




	Occupational Qualification Document			
Occupational Code	Qualification Title	NQF Level	Logo	
332301	Occupational Certificate: Retail Buyer	5		
	Name	Email	Phone	Logo
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Assessment Quality Partner	Wholesale and Retail SETA	imarrian@wrseta.org.za	0126229500	

QUALIFICATION DETAILS

Qualification Title: Occupational Certificate: Retail Buyer

Occupational Code: 332301

Quality Assuring Body: Quality Council for Trades and Occupations (QCTO)

Sub Framework: Occupational Qualifications Sub-Framework

Field: Field 11 - Services

Subfield: Wholesale and Retail

NQF Level: 5

Credits: 131

Originator/Development Quality Partner (DQP): Wholesale and Retail SETA

Originating Provider/Assessment Quality Partner (AQP): Wholesale and Retail SETA

Qualification Type: Occupational Certificate

Registered qualifications and or learning programmes to be replaced:

- SAQA ID 59299. National Certificate: Wholesale and Retail: Buying Planning NQF Level 5 Credits 120.

RATIONALE

The Wholesale and Retail sector have identified the positions of Buyer and Planner as a national scarce skill.

Prospective learners would include unemployed persons with Grade 12 and employed individuals working as supervisors or in management position and would like to move into buying and planning.

Qualified learners will work in the buying or planning department of a wholesale or retail business.

Buyers and Planners have a huge impact on the organisation's ability to manage its cash flow through the successful buying and allocation of stock to outlets of the organisation. This will not only improve business operations but also have a meaningful impact on the economy.

PURPOSE

The purpose of this qualification is to prepare a learner to operate as a Retail Buyer

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

A qualified learner will be able to:

- Manage supplier relationships and the performance of stock control.
- Source products through the identification and selection of suppliers.
- Buy products
- Allocate stock to stores

RULES OF COMBINATION

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

Knowledge Modules:

- 332301000-KM-01: Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 6, Credits 10
- 332301000-KM-02: Concepts and principles for identifying and sourcing products and selecting suppliers, NQF Level 6, Credits 7
- 332301000-KM-03: Concepts and principles of buying merchandise, NQF Level 5, Credits 6
- 332301000-KM-04: Concepts and principles for allocating stock to stores, NQF Level 5, Credits 3

Total number of credits for Knowledge Modules: 26

Practical Skill Modules:

- 332301000-PM-01: Manage supplier and stock performance, NQF Level 5, Credits 10
- 332301000-PM-02: Manage stock through the supply chain, NQF Level 5, Credits 4
- 332301000-PM-03: Source products and identify preferred suppliers, NQF Level 5, Credits 9
- 332301000-PM-04: Negotiate with suppliers, NQF Level 5, Credits 4
- 332301000-PM-05: Buy products, NQF Level 5, Credits 7
- 332301000-PM-06: Plan and allocate stock to stores, NQF Level 5, Credits 6

Total number of credits for Practical Skill Modules: 40

This qualification also requires the following Work Experience Modules:

- 332301000-WM-01: Processes and procedures for the management of supplier and stock performance , NQF Level 5, Credits 8
- 332301000-WM-02: Processes and procedures for sourcing products and setting ranges, NQF Level 5, Credits 12
- 332301000-WM-03: Processes and procedures for identifying preferred suppliers , NQF Level 5, Credits 8
- 332301000-WM-04: Processes and procedures for negotiating, buying and recording products purchased, NQF Level 5, Credits 25
- 332301000-WM-05: Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

Total number of credits for Work Experience Modules: 65

ENTRY REQUIREMENTS

- NQF Level 4 with experience in business operations

EXIT LEVEL OUTCOMES AND ASSOCIATED ASSESSMENT CRITERIA

- **Exit Level Outcome 1**
 - Manage supplier relationships and the performance of stock

Associated Assessment Criteria

- The supplier's performance is evaluated and shortfalls in performance determined according to scenario given
 - Actions proposed to improve supplier performance are practical and are within the organisation's policy for managing relations with suppliers
 - Product performances are analysed and evaluated as to whether they are performing to, above or below required standards
 - Proposals for improving merchandise performance are practical and will promote improved performance.
 - The proposed strategies to clear non-performing ranges are practical and would help to clear the applicable merchandise
 - The proposed strategies to further enhance performance of good performing ranges are practical and would further enhance the performance of the merchandise
 - Where supplier performance is at fault for the non-performance of merchandise the cause is identified and proposals to improve supplier performance are practical and applicable to the circumstances
- **Exit Level Outcome 2**
 - Source products through the identification and selection of suppliers

Associated Assessment Criteria

- Source products through the identification and selection of suppliers.
 - Two international suppliers that can supply the required merchandise are identified along with reasons for the selection.
 - Two South African suppliers that can supply the required merchandise are identified along with reasons for the selection.
 - One supplier that best meets the criteria for selection of new suppliers is proposed along with reasons for the selection
- **Exit Level Outcome 3**
 - Buy merchandise.

Associated Assessment Criteria

- Preparation processes for a negotiation are undertaken in order to meet given criteria
- The preferred cost price is calculated in order to give the required margin
- The fallback cost price is calculated so that it will still give the required margin
- The different terms to be negotiated are determined including payment terms, discounts, penalties, allowances
- The required delivery preference is determined for the given supplier for the required stock.

