



Quality Council for Trades & Occupations

[www.qcto.org.za](http://www.qcto.org.za)

256 Glyn Street, Hatfield, Pretoria, 0083  
Private Bag X278, Pretoria, 0001  
+27 12 003 1800

## OCCUPATIONAL PART-QUALIFICATION CURRICULUM DOCUMENT

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

| PART-QUALIFICATION  | TYPE<br>(NOMENCLATURE)                | TITLE (DESCRIPTOR)                                       | NQF<br>LEVEL        | CREDITS |
|---|---------------------------------------|--|---------------------|---------|
| 332301  | Higher<br>Occupational<br>Certificate | Planner  | 5                   | 53      |
| CURRICULUM CODE   | 332301-000-01-02                      |  |                     |         |
| PARTNER DETAILS   | ORGANISATION<br>NAME                  | WEBSITE<br>ADDRESS                                       | TELEPHONE<br>NUMBER | LOGO    |
| QUALITY PARTNER -<br>DEVELOPMENT  | Wholesale and<br>Retail SETA          | <a href="http://www.wrseta.org.za">www.wrseta.org.za</a> | (012) 622-9500      |         |
| QUALITY PARTNER –<br>ASSESSMENT<br><br>(NOT APPLICABLE FOR<br>SKILLS PROGRAMME) | Wholesale and<br>Retail SETA          | <a href="http://www.wrseta.org.za">www.wrseta.org.za</a> | (012) 622-9500      |         |

| DESIGNATION                       | NAME AND SURNAME | SIGNATURE | DATE |
|-----------------------------------|------------------|-----------|------|
| SUBJECT MATTER<br>EXPERT (SME)    | Yolandi Booyens  |           |      |
| QUALITY PARTNER<br>REPRESENTATIVE | Lulamile Nyanda  |           |      |

# Contents

|   |   |
|---|---|
| SECTION 1: CURRICULUM SUMMARY .....   | 4 |
| 1.1 Occupational Information: .....   | 4 |
| 1.1.1 Associated, Organising Framework for Occupations (OFO) Occupational Code and Title ..   | 4 |
| 1.1.2 Part-Qualification Type, Title, NQF Level, Credits and Curriculum Code, addressed by this Curriculum. ....                              | 4 |
| 1.1.3 Alternative titles used by industry: .....  | 4 |
| 1.2 Curriculum Information: .....   | 4 |
| 1.2.1 Articulation for Part- Qualification .....  | 4 |
| (a) Horizontal Articulation: This qualification articulates horizontally within the OQSF and between other sub-framework(s) as follows: ..... | 4 |
| (b) Vertical Articulation: This qualification articulates vertically within the OQSF as follows: ....   | 4 |
| (c) Diagonal Articulation: This qualification articulates diagonally across NQF levels and across Sub-Frameworks: .....                       | 5 |
| (d) Validation of Entry Requirements into articulation possibilities provided: .....  | 5 |
| 1.2.2 Articulation for Skills Programmes .....  | 5 |
| (a) Work Opportunities: .....   | 5 |
| (b) Learning Opportunities: .....   | 5 |
| 1.3 Curriculum Structure: .....   | 5 |
| 1.3.1 Knowledge/Theory Modules: .....   | 5 |
| 1.3.2 Practical Skills Modules: .....   | 5 |
| 1.3.3 Work Experience Modules: .....  | 6 |
| 1.4 Entry Requirements: .....   | 6 |
| 1.5 Recognition of Prior Learning (RPL): .....  | 6 |
| 1.5.1 RPL for Access: .....   | 6 |
| 1.5.2 RPL for Exemption: .....  | 6 |
| 1.5.3 RPL for awarding credits: .....   | 6 |
| 1.6 Quality Partner for Assessment: .....   | 7 |
| 1.7 List of Qualification(s)/Part- Qualification(s)/Skills Programme(s) Related to this Curriculum ....                                       | 7 |
| SECTION 2: OCCUPATIONAL PART-QUALIFICATION PROFILE .....  | 8 |
| 2.1 Purpose: .....  | 8 |
| 2.2 Tasks: .....  | 8 |

