

## 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 : _____ 27Q270016171205 _____
Learnership registration date: _____
Learnership review date: _____
SETA responsible for Learnership: _____ W&RSETA _____
ETQA accredited for qualification associated with the learnership: W&RSETA _____
(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: **Sipho Shoba**

1.3.2 Telephone number: **012 622 9500**

1.4 SETA's Telephone number: **012 622 9500**

1.5 SETA's fax number: **N/A**

1.6 SETA's postal address: **N/A**

1.7 SETA's e mail address: [sshoba@wrseta.org.za](mailto:sshoba@wrseta.org.za)

## 2. Qualification information

2.1 Title of qualification associated with the learnership: **National Certificate: Retail Buyer Planner**

SAQA qualification ID number: \_\_\_\_\_ **59299** \_\_\_\_\_

2.3 NQF level: \_\_\_\_ **Level 5** \_\_\_\_\_

2.4 Expiry date of the qualification: \_\_\_\_\_ **2023-06-30** \_\_\_\_\_

2.5 Minimum number of credits of the qualification: \_\_\_\_\_ **140** \_\_\_\_\_

Entry level requirements for the qualification:

**Communication at NQF level 4.  
Mathematical Literacy at NQF level 4.  
RPL Process**

2.6 Name of ETQA accredited for the qualification: \_\_\_\_ **W&RSETA** \_\_\_\_\_

## 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: \_\_\_\_\_

3.2.2 Number of existing learnership: \_\_\_\_\_

3.3 Learnership title: **National Certificate: Wholesale and Retail: Buying Planning**

3.4 Review date of the learnership: \_\_\_\_\_

3.5 Minimum number of credits to be earned through the learnership: \_\_\_\_ **140** \_\_\_\_\_

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):

\_\_\_\_\_

W&RSETA Conducted stakeholder consultation sessions in 5 provinces which are actively participating in Learnerships. The stakeholder’s 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.

\_\_\_\_\_

Other (specify): \_\_\_\_\_

##### 4.2 What needs will the learnership address?

The National Certificate: Wholesale and Retail: Buying Planning, NQF Level 5 addresses skills and competencies required to effectively follow a career and make use of opportunities in the buying and procurement function.

What is the specific purpose of the learnership?

The National Certificate: Wholesale and Retail: Buying Planning, NQF Level 5 addresses skills and competencies required to effectively follow a career and make use of opportunities in the buying and procurement function.

In addition to basic buying and purchasing skills, the qualification also enables the integration of associated skills within this area of operation, such as the research of local and international trends, importing, supply chain management, project management and negotiation skills.

After the successful completion of this qualification learners will be able to:

- Understand the nature and importance of the buying and planning function in the Wholesale and Retail environment.

## 5 Learnership outline in case of unit standards based qualification

Occupation name					Occupation number			
Learnership title	National Certificate: Wholesale and Retail: Buying Planning				Minimum credit value of this learnership	140		
Qualification title	National Certificate: Wholesale and Retail: Buying Planning				Qualification registration number	SAQA 0474/07		
Qualification expiry date	2023-06-30		NQF registration level	5	Credit value of qualification	140		
ETQA accredited for qualification	W&RSETA							
Purpose of the learnership: The National Certificate: Wholesale and Retail: Buying Planning, NQF Level 5 addresses skills and competencies required to effectively follow a career and make use of opportunities in the buying and procurement function.								
Entry level requirements for the learnership								
<ul style="list-style-type: none"> <li>• <b>Communication at NQF Level 4.</b></li> <li>• <b>Mathematical Literacy at NQF Level 4.</b></li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>RPL Process</b></li> </ul>								
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		
<b>Fundamental Unit Standards</b>								
Apply the principles of ethics to improve organisational culture	<a href="#">252042</a>	Level 5	5	<ul style="list-style-type: none"> <li>• Demonstrate understanding of the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives.</li> <li>• Apply the concept of corporate ethics to a unit</li> </ul>	70	30	<ul style="list-style-type: none"> <li>• Demonstrate understanding of the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives.</li> <li>• Apply the concept of corporate ethics to a unit</li> </ul>	50
Explain the buying and planning functions in the wholesale and retail industry	<a href="#">252276</a>	Level 5	5	<ul style="list-style-type: none"> <li>• Identify and describe the buying cycle as it applies to an organisation.</li> <li>• Identify the roles of role players in the buying cycle as it applies to the organisation</li> </ul>	70	30	<ul style="list-style-type: none"> <li>• Identify and describe the buying cycle as it applies to an organisation.</li> <li>• Identify the roles of role players in the buying cycle as it applies to the organisation</li> </ul>	50

