

Annexure A



APPLICATION TO REGISTER A LEARNERSHIP



Documents to accompany this application form:

- The relevant SAQA qualification document downloaded from the SAQA website.
- If the applying SETA is not the accredited ETQA for the qualification associated with the learnership, proof of adequate arrangements with the relevant ETQA must be attached.

Learnership registration number : <u>27Q270010391202</u>
Learnership registration date: _____
Learnership review date: _____
SETA responsible for learnership: <u>W&RSETA</u>
ETQA accredited for qualification associated with the learnership: <u>W&RSETA</u>
(For official use only)

1. SETA information

- 1.1 Name of SETA: **W&RSETA**
- 1.2 Name of Chamber (if applicable): N/A
- 1.3 Details of SETA official responsible for preparing the application
 - 1.3.1 Name: **Inger Marrian**
 - 1.3.2 Telephone number: **012 622 9533**
- 1.4 SETA's Telephone number: **012 622 9500**
- 1.5 SETA's fax number: **012 622 1576**
- 1.6 SETA's postal address: **Private Bag X106 Centurion Pretoria 0046**
- 1.7 SETA's e mail address: imarrian@wrseta.org.za

2. Qualification information

2.1 Title of qualification associated with the learnership: **National Certificate: Wholesale and Retail Distribution**

SAQA qualification ID number: **49280**

2.3 NQF level: **Level 2**

2.4 Expiry date of the qualification: **2018-06-30**

2.5 Minimum number of credits of the qualification: **120 Credits**

2.6 Entry level requirements for the qualification: **Communications and Mathematical Literacy NQF Level 1.**

2.7 Name of ETQA accredited for the qualification: **Wholesale and Retail Seta.**

3. Learnership information

3.1 Is this an application to register a new learnership or to replace an existing learnership?

(Tick relevant box)

3.1.1 new learnership

3.1.2 learnership to replace an existing learnership

3.2 If replacing an existing learnership, indicate the following:

3.2.1 Name of existing learnership:

This qualification replaces:

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status

3.2.2 Number of existing Learnership: **2**

3.3 Learnership title: **National Certificate: Wholesale and Retail: Distribution**

3.4 Review date of the learnership:

3.5 Number of credits to be earned through the learnership: **120**

3.6 Related occupation (as per Organising Framework for Occupations – OFO):

-

3.7 Occupation code (as per Organising Framework for Occupations – OFO):

-

4. Learnership identification

4.1 How was the need for this learnership identified?

(tick the relevant box or boxes)

- SETA sector skills plan
- Skills plans from “adjacent” SETAs
- SETA commissioned research
- Workplace skills plans
- Scarce skills list
- Generally available research (specify): _____

Other (specify): **The stakeholders forum consists of various key role players within the sector which includes but not limited to the following: Wholesalers, Retailers, Franchisers, FET and HET Colleges, Private Training providers, and the SGB.**

4.2 What needs will the Learnership address?

This qualification reflects some of the needs of the Wholesale and Retail sector both now and in the future as it developed following much discussion with Wholesalers, Distribution Centres and Mail Order Houses. There is presently no Qualification available for employees at Level 2 in all three areas of the sector and there is great synergy between the needs of the three areas. As a result, based on specific needs expressed, the Certificate in Wholesale and Retail Distribution was developed. The impact of this Certificate on society and the economy is reflected in the multiple job roles and careers within three distinct arenas that can stem from the qualification

4.3 What is the specific purpose of the Learnership?

The purpose of this Certificate is to equip learners to understand and acquaint themselves with the underlying principles of all of the major areas related to distribution within the Wholesale & Retail sector, thus enabling them to become more effective employees. The Certificate further aims to provide career paths through various levels and areas of the Wholesale and Retail environment thus promoting the notion of quality lifelong learning. By assisting in the development of competence in the Wholesale and Retail field (arguably one of the bigger, more labour intensive and therefore important arenas for social and economic transformation in the country), this Certificate will provide a stepping-stone for further learning in the Further Education and Training Band