|  |                                     |
|--|-------------------------------------|
| 2.3 Occupational Task Details:.....                          | 8                                   |
| 2.3.1 Task 1 .....   | 8                                   |
| (a) Unique Product or Service:.....                          | 8                                   |
| (b) Responsibilities: .....                                  | 8                                   |
| (c) Contexts: .....  | 8                                   |
| 2.3.2 Task 2.....  | 8                                   |
| (a) Unique Product or Service:.....                          | 8                                   |
| (b) Responsibilities: .....                                  | 8                                   |
| (c) Contexts: .....  | 9                                   |
| SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS .....         | 10                                  |
| 3.1 Knowledge Module Specifications:.....                    | 10                                  |
| 3.1.1 Detailing Knowledge Module (KM) contents.....          | 10                                  |
| 3.1.2 Criteria for accreditation .....                       | <b>Error! Bookmark not defined.</b> |
| 3.1.3 Exemptions .....                                       | 15                                  |
| 3.2 Practical Skill Module (PM) Specifications:.....         | 20                                  |
| 3.2.1 Detailing Practical Module (PM) contents.....          | 20                                  |
| 3.2.2. Criteria for accreditation .....                      | <b>Error! Bookmark not defined.</b> |
| 3.2.3 Exemptions .....                                       | 24                                  |
| 3.3 WORK EXPERIENCE MODULE (WM) SPECIFICATIONS:.....         | 29                                  |
| 3.3.1 Detailing Work Experience Module (WM) contents .....   | 29                                  |
| 3.3.2 Criteria for accreditation .....                       | <b>Error! Bookmark not defined.</b> |
| 3.3.3 Exemptions .....                                       | 32                                  |
| 3.3.4 Additional Assignments to be Assessed Externally ..... | 35                                  |
| 3.4 POSSIBLE SEQUENCING AND INTEGRATION .....                | 35                                  |
| SECTION 4. STATEMENT OF WORK EXPERIENCE .....                | 36                                  |

## 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 Part-Qualification Type, Title, NQF Level, Credits and Curriculum Code, addressed by this Curriculum.

| TYPE                            | TITLE   | NQF LEVEL | CREDITS | CURRICULUM CODE  |
|---------------------------------|---------|-----------|---------|------------------|
| Higher Occupational Certificate | Planner | 5         | 53      | 332301-000-01-02 |

#### 1.1.3 Alternative titles used by industry:

- Merchandise Planner
- Inventory Planner
- Supply Chain Planner
- Demand Planner
- Allocation Specialist
- Stock Planner
- Category Planner
- Replenishment Analyst
- Distribution Planner
- Forecasting Specialist

### 1.2 Curriculum Information:

#### 1.2.1 Articulation for Part- Qualification

*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
- 103145: Higher Occupational Certificate: Retail Buyer, NQF Level 5, Credits: 131
- 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-KM-01 | Managing supplier relationships and the performance of merchandise | 5         | 10      | Blended          |
| 332301-000-01-KM-04 | Allocating stock to stores   | 5         | 3       | Blended          |

Total Credits = 13

#### 1.3.2 Practical Skills Modules:

| MODULE CODE         | MODULE TITLE                          | NQF LEVEL | CREDITS | MODE OF DELIVERY |
|---------------------|---------------------------------------|-----------|---------|------------------|
| 332301-000-01-PM-01 | Manage supplier and stock performance | 5         | 10      | Blended          |
| 332301-000-01-PM-02 | Manage stock through the supply chain | 5         | 4       | Blended          |
| 332301-000-01-PM-06 | Plan and allocate stock to stores     | 5         | 6       | Blended          |

Total Credits = 20

### 1.3.3 Work Experience Modules:

| MODULE CODE         | MODULE TITLE  | NQF LEVEL | CREDITS | MODE OF DELIVERY |
|---------------------|---|-----------|---------|------------------|
| 332301-000-01-WM-01 | Processes and procedures for the management of supplier - and stock performance | 5         | 8       | Blended          |
| 332301-000-01-WM-05 | Processes and procedures for allocating stock to stores                         | 5         | 12      | Blended          |