TOTAL 10				TOTAL		TOTAL	100	
<b>Core Unit Standards</b>								
Analyse and respond to merchandise performance	<a href="#">252246</a>	Level 5	8	<ul style="list-style-type: none"> <li>Analyse merchandise performance.</li> <li>Evaluate actual performance against performance forecasts for product ranges in the organisation.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Analyse merchandise performance.</li> <li>Evaluate actual performance against performance forecasts for product ranges in the organisation.</li> </ul>	80
Determine an organisations target market	<a href="#">252242</a>	Level 5	9	<ul style="list-style-type: none"> <li>Explain the methodology of customer categorising.</li> <li>Explain the impact of various factors on the behaviour of customers</li> </ul>	60	40	<ul style="list-style-type: none"> <li>Explain the methodology of customer categorising.</li> <li>Explain the impact of various factors on the behaviour of customers</li> </ul>	90
Determine selling prices of merchandise for sale	<a href="#">252251</a>	Level 5	8	<ul style="list-style-type: none"> <li>Explain the economic factors that impact on the selling price</li> <li>Explain other factors impacting on the selling price</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Explain the economic factors that impact on the selling price</li> <li>Explain other factors impacting on the selling price</li> </ul>	80
Negotiate with suppliers	<a href="#">252267</a>	Level 5	12	<ul style="list-style-type: none"> <li>Describe processes &amp; principles used when negotiating with suppliers</li> <li>Plan to negotiate with the suppliers</li> </ul>	20	80	<ul style="list-style-type: none"> <li>Describe processes &amp; principles used when negotiating with suppliers</li> <li>Plan to negotiate with the suppliers</li> </ul>	120
Propose a product range for a wholesale and retail outlet	<a href="#">252256</a>	Level 5	10	<ul style="list-style-type: none"> <li>Identify the factors impacting on range and product selection.</li> <li>Select products from a product range</li> </ul>	40	60	<ul style="list-style-type: none"> <li>Identify the factors impacting on range and product selection.</li> <li>Select products from a product range</li> </ul>	100
Research and analyze competitor strategies	<a href="#">252239</a>	Level 5	12	<ul style="list-style-type: none"> <li>Analyse own and competitor`s ranges.</li> <li>Compare the marketing strategies of competitor and own company.</li> </ul>	25	65	<ul style="list-style-type: none"> <li>Analyse own and competitor`s ranges.</li> <li>Compare the marketing strategies of competitor and own company.</li> </ul>	120
TOTAL 59				TOTAL		TOTAL	590	
<b>Elective Unit Standards</b>								
Work as a project team member	<a href="#">120379</a>	Level 4	8	<ul style="list-style-type: none"> <li>Demonstrate an understanding of working as a member of a team.</li> <li>Collaborate with other team members to improve performance.</li> </ul>	35	65	<ul style="list-style-type: none"> <li>Demonstrate an understanding of working as a member of a team.</li> <li>Collaborate with other team members to improve performance.</li> </ul>	80
Allocate stock to stores	<a href="#">252252</a>	Level 5	10	<ul style="list-style-type: none"> <li>Explain organisations policies and procedures relating to the allocation of stock to stores.</li> <li>Allocate stock to stores.</li> </ul>	35	65	<ul style="list-style-type: none"> <li>Explain organisations policies and procedures relating to the allocation of stock to stores.</li> <li>Allocate stock to stores.</li> </ul>	100

Apply business financial practices	<a href="#">115821</a>	Level 5	4	<ul style="list-style-type: none"> <li>Describe the financial aspects of a business</li> <li>Interpret financial statements</li> </ul>	40	60	<ul style="list-style-type: none"> <li>Describe the financial aspects of a business</li> <li>Interpret financial statements</li> </ul>	40
Buy merchandise for a wholesale and retail outlet	<a href="#">252271</a>	Level 5	15	<ul style="list-style-type: none"> <li>Explain the buying policies as it applies to the operational environment</li> <li>Identify products for purchasing from the prescribed product range as it applies to an organisation.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Explain the buying policies as it applies to the operational environment</li> <li>Identify products for purchasing from the prescribed product range as it applies to an organisation.</li> </ul>	150
Import merchandise for a wholesale and retail outlet	<a href="#">252247</a>	Level 5	10	<ul style="list-style-type: none"> <li>Explain the legislative and financial impact of importing of goods as it applies to the Wholesale and Retail sector</li> <li>Compare the impact of local and international buying as it applies to the organisation.</li> </ul>	40	60	<ul style="list-style-type: none"> <li>Explain the legislative and financial impact of importing of goods as it applies to the Wholesale and Retail sector</li> <li>Compare the impact of local and international buying as it applies to the organisation.</li> </ul>	100
Manage the financial performance of a range of merchandise	<a href="#">252270</a>	Level 5	15	<ul style="list-style-type: none"> <li>Produce a financial budget for a range of merchandise to support a merchandise strategy.</li> <li>Monitor the performance of a range of merchandise.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Produce a financial budget for a range of merchandise to support a merchandise strategy.</li> <li>Monitor the performance of a range of merchandise.</li> </ul>	150
Manage the supply of stock through the supply chain	<a href="#">252241</a>	Level 5	4	<ul style="list-style-type: none"> <li>Identify the people involved in managing the flow of stock through the supply chain.</li> <li>Manage the flow of stock through the supply chain</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Identify the people involved in managing the flow of stock through the supply chain.</li> <li>Manage the flow of stock through the supply chain</li> </ul>	40
Research and analyse local and international consumer trends	<a href="#">252240</a>	Level 5	7	<ul style="list-style-type: none"> <li>Research international consumer and merchandise trends</li> <li>Research local consumer and merchandise trends.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Research international consumer and merchandise trends</li> <li>Research local consumer and merchandise trends.</li> </ul>	70
Source suppliers	<a href="#">252238</a>	Level 5	10	<ul style="list-style-type: none"> <li>Identify the factors influencing the choice of a supplier base</li> <li>Evaluate the supplier`s ability to meet the requirements of an organisation.</li> </ul>	80	20	<ul style="list-style-type: none"> <li>Identify the factors influencing the choice of a supplier base</li> <li>Evaluate the supplier`s ability to meet the requirements of an organisation.</li> </ul>	100
Total 83							Total 830	
TOTAL 152					TOTAL		TOTAL 1520	







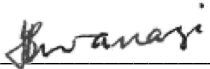
**7. Declaration by SETA**

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 09 day of November 2022

at Centurion , Pretoria

SETA Chief Executive Officer: Mr Tom Mkhwanazi  
Name

  
Signature

Chief Operations Officer: Mr Sipho Shoba  
Name

  
Signature