5 Learnership outline in case of unit standards based qualification

Occupation name					Occupation number			
Learnership title	National Certificate: Wholesale and Retail: Distribution				Credit value of this learnership	120		
Qualification title	National Certificate: Wholesale and Retail Distribution				Qualification registration number	49280		
Qualification expiry date	2018-06-30	NQF registration level	2		Credit value of qualification	120		
ETQA accredited for qualification	WRSETA							
Purpose of the learnership								
The purpose of this Certificate is to equip learners to understand and acquaint themselves with the underlying principles of all of the major areas related to distribution within the Wholesale & Retail sector, thus enabling them to become more effective employees								
Entry level requirements for the Learnership: Learners accessing this qualification will have demonstrated competence in relevant communication and mathematical literacy at NQF Level 1.								
Unit Standard Title	US number	NQF Level	Credit value	Specific Outcomes for each Unit Standard	Percentage of learning at:		Specified Practical Workplace Experience Activities	Notional Hours
					Training Provider	Work Place		
Fundamental Unit Standards								
Access and use information from texts	8963	2	5	<ul style="list-style-type: none"> - Use a range of reading and viewing strategies to make meaning of texts. - Identify and discuss how language structures and features may influence a reader. 	70	30	<ul style="list-style-type: none"> - Use a range of reading and viewing strategies to make meaning of texts. • Identify and discuss how language structures and features may influence a reader. 	50
Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	9009	2	3	<ul style="list-style-type: none"> - Give opinions on the implications of the modeled data for the required purpose. - Apply various techniques to organise and represent data in order to model situations 	50	50	<ul style="list-style-type: none"> - Give opinions on the implications of the modeled data for the required purpose. - Apply various techniques to organise and represent data in order to model situations 	30

Demonstrate understanding of rational and irrational numbers and number systems	7480	2	3	<ul style="list-style-type: none"> - Use and analyses computational tools and strategies, and make estimates and approximations. - Demonstrate understanding of numbers and relationships among numbers and number systems. 	70	30	<ul style="list-style-type: none"> - Use and analyses computational tools and strategies, and make estimates and approximations. - Demonstrate understanding of numbers and relationships among numbers and number systems 	30
Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	9008	2	3	<ul style="list-style-type: none"> - Explore transformations of two dimensional geometric figures. - Estimate, measure and calculate physical quantities to solve problems in practical situations. 	60	40	<ul style="list-style-type: none"> - Explore transformations of two dimensional geometric figures. - Estimate, measure and calculate physical quantities to solve problems in practical situations 	30
Maintain and adapt oral communication	8962	2	5	<ul style="list-style-type: none"> - Shape or decode meaning of unfamiliar vocabulary or constructions. - Organize and present information in a focused and coherent manner. 	80	10	<ul style="list-style-type: none"> - Shape or decode meaning of unfamiliar vocabulary or constructions. • Organize and present information in a focused and coherent manner 	50
Use language and communication in occupational learning programmes	8967	2	5	<ul style="list-style-type: none"> - Manage occupational learning materials. - Function in a team. 	60	40	<ul style="list-style-type: none"> - Manage occupational learning materials. - Function in a team 	50
Use mathematics to investigate and monitor the financial aspects of personal and community life	7469	2	2	<ul style="list-style-type: none"> - Use simple and compound interest to make sense of and define a variety of situations. - Use mathematics to plan and control personal and/or household budgets and income and expenditure. 	40	60	<ul style="list-style-type: none"> - Use simple and compound interest to make sense of and define a variety of situations. - Use mathematics to plan and control personal and/or household budgets and income and expenditure. 	20
Work with a range of patterns and functions and solve problems	9007	2	5	<ul style="list-style-type: none"> - Represent situations mathematically in order to interpret and solve problems. - Compare, analyse and describe the behaviour of patterns and functions. 	60	40	<ul style="list-style-type: none"> - Represent situations mathematically in order to interpret and solve problems. - Compare, analyse and describe the behaviour of patterns and functions. 	50

Write for a defined context	8964	2	5	<ul style="list-style-type: none"> - Write for a specific audience and purpose. - Use grammatical structures and writing conventions. 	90	10	<ul style="list-style-type: none"> - Write for a specific audience and purpose. - Use grammatical structures and writing conventions. 	50
Core unit standards								
Count stock for a stock-take	114891	2	5	<ul style="list-style-type: none"> • Prepare for stock count. • Count stock. 	30	70		50
Define the core concepts of the wholesale and retail environment	114895	2	10	<ul style="list-style-type: none"> • Identify the store's target market. • Demonstrate an understanding of the wholesale & retail business environment. 	60	40	<ul style="list-style-type: none"> • Identify the store's target market. - Demonstrate an understanding of the wholesale & retail business environment. 	100
Move, pack and maintain stock in a distribution centre/warehouse	117898	2	12	<ul style="list-style-type: none"> - Identify appropriate areas for packing stock. - Move stock to and pack stock in identified location. 	30	70	<ul style="list-style-type: none"> - Identify appropriate areas for packing stock. - Move stock to and pack stock in identified location. 	120
Pick stock in a distribution centre/warehouse	117899	2	12	<ul style="list-style-type: none"> • Pick stock. • Stock is moved to load points 	30	70	<ul style="list-style-type: none"> • Pick stock. - Stock is moved to load points 	120
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Electives								
Administer deliveries	114897	2	10	<ul style="list-style-type: none"> • Prepare stock for delivery. • Load and secure goods. 	30	70	<ul style="list-style-type: none"> • Prepare stock for delivery. <ul style="list-style-type: none"> • Load and secure goods. 	100
Apply food safety practices in a wholesale and retail outlet	114908	2	7	<ul style="list-style-type: none"> • Maintain clean and hygienic premises. • Implement safe food handling practices. 	30	70	<ul style="list-style-type: none"> • Maintain clean and hygienic premises. - Implement safe food handling practices. 	70

