositions, identifying trends, best practices, and areas where competitors outperform, evaluating competitor strengths, weaknesses, opportunities, and threats (SWOT), and such)
PA0304	Decide on and recommend product to be purchased

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Techniques for calculating quantities to purchase
AK0102	Techniques for scheduling delivery quantities according to expected sales
AK0201	Techniques for calculating selling price given a required margin
AK0202	Techniques for calculating selling price given a required markup
AK0203	Techniques for calculating margins and mark up percentages
AK0301	Competitor best practice evaluation practices

AK0302	Techniques for analysing marketing and promotional strategies
AK0303	Decision making techniques
AK0304	Techniques for calculating selling prices

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	The total quantity ordered covers expected sales without overstocking the organisation
IAC0102	The calculation of the three split deliveries covers expected sales for each period
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 markup
IAC0203	The calculation of margin and mark up is correct based on the proposed selling price
IAC0301	The report detailing the competitor marketing and promotional strategies are based on the best practice 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
IAC0303	Recommendation on stocking the product is made

Practical Module (PM) - 06

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-PM-06	Plan and allocate stock to stores	5	6	Blended

(a) Purpose of the Practical Skills Module:

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 in a simulated environment.

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
PM-06-PS01	Allocate new merchandise and quantities to stores
PM-06-PS02	Replenish sales

(c) Scope of each Practical Skill Activity:

PM-06-PS01: Allocate new merchandise and quantities to stores	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given details of the target market of a minimum of three (3) stores with different target markets along with historical sales of similar products and expected growth in sales, bulk (reserve, contingency, safety, buffer, surplus or back-up) stock, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101	Allocate merchandise to stores
PA0102	Analyse requirements and calculate quantities to allocate

PM-06-PS02: Replenish sales	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE	
Given details of stock on hand, past sales, expected sales for a period of three (3) months and safety stock, the learner must be able to:	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0201	Determine items to be replenished
PA0202	Analyse requirements and calculate quantities to replenish

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Techniques for matching different merchandise to different target markets
AK0102	Techniques for calculating quantities to allocate
AK0201	Techniques for analysing which products need to be replenished
AK0202	Techniques for calculating quantities of stock to cover expected sales

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
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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
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

3.2.2. Criteria for accreditation

Add additional line spaces as required. Requirements, against which Skills Development Providers (SDP) and Assessment Centres, will be accredited, as listed below.

Physical Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
EQUIPMENT & TOOLS	Audiovisual equipment and all other required equipment
CONSUMABLES	Handouts and stationery

ASSESSMENT CENTRE	
EQUIPMENT & TOOLS	Audiovisual equipment and all other required equipment
CONSUMABLES	Handouts and stationery

Human Resource Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Facilitators must have relevant industry experience related to the subject. Individuals 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.
FACILITATOR/LEARNER RATIO	1 to 30

ASSESSMENT CENTRE	
QUALIFICATIONS & EXPERIENCE	Markers must have relevant industry experience related to the subject.
MARKER/LEARNER RATIO	1 to 30

Legal Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
QUALIFICATIONS & EXPERIENCE	Registered as a provider
FACILITATOR/LEARNER RATIO	1 to 30

ASSESSMENT CENTRE	
QUALIFICATIONS & EXPERIENCE	Registered as an assessment centre
MARKER/LEARNER RATIO	1 to 30

Additional Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
None	

ASSESSMENT CENTRE	
None	

3.2.3 Exemptions

None

3.3 WORK EXPERIENCE MODULE (WM) SPECIFICATIONS:

NB: MODE OF DELIVERY e.g. face-to-face/contact, online, e-learning, mobile training unit, blended, distance, etc

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-01	Processes and procedures for the management of supplier - and stock performance	5	8	Blended
332301-000-01-00-WM-02	Processes and procedures for sourcing products and setting product ranges	5	12	Blended
332301-000-01-00-WM-03	Processes and procedures for identifying preferred suppliers	5	8	Blended
332301-000-01-00-WM-04	Processes and procedures for negotiating, buying and recording products purchased	5	25	Blended
332301-000-01-00-WM-05	Processes and procedures for allocating stock to stores	5	12	Blended

Total Credits = 65

3.3.1 Detailing Work Experience Module (WM) contents

Work Experience Module (WM) - 01

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-01	Processes and procedures for the management of supplier - and stock performance	5	8	Blended

(a) Purpose of the Work Experience Module:

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.