Total Credits = 20

### 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:

|                          |   |
|--------------------------|---|
| <b>NAME OF BODY:</b>     | Wholesale and Retail SETA   |
| <b>ADDRESS OF BODY:</b>  | Riverside Office Park, Hennops House, 1303 Heuwel Avenue, Cnr. Lenchen South and Heuwel Avenue Centurion, Pretoria 0157 |
| <b>WEBSITE:</b>          | <a href="http://www.wrseta.org.za">www.wrseta.org.za</a>  |
| <b>TELEPHONE NUMBER:</b> | (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       | Higher Occupational Certificate | Buyer                    | 332301-000-01-01 | 5         | 110     |
| 103145       | Higher Occupational Certificate | Retail Buyer             | 332301-000-01-00 | 5         | 131     |

## SECTION 2: OCCUPATIONAL PART-QUALIFICATION PROFILE

### 2.1 Purpose:

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

The Planner manages supplier relationships and the performance of stock in the retail environment.

### 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 |
| 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

Allocate stock to stores.

(a) Unique Product or Service:

Operational efficiency maintained.

(b) Responsibilities:

- Plan and allocate stock to stores.
- Assess inventory levels.
- Prioritise distribution based on demand.



- Maintain optimal stock levels.

(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-KM-01 | Managing supplier relationships and the performance of merchandise | 5         | 10      | Blended          |
| 332301-000-01-KM-04 | Allocating stock to stores   | 5         | 3       | Blended          |

#### 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-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%) |   |                       |
|--|---|-----------------------|
| 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   | 3                     |

|         |  |   |
|---------|--|---|
|         | service delivery, merchandise quality, order fulfilment, and lead times.   |   |
| 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) - 04

| MODULE CODE         | MODULE TITLE               | NQF LEVEL | CREDITS | MODE OF DELIVERY |
|---------------------|----------------------------|-----------|---------|------------------|
| 332301-000-01-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 |
|----------|--|-----------------------|
| 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) |  |
|-----------------------------------|--|
| <b>EQUIPMENT &amp; TOOLS</b>      | <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> |
| <b>CONSUMABLES</b>                | Handouts and stationery.   |

| ASSESSMENT CENTRE            |   |
|------------------------------|---|
| <b>EQUIPMENT &amp; TOOLS</b> | <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> |
| <b>CONSUMABLES</b>           | Handouts and stationery.  |

#### Human Resource Requirements:

| SKILLS DEVELOPMENT PROVIDER (SDP)      |  |
|--|--|
| <b>QUALIFICATIONS &amp; EXPERIENCE</b> | <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"> <li>Retail or Supermarket Operations (Perishables Focus) and/or</li> </ul> |

|                                  |  |
|----------------------------------|--|
|                                  | <ul style="list-style-type: none"> <li>• Supply Chain &amp; Distribution (Perishable Goods) and/or</li> <li>• Food Safety &amp; Quality Assurance and/or</li> <li>• Knowledge of Supply Chain Management &amp; Inventory Control and/or</li> <li>• Understanding of Merchandising &amp; Product Display and/or</li> <li>• Team Coordination &amp; Shift Management and/or</li> <li>• Facilitator training and prior facilitator experience.</li> </ul> <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> |
| <b>FACILITATOR/LEARNER RATIO</b> | 1 to 30  |

| <b>ASSESSMENT CENTRE</b>               |   |
|--|---|
| <b>QUALIFICATIONS &amp; EXPERIENCE</b> | <p>Individuals compiling the summative assessments must have either an industry-related qualification at least one 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> |
| <b>ASSESSOR/LEARNER RATIO</b>          | 1 to 30   |

#### Legal Requirements:

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

| <b>ASSESSMENT CENTRE</b>               |  |
|--|--|
| <b>QUALIFICATIONS &amp; EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• Registered as an assessment centre</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Registered as a legal business</li> <li>• Tax-compliant</li> <li>• CIPC registration</li> <li>• POPI compliant</li> <li>• Labour regulation compliance and displays of the Summary of the Acts</li> </ul> |
|--|--|

#### Additional Requirements:

| SKILLS DEVELOPMENT PROVIDER (SDP) |
|-----------------------------------|
| None                              |

| ASSESSMENT CENTRE |
|-------------------|
| None              |

#### 3.1.3 Exemptions

None

### 3.3 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-PM-01 | Manage supplier and stock performance | 5         | 10      | Blended          |
| 332301-000-01-PM-02 | Manage stock through the supply chain | 5         | 4       | Blended          |
| 332301-000-01-PM-06 | Plan and allocate stock to stores     | 5         | 6       | Blended          |