Apply in-bound Contact Centre Operations within a commercial environment	10358	2	8	<ul style="list-style-type: none"> Retrieve calls from customers Respond to queries from customers 	30	70	<ul style="list-style-type: none"> Retrieve calls from customers <ul style="list-style-type: none"> Respond to queries from customers 	80
Behave in a professional manner in a business environment	14359	2	5	<ul style="list-style-type: none"> Know how to behave in a business environment Interpret body language in a business environment 	40	60	<ul style="list-style-type: none"> Know how to behave in a business environment <ul style="list-style-type: none"> Interpret body language in a business environment 	50
Break bulk, pack and label stock	258175	2	8	<ul style="list-style-type: none"> Receive bulk stock. Break bulk and store packs. 	30	70	<ul style="list-style-type: none"> Receive bulk stock. <ul style="list-style-type: none"> Break bulk and store packs 	80
Complete basic business calculations	117887	2	5	<ul style="list-style-type: none"> Complete a basic income statement. Identify ways to reduce shrinkage. 	40	60	<ul style="list-style-type: none"> Complete a basic income statement. <ul style="list-style-type: none"> Identify ways to reduce shrinkage 	50
Implement food-handling practices in wholesale and retail outlet	114910	2	8	<ul style="list-style-type: none"> Implement temperature control processes. Weigh and price food products. 	30	70	<ul style="list-style-type: none"> Implement temperature control processes. <ul style="list-style-type: none"> Weigh and price food products 	80
Maintain a safe and secure environment in a distribution centre	117892	2	12	<ul style="list-style-type: none"> Explain roles and responsibilities in the event of an emergency situation in a distribution centre environment Demonstrate an understanding of safety procedures within a DC. 	60	40	<ul style="list-style-type: none"> Explain roles and responsibilities in the event of an emergency situation in a distribution centre environment <ul style="list-style-type: none"> Demonstrate an understanding of safety procedures within a DC 	120
Maintain a safe and secure wholesale and retail environment	114912	2	10	<ul style="list-style-type: none"> Maintain a safe and secure work environment. Understand the role and responsibilities in the event of an emergency situation 	40	60	<ul style="list-style-type: none"> Maintain a safe and secure work environment. <ul style="list-style-type: none"> Understand the role and responsibilities in the event of an emergency situation 	100
Maintain the customer's account	114899	2	5	<ul style="list-style-type: none"> Record transactions that impact on the customer's credit account. Update and maintain the customer's personal information file 	30	70	<ul style="list-style-type: none"> Record transactions that impact on the customer's credit account. <ul style="list-style-type: none"> Update and maintain the customer's personal information file 	50