(b) List of Work Experience Competencies:

WORK EXPERIENCE CODE	WORK EXPERIENCE COMPETENCY TITLE
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

(c) Scope of each Work Experience Competency:

WM-01-WE01: Manage stock through the supply chain	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0101	Engage with role players to manage the flow of stock through the supply chain
WA0102	Manage the flow of stock through the supply chain

WM-01-WE02: Evaluate supplier performance	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0201	Evaluate the performance of suppliers

WA0202	Propose corrective action for non-performing suppliers
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WM-01-WE03: Manage the performance of a range of merchandise	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0301	Evaluate the performance of a range of merchandise
WA0302	Implement actions to improve the performance of merchandise

(d) Supporting evidence

WORK EXPERIENCE CODES	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 learner's manager
SE0102	Feedback from 3 role players explaining the manner in which the learner interacts
SE0103	A report from the learner detailing his/her involvement in managing the flow of stock through the supply chain listing product, supplier, and dates of follow up signed by the learner's manager
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 assessing the evaluation of the 3 suppliers' performance indicating how accurate the learner's evaluation is.
SE0203	A report from the learner proposing actions to be taken where the above 3 supplier's performance does not meet the standards required of the organisation
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
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(e) Contextualised Workplace Knowledge

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
14	Relevant technological systems, if required, such as software applications, artificial intelligence
15	Continuous improvement processes and procedures

Work Experience Module (WM) - 02

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-02	Processes and procedures for sourcing products and setting product ranges	5	12	Blended

(a) Purpose of the Work Experience Module:

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 product ranges for stores.

(b) List of Work Experience Competencies:

WORK EXPERIENCE CODE	WORK EXPERIENCE COMPETENCY TITLE
WM-02-WE01	Set product ranges
WM-02-WE02	Source products

(c) Scope of each Work Experience Competency:

WM-02-WE01: Set product ranges	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0101	Identify the target market for 3 different stores
WA0102	Identify merchandise ranges for each of the 3 stores

WM-02-WE02: Source products	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
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

(d) Supporting evidence

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

(e) Contextualised Workplace Knowledge

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

Work Experience Module (WM) - 03

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-03	Processes and procedures for identifying preferred suppliers	5	8	Blended

(a) Purpose of the Work Experience Module:

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.

(b) List of Work Experience Competencies:

WORK EXPERIENCE CODE	WORK EXPERIENCE COMPETENCY TITLE
WM-03-WE01	Conduct a supplier requirements audit
WM-03-WE02	Analyse and compare supplier capabilities
WM-03-WE03	Select preferred suppliers

(c) Scope of each Work Experience Competency:

WM-03-WE01: Conduct a supplier requirements audit	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS

WA0101	Interview procurement or buying staff to determine current supplier expectations (These include, but are not limited to, quality, delivery times, compliance, and such).
WA0102	Extract and summarise key elements from policy documents related to supplier selection.
WA0103	Identify legal, ethical, and equity compliance requirements.
WA0104	Prepare a draft of the supplier selection criteria list for review.

WM-03-WE02: Analyse and compare supplier capabilities	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0201	Collect supplier profiles, catalogues, certifications, and service histories.
WA0202	Use a scoring matrix to compare suppliers on agreed criteria (These include, but are not limited to, price stability, delivery reliability, after-sales support).
WA0203	Engage with internal stakeholders (These include, but are not limited to, logistics, finance) to validate supplier suitability.
WA0204	Recommend which suppliers meet preferred status requirements.

WM-03-WE03: Select preferred suppliers	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0301	Evaluate supplier proposals against selection criteria
WA0302	Finalise and motivate choice of preferred supplier

(d) Supporting evidence

WORK EXPERIENCE CODES	SUPPORTING EVIDENCE
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SE0101	A report from the learner detailing the organisation's requirements for 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 selecting suppliers of the organisation, signed off by the learner's manager.
SE0201	Supplier portfolio collected.
SE0202	Completed scoring matrix comparing suppliers.
SE0301	Select 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.

(e) Contextualised Workplace Knowledge

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

Work Experience Module (WM) - 04

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-04	Processes and procedures for negotiating, buying and recording products purchased	5	25	Blended

(a) Purpose of the Work Experience Module:

The focus of the work experience is on providing the learner an opportunity to gain exposure to negotiating with suppliers, purchasing products, and recording product acquisitions.