Total Credits = 20

#### 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-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   |   |
|---|---|
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:</b>  |   |
| 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   |  |
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE</b>  |  |
| 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: |  |
| <b>PRACTICAL SKILL ACTIVITY ELEMENT CODES</b>  | <b>PRACTICAL SKILL ACTIVITY ELEMENTS</b>                                     |
| 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  |   |
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE</b>   |   |
| 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: |   |
| <b>PRACTICAL SKILL ACTIVITY ELEMENT CODES</b>   | <b>PRACTICAL SKILL ACTIVITY ELEMENTS</b>  |
| 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

|                               |  |
|-------------------------------|--|
| <b>APPLIED KNOWLEDGE CODE</b> | <b>APPLIED KNOWLEDGE</b>                             |
| 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-PM-02 | Manage stock through the supply chain | 5         | 4       | 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 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   |   |
|--|---|
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:</b>   |   |
| 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   |  |
|---|--|
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE</b>   |  |
| 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) - 06**

| MODULE CODE         | MODULE TITLE                      | NQF LEVEL | CREDITS | MODE OF DELIVERY |
|---------------------|-----------------------------------|-----------|---------|------------------|
| 332301-000-01-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   |   |
|---|---|
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:</b>  |   |
| 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  |  |
| <b>PRACTICAL SKILL ACTIVITY SCOPE OUTLINE</b>  |  |
| 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: |  |
| <b>PRACTICAL SKILL ACTIVITY ELEMENT CODES</b>  | <b>PRACTICAL SKILL ACTIVITY ELEMENTS</b>                   |
| PA0201   | Determine items to be replenished                          |
| PA0202   | Analyse requirements and calculate quantities to replenish |

(d) Applied Knowledge that underpins the Practical Skill

|                               |   |
|-------------------------------|---|
| <b>APPLIED KNOWLEDGE CODE</b> | <b>APPLIED KNOWLEDGE</b>  |
| 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)

|                 |   |
|-----------------|---|
| <b>IAC CODE</b> | <b>IAC DESCRIPTION</b>  |
| 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:

|  |
|--|
| <b>SKILLS DEVELOPMENT PROVIDER (SDP)</b> |
|--|

|                              |  |
|------------------------------|--|
| <b>EQUIPMENT &amp; TOOLS</b> | <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> |
| <b>CONSUMABLES</b>           | Handouts and stationery.   |

| <b>ASSESSMENT CENTRE</b>     |   |
|------------------------------|---|
| <b>EQUIPMENT &amp; TOOLS</b> | <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> |
| <b>CONSUMABLES</b>           | Handouts and stationery.  |

#### Human Resource Requirements:

| <b>SKILLS DEVELOPMENT PROVIDER (SDP)</b> |  |
|--|--|
| <b>QUALIFICATIONS &amp; EXPERIENCE</b>   | <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"> <li>• Retail or Supermarket Operations (Perishables Focus) and/or</li> <li>• Supply Chain &amp; Distribution (Perishable Goods) and/or</li> <li>• Food Safety &amp; Quality Assurance and/or</li> <li>• Knowledge of Supply Chain Management &amp; Inventory Control and/or</li> <li>• Understanding of Merchandising &amp; Product Display and/or</li> <li>• Team Coordination &amp; Shift Management and/or</li> <li>• Facilitator training and prior facilitator experience.</li> </ul> <p>Individuals compiling the internal assessments must have either an industry-related qualification at least one</p> |

|                                  |   |
|----------------------------------|---|
|                                  | 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. |
| <b>FACILITATOR/LEARNER RATIO</b> | 1 to 30   |

| <b>ASSESSMENT CENTRE</b>               |   |
|--|---|
| <b>QUALIFICATIONS &amp; EXPERIENCE</b> | <p>Individuals compiling the summative assessments must have either an industry-related qualification at least one 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> |
| <b>ASSESSOR/LEARNER RATIO</b>          | 1 to 30   |