Manage time and work processes within a business environment	14342	2	4	<ul style="list-style-type: none"> • Create, use and maintain a task list • Use and maintain a diary 	40	60	<ul style="list-style-type: none"> • Create, use and maintain a task list - Use and maintain a diary 	40
Offer a credit facility	114919	2	8	<ul style="list-style-type: none"> • Offer a credit facility that meets the customer's needs. • Assist customer when completing the credit application form 	30	70	<ul style="list-style-type: none"> • Offer a credit facility that meets the customer's needs. - Assist customer when completing the credit application form 	80
Operate a computer in a Wholesale/Retail outlet	114902	2	6	<ul style="list-style-type: none"> • Operate the store computer. • Maintain a store computer 	30	70	<ul style="list-style-type: none"> • Operate the store computer. • Maintain a store computer 	60
Pack customer purchases at point of sales	114893	2	3	<ul style="list-style-type: none"> • The importance of packing customer parcels correctly is explained. • Pack customer purchases. 	30	70	<ul style="list-style-type: none"> • The importance of packing customer parcels correctly is explained. • Pack customer purchases 	30
Perform office functions in a wholesale and retail outlet	114890	2	4	<ul style="list-style-type: none"> • File documentation. • Prepare mail for posting. 	30	70	<ul style="list-style-type: none"> • File documentation. • Prepare mail for posting 	40
Plan self development	117900	2	10	<ul style="list-style-type: none"> • Explain opportunities for advancement within the organisation. • Plan own development 	60	40	<ul style="list-style-type: none"> • Explain opportunities for advancement within the organisation. • Plan own development 	10
Process payment at a Point of Sales (POS)	114894	2	10	<ul style="list-style-type: none"> • Perform start and end of day functions at POS • Process payment at POS 	30	70	<ul style="list-style-type: none"> • Perform start and end of day functions at POS • Process payment at POS 	10
Record transactions	114889	2	8	<ul style="list-style-type: none"> • Prepare to record transactions at the point of sale and perform end of day procedures • Record transactions. 	30	70	<ul style="list-style-type: none"> • Prepare to record transactions at the point of sale and perform end of day procedures • Record transactions 	80
Administer and control the organization's deposits and floats	114909	3	8	<ul style="list-style-type: none"> • Secure cash for deposit purposes • Deposit organization's takings. 	30	70	<ul style="list-style-type: none"> • Secure cash for deposit purposes • Deposit organization's takings 	80
Administer day-end cashing up procedures	114905	3	8	<ul style="list-style-type: none"> • Count and record takings from POS • Secure takings from a POS 	30	70	<ul style="list-style-type: none"> • Count and record takings from POS • Secure takings from a POS 	80
Apply out-bound Contact Centre Operations within a commercial environment	13883	3	8	<ul style="list-style-type: none"> • Record information from customers. • Respond to queries from customers. 	30	70	<ul style="list-style-type: none"> • Record information from customers. • Respond to queries from customers 	80

Dispatch stock from a distribution centre	117891	3	12	<ul style="list-style-type: none"> Plan the most cost effective route/s to deliver products. Prepare goods for dispatch 	30	70	<ul style="list-style-type: none"> Plan the most cost effective route/s to deliver products. Prepare goods for dispatch 	120
Maintain stock balances in a distribution centre	117897	3	8	<ul style="list-style-type: none"> Explain the financial impact of stock on the business. Interpret information on the stock management system. 	60	40	<ul style="list-style-type: none"> Explain the financial impact of stock on the business. Interpret information on the stock management system. 	80
Minimize defaulting customer accounts	114898	3	5	<ul style="list-style-type: none"> Contact a customer using information on the customer default listing Obtain payment commitment and minimize future risk 	30	70	<ul style="list-style-type: none"> Contact a customer using information on the customer default listing Obtain payment commitment and minimize future risk 	50
Receive stock in a DC/Warehouse	117901	3	15	<ul style="list-style-type: none"> Receive goods into the DC Update DC stock balances in order to enhance the efficiency of the supply chain. 	30	70	<ul style="list-style-type: none"> Receive goods into the DC Update DC stock balances in order to enhance the efficiency of the supply chain. 	150
Resolve customer queries / complaints	114911	3	8	<ul style="list-style-type: none"> Resolve Customer queries/complaints Interact with internal/external resources. 	30	70	<ul style="list-style-type: none"> Resolve Customer queries/complaints Interact with internal/external resources. 	80
Sell products to customers in a Wholesale and Retail outlet	114900	3	12	<ul style="list-style-type: none"> Overcome customer objections Offer products to customer 	30	70	<ul style="list-style-type: none"> Overcome customer objections Offer products to customer 	120
							Total notional hours	

6 Learnership outline in case of non- unit standards based qualification (NA)

Occupation name				Occupation number		
Learnership title				Credit value of this learnership		
Qualification title				Qualification registration number		
Qualification expiry date		NQF registration level		Credit value of qualification		
ETQA accredited for qualification						
Purpose of the learnership _____						
Entry level requirements for the learnership _____						
Exit level outcomes	Specific theoretical learning outcomes	Notional Learning Hours	Percentage of learning at:		Specified Practical Workplace Experience Activities	Notional Learning Hours
			Training Provider	Work Place		
Year 1						

TOTAL								
Year 2								
TOTAL								
Year 3								
TOTAL								

7. Declaration by SETA

We declare that this application is a true and accurate reflection of the learnership, the qualification associated with the learnership and the rationale for the learnership.

Signed on this _____ day of _____ 20_____

at **Centurion Pretoria**

SETA Executive Officer:

Name

Signature

QQA Manager:

Name

Signature