(b) List of Work Experience Competencies:

WORK EXPERIENCE CODE	WORK EXPERIENCE COMPETENCY TITLE
WM-04-WE01	Negotiate with suppliers
WM-04-WE02	Order merchandise

WM-04-WE03	Determine and recommend proposed selling price
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(c) Scope of each Work Experience Competency:

WM-04-WE01: Negotiate with suppliers	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0101	Prepare for a negotiation
WA0102	Negotiate with suppliers
WA0103	Record the negotiation

WM-04-WE02: Order merchandise	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0201	Order merchandise (These include, but are not limited to FIFO/FEFO requirements, integration into automated inventory systems, inventory valuation methods, determining the impact of FIFO/FEFO on cost of goods sold (COGS) and gross profit margins, and such)
WA0202	Record orders placed

WM-04-WE03: Determine and recommend the selling price	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0301	Determine the proposed selling price
WA0302	Recommend the selling price of products purchased

(d) Supporting evidence

WORK EXPERIENCE CODES	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)
SE0201	Copies of orders placed by the learner, accompanied by a report from the learner's manager confirming 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
SE0301	A report by the learner signed off by the learner's manager detailing organisational policies for the setting of prices
SE0302	Documentary evidence provided by the learner confirming the setting of selling prices that met the requirements of the organisation, signed off by the learner's manager

(e) Contextualised Workplace Knowledge

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

Work Experience Module (WM) - 05

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
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332301-000-01-00-WM-05	Processes and procedures for allocating stock to store/s	5	12	Blended
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(a) Purpose of the Work Experience Module:

The focus of the work experience is on providing the learner an opportunity to gain exposure to allocating stock to store/s.

(b) List of Work Experience Competencies:

WORK EXPERIENCE CODE	WORK EXPERIENCE COMPETENCY TITLE
WM-05-WE01	Allocate and record allocation of products to different stores
WM-05-WE02	Replenish stock for stores

(c) Scope of each Work Experience Competency:

WM-05-WE01: Allocate and record allocation of products to different stores	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0101	Identify products for stores according to target market
WA0102	Allocate quantities according to store's requirements
WA0103	Record allocation of products to stores

WM-05-WE02: Replenish stock for stores	
WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:	
The person will be expected to engage in the following work activities:	
WORK EXPERIENCE COMPETENCY ELEMENT CODES	WORK EXPERIENCE COMPETENCY ELEMENTS
WA0201	Identify sales and quantities to be replenished for different stores
WA0202	Replenish stocks and record replenishment

(d) Supporting evidence

WORK EXPERIENCE CODES	SUPPORTING EVIDENCE
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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
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

(e) Contextualised Workplace Knowledge

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

3.3.2 Criteria for accreditation

Add additional line spaces as required. Requirements, against which Skills Development Providers (SDP) and Assessment Centres, will be accredited, as listed below.

Physical Requirements:

WORKPLACE PROVIDER (WP)	
EQUIPMENT & TOOLS	Operational wholesale and retail business
CONSUMABLES	

ASSESSMENT CENTRE	
EQUIPMENT & TOOLS	Operational wholesale and retail business
CONSUMABLES	

Human Resource Requirements:

WORKPLACE PROVIDER (WP)	
QUALIFICATIONS & EXPERIENCE	A retail buyer, manager, area manager, supervisor or owner with at least 2 years' experience within the wholesale and retail environment.
FACILITATOR/LEARNER RATIO	1 to 4

ASSESSMENT CENTRE	
QUALIFICATIONS & EXPERIENCE	A retail buyer, manager, area manager, supervisor or owner with at least 2 years' experience within the wholesale and retail environment.
ASSESSOR/LEARNER RATIO	1 to 4

Legal Requirements:

WORKPLACE PROVIDER (WP)	
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Registered as a formal business. Compliant with all relevant legal requirements within the wholesale and retail environment.
FACILITATOR/LEARNER RATIO	1 to 4

ASSESSMENT CENTRE	
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Registered as a formal business. Compliant with all relevant legal requirements within the wholesale and retail environment.
ASSESSMENT/LEARNER RATIO	1 to 4

Additional Requirements:

WORKPLACE PROVIDER (WP)	
None	

ASSESSMENT CENTRE	
None	

3.3.3 Exemptions

None

3.3.4 Additional Assignments to be Assessed Externally

None

3.4 POSSIBLE SEQUENCING AND INTEGRATION

Listing and order of modules in the sequence in which these modules will follow each other during delivery/implementation. This allows for integration of KM, AM (PM/ WM) as work logically flows.

ORDER	MODULE TITLE	MODULE CODE	LEVEL	CREDITS
1.				
2.				

