



Readiness to the learner for Summative Assessment. These will be made available to the workplaces of the learners who register with Edutel for this Occupational Certificate.

Edutel can also assist with the assessment of the workplace standards should companies require this service from Edutel.

Learner and Workplace Support

Edutel will support learners and workplaces throughout the learning process to ensure that learners and workplaces are successful with regard to their roles and responsibilities in completing this qualification.

Facilitators

Edutel's facilitators are all subject matter experts with years of experience and appropriate qualifications.

Duration

The duration for this qualification is 1 year.

Course Fees:

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EDUTEL

OCCUPATIONAL CERTIFICATE

RETAIL BUYER

SAQA ID 103145

NQF 05 (131 credits)





Purpose

The purpose of this qualification is to equip a learner 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 (qualifier).
- Allocate stock to stores.

The Wholesale and Retail sector have identified the position of Buyer and Planner as a scarce skill. It is also identified as a national scarce skill. Typical learners would include unemployed persons with grade 12 and employed learners working as supervisors or in management positions and would like to move into buying/planning related environment.

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 make a meaningful impact on the economy.

Entrance requirements and/or learning assumed to be in place

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.

Entry Requirements

NQF Level 4 qualification with minimum experience in business operations.

Accreditation Status

Edutel is accredited with the QCTO as a provider and has scope to offer this Occupational Qualification.

This qualification consists of the following standards:

Knowledge Standards

- Concepts and principles for managing supplier relationships and the performance of merchandise, NQF 6 (10 Credits)
- Concepts and principles for identifying and sourcing products and selecting suppliers, NQF 6 (7 Credits)
- Concepts and principles of buying merchandise, NQF 5 (6 Credits)
- Concepts and principles for allocating stock to stores, NQF 5 (3 Credits)

Practical Standards

- Manage supplier and stock performance, NQF 5 (10 Credits)
- Manage stock through the supply chain, NQF 5 (4 Credits)
- Source products and identify preferred suppliers, NQF 5 (9 Credits)
- Negotiate with suppliers, NQF 5 (4 Credits)
- Buy products, NQF 5 (7 Credits)
- Plan and allocate stock to stores, NQF 5 (6 Credits)

Work Experience Standards

- Processes and procedures for the management of supplier and stock performance, NQF 5 (8 Credits)
- Processes and procedures for sourcing products and setting ranges, NQF 5 (12 Credits)
- Processes and procedures for identifying preferred suppliers, NQF 5 (8 Credits)
- Processes and procedures for negotiating, buying and recording products purchased, NQF 5 (25 Credits)

- Processes and procedures for allocating stock to stores, NQF 5 (12 Credits)

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.

Course Structure

- Manage supplier relationships and the performance of stock
- Source products and select suppliers
- Buy merchandise
- Allocate stock to stores

Training centres

- Cape Town
- Durban
- Johannesburg

Assessment

Edutel as provider is responsible for the practical and knowledge standards of this qualification. After learners have completed the knowledge and practical standards, Edutel will issue a Certificate of Readiness. Workplaces will be responsible for the workplace standards and will issue a Certificate of Readiness once learners have completed the workplace standards.

Learners will then be able to apply to the AQP (Assessment Quality Partner), which is the W&RSETA, to do the Summative Assessment after which the AQP will issue the Occupational Certificate to successful candidates.

Added value to workplaces

Edutel has already developed the appropriate logbooks and instruments that workplaces need to use to mentor and assess learners, in order to be able to issue a Certificate of