#### Legal Requirements:

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

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

#### Additional Requirements:

| <b>SKILLS DEVELOPMENT PROVIDER (SDP)</b> |  |
|--|--|
| 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-WM-01 | Processes and procedures for the management of supplier - and stock performance | 5         | 8       | Blended          |
| 332301-000-01-WM-05 | Processes and procedures for allocating stock to stores                         | 5         | 12      | Blended          |

Total Credits = 20

#### 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-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                       |  |
| <b>WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE</b>                    |  |
| The person will be expected to engage in the following work activities: |  |
| <b>WORK EXPERIENCE COMPETENCY ELEMENT CODES</b>                         | <b>WORK EXPERIENCE COMPETENCY ELEMENTS</b> |

|        |   |
|--------|---|
| 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                               |  |
|---|--|
| <b>WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:</b>                   |  |
| The person will be expected to engage in the following work activities: |  |
| <b>WORK EXPERIENCE COMPETENCY ELEMENT CODES</b>                         | <b>WORK EXPERIENCE COMPETENCY ELEMENTS</b>             |
| WA0201  | Evaluate the performance of suppliers                  |
| WA0202  | Propose corrective action for non-performing suppliers |

| WM-01-WE03: Manage the performance of a range of merchandise            |   |
|---|---|
| <b>WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:</b>                   |   |
| The person will be expected to engage in the following work activities: |   |
| <b>WORK EXPERIENCE COMPETENCY ELEMENT CODES</b>                         | <b>WORK EXPERIENCE COMPETENCY ELEMENTS</b>                  |
| WA0301  | Evaluate the performance of a range of merchandise          |
| WA0302  | Implement actions to improve the performance of merchandise |

(d) Supporting evidence

| <b>WORK EXPERIENCE COMPETENCY ELEMENT CODES</b> | <b>SUPPORTING EVIDENCE</b>   |
|---|--|
| 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  |

(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) - 05

| MODULE CODE         | MODULE TITLE   | NQF LEVEL | CREDITS | MODE OF DELIVERY |
|---------------------|--|-----------|---------|------------------|
| 332301-000-01-WM-05 | Processes and procedures for allocating stock to store/s | 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 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 |   |
|--|---|
| <b>WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE</b>                       |   |
| 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                                  |                                     |
|---|-------------------------------------|
| <b>WORKPLACE EXPERIENCE COMPETENCY SCOPE OUTLINE:</b>                   |                                     |
| 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  |
|-----------------------|--|
| 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"> <li>Registered as a formal business.</li> <li>Compliant with all relevant legal requirements within the wholesale and retail environment.</li> </ul> |
| FACILITATOR/LEARNER RATIO   | 1 to 4  |

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

| PART-QUALIFICATIONS<br>TYPE        | PART-QUALIFICATION<br>TITLE/DESCRIPTOR | NQF<br>LEVEL | CREDITS |
|------------------------------------|--|--------------|---------|
| Higher Occupational<br>Certificate | Planner                                | 5            | 53      |

|                 |                 |
|-----------------|-----------------|
| CURRICULUM CODE | 332301-00-01-02 |
|-----------------|-----------------|

**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  |             |                  |
|                                       | <b>SUPPORTING EVIDENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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   |             |                  |
|  | <b>SUPPORTING EVIDENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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                             |             |                  |
| <b>WM-01-WE03</b>                                | <b>SCOPE WORK EXPERIENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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  |             |                  |
|  | <b>SUPPORTING EVIDENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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   |             |                  |
| <b>NUMBER</b> | <b>ADDITIONAL ASSIGNMENTS TO BE ASSESSED EXTERNALLY</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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                                 |   |             |                  |
|--|---|-------------|------------------|
| <b>WM-05-WE01</b>  | <b>SCOPE WORK EXPERIENCE</b>                            | <b>DATE</b> | <b>SIGNATURE</b> |
| 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  |             |                  |
|                            | <b>SUPPORTING EVIDENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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                                      |             |                  |
| <b>WM-05-WE02</b>          | <b>SCOPE WORK EXPERIENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| Replenish stock for stores |  |             |                  |
| WA0201                     | Identify sales and quantities to be replenished for different stores   |             |                  |
| WA0202                     | Replenish stocks and record replenishment  |             |                  |
|                            | <b>SUPPORTING EVIDENCE</b>   | <b>DATE</b> | <b>SIGNATURE</b> |
| 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   |      |           |