SECTION 4. STATEMENT OF WORK EXPERIENCE

QUALIFICATION/PART- QUALIFICATIONS/SKILLS PROGRAMME TYPE	QUALIFICATION/PART- QUALIFICATION/SKILLS PROGRAMME TITLE/DESCRIPTOR	NQF LEVEL	CREDITS
Higher Occupational Certificate	Retail Buyer	5	131

CURRICULUM CODE	332301-00-01-00
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LEARNER DETAILS

NAME:	
ID NUMBER:	

EMPLOYER DETAILS

COMPANY NAME:	
ADDRESS:	
SUPERVISOR NAME:	
WORK TELEPHONE:	
E-MAIL:	

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-01	Processes and procedures for the management of supplier - and stock performance	5	8	Blended

WORK EXPERIENCE MODULE DETAILS			
WM-01-WE01	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Manage stock through the supply chain			
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 learner's manager		
SE0102	Feedback from 3 members of the team explaining the manner in which the learner interacts with the team		
SE0103	A report from the learner detailing his/her involvement in managing the flow of stock through the supply chain listing product, supplier, and dates of follow up signed by the learner's manager		
WM-01-WE02	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Evaluate supplier performance			
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	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Manage the performance of a range of merchandise			
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		

NUMBER	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		
14.	Relevant technological systems, if required, such as software applications, artificial intelligence		
15.	Continuous improvement processes and procedures		
NUMBER	ADDITIONAL ASSIGNMENTS TO BE ASSESSED EXTERNALLY	DATE	SIGNATURE
1.	None		

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-02	Processes and procedures for sourcing products and setting product ranges	5	12	Blended

WORK EXPERIENCE MODULE DETAILS			
WM-02-WE01	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Set product ranges			
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	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Source products			
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 two local suppliers and two international suppliers along with a report from the learner detailing how he/she went about identifying them signed off by the learner's manager		

NUMBER	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		
NUMBER	ADDITIONAL ASSIGNMENTS TO BE ASSESSED EXTERNALLY	DATE	SIGNATURE
1.	None		

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-03	Processes and procedures for identifying preferred suppliers	5	8	Blended

WORK EXPERIENCE MODULE DETAILS			
WM-03-WE01	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Conduct a supplier requirements audit			
WA0101	Interview procurement or buying staff to determine current supplier expectations (These include, but are not limited to, quality, delivery times, compliance, and such).		
WA0102	Extract and summarise key elements from policy documents related to supplier selection.		
WA0103	Identify legal, ethical, and equity compliance requirements.		

WA0104	Prepare a draft of the supplier selection criteria list for review.		
	SUPPORTING EVIDENCE	DATE	SIGNATURE
SE0101	A report from the learner detailing the organisation's requirements for 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 selecting suppliers of the organisation, signed off by the learner's manager.		
WM-03-WE02	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Analyse and compare supplier capabilities			
WA0201	Collect supplier profiles, catalogues, certifications, and service histories.		
WA0202	Use a scoring matrix to compare suppliers on agreed criteria (These include, but are not limited to, price stability, delivery reliability, after-sales support).		
WA0203	Engage with internal stakeholders (These include, but are not limited to, logistics, finance) to validate supplier suitability.		
WA0204	Recommend which suppliers meet preferred status requirements.		
	SUPPORTING EVIDENCE	DATE	SIGNATURE
SE0201	Supplier portfolio collected.		

SE0202	Completed scoring matrix comparing suppliers.		
WM-03-WE03	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Select preferred suppliers			
WA0301	Evaluate supplier proposals against selection criteria		
WA0302	Finalise and motivate choice of preferred supplier		
	SUPPORTING EVIDENCE	DATE	SIGNATURE
SE0301	Select 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.		

NUMBER	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		
NUMBER	ADDITIONAL ASSIGNMENTS TO BE ASSESSED EXTERNALLY	DATE	SIGNATURE

1.	None		
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MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-04	Processes and procedures for negotiating, buying and recording products purchased	5	25	Blended

WORK EXPERIENCE MODULE DETAILS			
WM-04-WE01	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Negotiate with suppliers			
WA0101	Prepare 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	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Order merchandise			

WA0201	Order merchandise (These include, but are not limited to FIFO/FEFO requirements, integration into automated inventory systems, inventory valuation methods, determining the impact of FIFO/FEFO on cost of goods sold (COGS) and gross profit margins, and such)		
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	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Set selling price			
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		

NUMBER	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		
NUMBER	ADDITIONAL ASSIGNMENTS TO BE ASSESSED EXTERNALLY	DATE	SIGNATURE
1.	None		

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
332301-000-01-00-WM-05	Processes and procedures for allocating stock to stores	5	12	Blended

WORK EXPERIENCE MODULE DETAILS

WM-05-WE01	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Allocate and record allocation of products to different stores			
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	SCOPE WORK EXPERIENCE	DATE	SIGNATURE
Replenish stock for stores			
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		

NUMBER	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		
NUMBER	ADDITIONAL ASSIGNMENTS TO BE ASSESSED EXTERNALLY	DATE	SIGNATURE

1.	None		
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