

## Occupational Certificate: Retail Buyer

This qualification does not replace any other qualification and is not replaced by any other qualification

### PURPOSE AND RATIONALE OF THE QUALIFICATION

#### Purpose:

The purpose of this qualification is to equip learners with the knowledge, skills, and competencies to perform duties 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.
- Source products through the identification and selection of suppliers.
- Buy products.
- Allocate stock to stores.

#### Rationale:

The Wholesale and Retail sector has identified the positions of Buyer and Planner as scarce skills, also recognized nationally. Typical learners include unemployed individuals with grade 12 and employed individuals in supervisory or management positions who wish to move into buying/planning roles.

Qualified learners will work in the buying or planning department of a wholesale or retail business. Buyers and Planners significantly impact the organization's ability to manage cash flow through effective stock buying and allocation. This not only enhances business operations but also positively affects the economy.

## **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

### **Recognition of Prior Learning (RPL):**

- RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must use the internal assessment criteria specified in the curriculum document to confirm prior learning. They must issue a statement of results or certify a work experience record.
- RPL for access to the qualification: Accredited providers and approved workplaces may recognize prior learning against the relevant access requirements.

### **Entry Requirements:**

- NQF Level 4 qualification with minimum experience in business operations.

## **QUALIFICATION RULES**

**This qualification comprises the following compulsory Knowledge, Practical Skill, and Work Experience Modules:**

### **Knowledge Modules:**

1. Concepts and principles for managing supplier relationships and merchandise performance: Level 6, 10 Credits.
2. Concepts and principles for identifying and sourcing products and selecting suppliers: Level 6, 7 Credits.
3. Concepts and principles of buying merchandise: Level 5, 6 Credits.
4. Concepts and principles for allocating stock to stores: Level 5, 3 Credits.

***Total Credits for Knowledge Modules: 26***

### **Practical Modules:**

1. **Manage supplier and stock performance:** Level 5, 10 Credits.
2. **Manage stock through the supply chain:** Level 5, 4 Credits.
3. **Source products and identify preferred suppliers:** Level 5, 9 Credits.
4. **Negotiate with suppliers:** Level 5, 4 Credits.
5. **Buy products:** Level 5, 7 Credits.
6. **Plan and allocate stock to stores:** Level 5, 6 Credits.

***Total Credits for Practical Skill Modules: 40***

## Work Experience Modules:

1. **Processes and procedures for managing supplier and stock performance:** Level 5, 8 Credits.
2. **Processes and procedures for sourcing products and setting ranges:** Level 5, 12 Credits.
3. **Processes and procedures for identifying preferred suppliers:** Level 5, 8 Credits.
4. **Processes and procedures for negotiating, buying, and recording products purchased:** Level 5, 25 Credits.
5. **Processes and procedures for allocating stock to stores:** Level 5, 12 Credits.

**Total Credits for Work Experience Modules: 65**

## EXIT LEVEL OUTCOMES

1. Manage supplier relationships and the performance of stock.
2. Source products through the identification and selection of suppliers.
3. Buy merchandise.
4. Allocate stock to stores.

## ASSOCIATED ASSESSMENT CRITERIA

### For Exit Level Outcome 1:

- Evaluate supplier performance and determine shortfalls.
- Propose practical actions to improve supplier and merchandise performance.
- Analyze product performance and propose strategies for non-performing and good performing ranges.

### For Exit Level Outcome 2:

- Identify and justify the selection of international and South African suppliers.
- Propose the best supplier meeting new supplier criteria.

### For Exit Level Outcome 3:

- Undertake preparation processes for negotiation.
- Calculate preferred and fallback cost prices to achieve required margins.
- Determine terms for negotiation and delivery preferences.

### For Exit Level Outcome 4:

- Allocate stock quantities to meet expected sales and target market.

- Evaluate stock shortages and manage stock transfers.
- Verify and amend delivery dates based on sales impacts.
- Analyze sales and order stock based on projections.

## INTEGRATED ASSESSMENT

### Formative Assessment:

- The Skills Development Provider will use the curriculum to guide internal assessment criteria and apply the practical skills and knowledge as stipulated.

### Summative Assessment:

- Conducted through the Quality Council for Trades and Occupation (QCTO) Assessment Quality Partner.
- The assessment includes written and practical components conducted over one day at a QCTO accredited assessment center.

## INTERNATIONAL COMPARABILITY

### United States of America (USA):

The American Purchasing Society offers courses similar to the South African Retail Buyer qualification, focusing on sustainable business practices, international buying, cost and price analyses, negotiation, quality management, inventory management, and ethics.

### United Kingdom:

The Distance Learning College's NCVQ Level 4 Retail Buyer qualification covers key procurement and supply roles, sourcing processes, pricing arrangements, quality management, teamwork, communication, and supplier relationships.

## ARTICULATION OPTIONS

### Horizontal Articulation:

- **Occupational Certificate:** Supply Chain Practitioner, Level 5.

### Vertical Articulation:

- **Occupational Certificate:** Facilities Manager, Level 6.

## NOTES

### **Qualifying for External Assessment:**

Learners must provide proof of completion of all required modules through statements of results and work experience records.

### **Criteria for the Accreditation of Providers:**

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

### **Assessment Quality Partners (AQP):**

- Wholesale and Retail Sector Education and Training Authority (W&R SETA).

### **Derived Qualifications:**

- **Occupational Certificate:** Buyer, Level 5, 110 Credits.
- **Occupational Certificate:** Planner, Level 5, 53 Credits.

### **Encompassed Trades:**

This is not a trade qualification.

### **Additional Legal or Physical Entry Requirements:**

None.

### **LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:**

None.