



	External Assessment Specifications Document			
Curriculum Code	Qualification Title		NQF Level	
833401000	Occupational Certificate: Shelf Filler		2	
	Name	Email	Phone	Logo
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DQP Representative Signature

Date

AQP Representative Signature

Date

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1 ASSESSMENT STRATEGY

1.1 Assessment Model

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

The external assessment will consist of a combination of a written assessment (paper or on-line) and the assessment of evidence produced during the workplace experience. The evidence produced during the workplace experience will be assessed at an approved assessment site. The written assessment will be conducted over a period of 3 hours at an approved assessment site.

1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Shelf Filler

A Shelf Filler applies merchandising principles and conduct merchandising activities to maintain display areas and fill shelves in compliance with company and safety standards.

A qualified learner will be able to:

- Move, handle and prepare stock for merchandising of display area.
- Apply merchandising principles and conduct merchandising activities to maintain display areas in compliance with company and safety standards.
- Conduct stock count activities in compliance with company and safety standards.

1.3 Assessment Standards

1.3.1 Assessment Standards for the Qualification

Integrated Assessment Focus Area 1

Prepare for merchandising of stock (40%)

Associated Assessment Criteria

- Store planogram is understood and interpreted
- Merchandise is moved from receiving/storage to sales area applying safety procedures
- Merchandise is marked using labels, tickets and signage
- The importance of correct pricing on labels, stock replenishment and prevention of stock shrinkage is explained

Integrated Assessment Focus Area 2

Replenish shelves and merchandise displays according to merchandising requirements and standards whereby minimizing stock shrinkage (40%)

Associated Assessment Criteria

- Goods are merchandised for display (everyday merchandising) according to the store planogram and displays are maintained

- Stock rotation and replenishment principles and methods are applied in the perishable goods department to maintain stock levels and quality
- Expired and damaged stock is disposed of in compliance with legislation and safety requirements
- Displays for special events are created and maintained by applying merchandising principles

Integrated Assessment Focus Area 3

Prepare for and conduct stock count according to basic stock counting principles (20%)

Associated Assessment Criteria

- Interpret instructions for stock counts according to organisational procedures
- Check and sort stock for stock counts according to organisational counting requirements
- Count and record stock following and apply procedures for correcting errors
- Apply housekeeping procedures to maintain store appearance and hygiene

1.3.2 Assessment Standards for Phases

None

1.3.3 Assessment Standards for Part Qualifications

None

2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY

Evidence produced through the completion of all Work Experiences must be submitted for external assessment. The following is applicable for Retail Sales Advisors completing the full qualification. This includes evidence generated from:

3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY

The evidence produced during the Workplace Experience must be submitted together with the Logbook for assessment by an AQP registered assessor as part of the external summative assessment

4 CRITERIA FOR THE REGISTRATION OF ASSESSORS

- Qualified assessor
- A Sales Supervisor/Manager of wholesale or retail store and have at least 2 years' experience working in a retail or wholesale store.

5 FOUNDATIONAL LEARNING

Not required.

6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

6.1 Qualification

	<i>Proof of Knowledge Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
833401000-KM-01	Merchandising and Replenishment in Wholesale and Retail Stores	2	4					
833401000-KM-02	Basic Stock Control Principles	2	1					
833401000-KM-03	Compliance with Standards in Wholesale and Retail Stores	1	1					

	<i>Proof of Practical Skill Modules</i>			<i>OR</i>			<i>Proof of Alternative Programmes</i>	
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
833401000-PM-01	Prepare for Merchandising of Stock	2	2					
833401000-PM-02	Merchandise Stock According to Store Planogram/Wire Diagram	2	2					

833401000-- PM-03	Count Stock	2	2					
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And

Statement of Work experience

6.2 Phase 1

No Phase Tests applicable

6.3 Part Qualification

None