- **Exit Level Outcome 4**

- Allocate stock to stores

Associated Assessment Criteria

- The quantities of stock allocated meet the expected sales of the stores
- The range allocated meets the target market of the stores
- Stock shortages are evaluated and stock is transferred from stores with high stock levels and low sales.
- Stock deliveries impacted upon by unexpected sales are verified and the delivery dates amended accordingly
- Sales are analysed and stock ordered based on stock on hand, expected sales and lead times

INTERNATIONAL COMPARABILITY

This qualification has been compared internationally to the following countries:

United States of America (USA)

The American Purchasing Society covers:

- International buying
- Fundamentals of business buying and purchasing management
- Cost and price analyses
- Negotiation
- Quality and service management
- Managing inventory
- Accounting, finance, and cost management for buyers
- Ethics
- Terms and conditions documenting the purchasing agreement

United Kingdom (UK)

The Distance Learning College in the United Kingdom offers the NVQ qualification which covers the following:

- Key roles of procurement and supply
- The sourcing process
- Effective and efficient administration
- Pricing arrangements
- Quality management
- Teamwork
- Effective communication
- Developing supplier relationships
- Demand and supply
- Contractual documents
- Forecasting

Best Practices in Europe

The European Institute of Purchasing Management covers the following:

- Fundamentals of purchasing
- Fundamentals of purchasing management
- Financial risks/opportunities in supply management
- Contract and legal aspects
- Fundamentals of cost analysis
- Practicing advanced negotiation and techniques

This programme meets the needs of purchasing practitioners who want formal recognition of their professional skills.

New Zealand

The Certification programme for Professional Buyers prepares participants to manage a purchasing portfolio.

This is a 3-week full-time study course

Retail Buyer ANZSCO639211 of New Zealand covers the following:

- Monitoring sales data and stock levels, and studying trade, manufacturers' and market information to keep informed of changing market conditions
- Negotiating purchase, promotion and supply arrangements with suppliers
- Designing and implementing pricing, marketing, promotional and display strategies
- Liaising with management on long-term planning and sales promotions
- Establishing working plans according to seasonal and budgetary requirements
- Anticipating consumer trends and determining quantity, style, and quality of goods to be purchased

Conclusion

This qualification compares favourably with what is found in the rest of the world.

INTEGRATED ASSESSMENT

Integrated formative assessment:

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

Integrated summative assessment:

An external integrated summative assessment conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

ARTICULATION

Horizontal articulation to:

- Occupational Certificate: Supply Chain Practitioner

Vertically articulation to:

- Merchandise Manager (still in development)

NOTES

Qualifying for external assessment:

In order to qualify for an external assessment, learners must provide proof of completion of all required standards by means of statements of results and work experience.

Additional legal or physical entry requirements:

None

Criteria for the accreditation of providers

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website.

The curriculum title and code is: 332301000: Retail Buyer

This qualification encompasses the following trades as recorded on the NLRD:

- None

Part Qualifications

Part Qualification 1:

Title:

Buyer, NQF Level 5, Credits 110

Purpose:

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

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 332301000-KM-01: Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 6, Credits 10
- 332301000-KM-02: Concepts and principles for identifying and sourcing products and selecting suppliers, NQF Level 6, Credits 7
- 332301000-KM-03: Concepts and principles of buying merchandise, NQF Level 5, Credits 6

Total number of credits for Knowledge Modules: 23

Practical Skill Modules:

- 332301000-PM-01: Manage supplier and stock performance, NQF Level 5, Credits 10
- 332301000-PM-02: Manage stock through the supply chain, NQF Level 5, Credits 4
- 332301000-PM-03: Source products and identify preferred suppliers, NQF Level 5, Credits 9
- 332301000-PM-04: Negotiate with suppliers, NQF Level 5, Credits 4
- 332301000-PM-05: Buy products, NQF Level 5, Credits 7

Total number of credits for Practical Skill Modules: 34

This qualification also requires the following Work Experience Modules:

- 332301000-WM-01: Processes and procedures for the management of supplier and stock performance , NQF Level 5, Credits 8
- 332301000-WM-02: Processes and procedures for sourcing products and setting ranges, NQF Level 5, Credits 12
- 332301000-WM-03: Processes and procedures for identifying preferred suppliers , NQF Level 5, Credits 8
- 332301000-WM-04: Processes and procedures for negotiating, buying and recording products purchased, NQF Level 5, Credits 25

Total number of credits for Work Experience Modules: 53

Assessment Qualification Standards:

- Manage supplier relationships and the performance of stock. (40%)
- Source products through the identification and selection of suppliers. (20%)
- Buy merchandise (25%)

Part Qualification 2:

Title:

Planner, NQF Level 5, Credits 53

Purpose:

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

Applicable Modules (Rules of Combination)

Knowledge Modules:

- 332301000-KM-01: Concepts and principles for managing supplier relationships and the performance of merchandise, NQF Level 6, Credits 10
- 332301000-KM-04: Concepts and principles for allocating stock to stores, NQF Level 5, Credits 3

Total number of credits for Knowledge Modules: 13

Practical Skill Modules:

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

- 332301000-PM-02: Manage stock through the supply chain, NQF Level 5, Credits 4
- 332301000-PM-06: Plan and allocate stock to stores, NQF Level 5, Credits 6

Total number of credits for Practical Skill Modules: 20

This qualification also requires the following Work Experience Modules:

- 332301000-WM-01: Processes and procedures for the management of supplier and stock performance , NQF Level 5, Credits 8
- 332301000-WM-05: Processes and procedures for allocating stock to stores , NQF Level 5, Credits 12

Total number of credits for Work Experience Modules: 20

Assessment Qualification Standards:

- Manage supplier relationships and the performance of stock. (40%)
- Allocate stock to stores (15%)