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# INDUSTRIAL MERCHANDISER



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**ASSESSMENT PACKAGE**  
National Vocational Certificate Level 3

Version 1 - October, 2019



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**Document Version**

October, 2019

**Islamabad, Pakistan**

# INDUSTRIAL MERCHANDISER



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**ASSESSMENT PACKAGE**  
National Vocational Certificate Level 3

Version 1 - October, 2019

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<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code: 0414001011	Level: 3	Version: 01
<b>Competency Standard Title:</b> <b>S-Manage visual merchandising</b> <b>K-Apply Work Health and Safety Practices</b> <b>L- Identify and Implement Workplace Policy and Procedures</b> <b>M- Communicate at Workplace</b> <b>N- Perform Computer Application Skills</b>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to prepare a colour wheel and its related colour schemes and combinations using Medium assigned by assessor.</li> <li><b>Assessment Task 2:</b> Candidate is required to Develop a design with contrasting colours on specific theme/mood assigned by assessor.</li> <li><b>Assessment Task 3:</b> Candidate is required to execute display considering display techniques and cross merchandising and interpret documents according to checklist.</li> <li><b>Assessment Task 4:</b> Candidate is required to prepare a mockup of product/industry assigned by assessor, considering window display guidelines.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Identify colours according to colour wheel</p> <ul style="list-style-type: none"> <li>○ Primary Colours</li> <li>○ Secondary Colours</li> <li>○ Tertiary Colours</li> <li>○ Complementary Colours</li> <li>○ Split Complementary Colours</li> <li>○ Triadic Colours</li> <li>○ Tetradic Colours</li> <li>○ Analogous Colours</li> <li>○ Neutral Colours</li> <li>○ Monochromatic Colours</li> <li>○ Tints and shades</li> <li>○ Warm Colours</li> <li>○ Cool Colours</li> </ul> <p><b>Performance Criteria 2:</b> Develop Colour Schemes/Combinations according to colour wheel</p> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Identify the importance of colour in drawing</p>

	<p><b>Performance Criteria 2:</b> Develop Designs from different colour terms according to colour wheel</p> <p><b>Performance Criteria 3:</b> Develop Designs from contrasting colours according to colour wheel</p>
	<p><b>Assessment Task 3</b></p> <p><b>Performance Criteria 1:</b> Interpret given documents according to the requirement:</p> <ul style="list-style-type: none"> <li>○ VM Toolkit/Manual</li> <li>○ Store checklist</li> <li>○ NTI'S/Fixtures checklist</li> <li>○ Floor Plans</li> </ul> <p><b>Performance Criteria 2:</b> Perform display management including:</p> <ul style="list-style-type: none"> <li>○ Colour wise</li> <li>○ Price wise</li> <li>○ Category wise</li> <li>○ Size wise</li> </ul> <p><b>Performance Criteria 3:</b> Apply display techniques including:</p> <ul style="list-style-type: none"> <li>○ Pyramid display</li> <li>○ Inverted Pyramid display</li> <li>○ Asymmetrical display</li> <li>○ Symmetrical display</li> </ul> <p><b>Performance Criteria 4:</b> Perform Cross Merchandising including:</p> <ul style="list-style-type: none"> <li>○ Category wise</li> <li>○ Colour wise</li> <li>○ With Accessories</li> </ul> <p><b>Performance Criteria 5:</b> Arrange Floor Plans according to instructions</p> <p><b>Performance Criteria 6:</b> Manage NTI'S/Fixtures</p> <p><b>Performance Criteria 7:</b> Display Marketing and Promotional Material</p>
	<p><b>Assessment Task 4</b></p> <p><b>Performance Criteria 1:</b> Arrange light setting</p> <p><b>Performance Criteria 2:</b> Perform Mannequin Handling</p> <p><b>Performance Criteria 3:</b> Execute Prop placement plan</p> <p><b>Performance Criteria 4:</b> Execute Product Placement Guidelines</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p>

*Continued on following page*



<b>Assessment Task 1</b>		<b>Description of assessment task 1</b>		
		Candidate is required to prepare a colour wheel and its related colour schemes and combinations using Medium assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identified colours according to colour wheel <ul style="list-style-type: none"> <li>o Primary Colours</li> <li>o Secondary Colours</li> <li>o Tertiary Colours</li> <li>o Complementary Colours</li> <li>o Split Complementary Colours</li> <li>o Triadic Colours</li> <li>o Tetradic Colours</li> <li>o Analogous Colours</li> <li>o Neutral Colours</li> <li>o Monochromatic Colours</li> <li>o Tints and shades</li> <li>o Warm Colours</li> <li>o Cool Colour</li> </ul>			
2	Developed Colour Schemes/Combinations according to colour wheel			
3	Implemented relevant rules and procedures of WHS at work place.			
4	Identified hazards or WHS issues in the workplace to relevant personnel			
5	Identified the workplace policy & procedures			
6	Communicated with other departments.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 2</b>		<b>Description of assessment task 2</b>		
		Candidate is required to Develop a design with contrasting colours on specific theme/mood assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identified the importance of colour in drawing			
2	Developed Designs from different colour terms according to colour wheel			
3	Developed Designs from contrasting colours according to colour wheel			
4	Implemented relevant rules and procedures of WHS at work place.			
5	Identified hazards or WHS issues in the workplace to relevant personnel			
6	Identified the workplace policy & procedures			
7	Communicated with other departments.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to execute display considering display techniques and cross merchandising and interpret documents according to checklist.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Interpreted given documents according to the requirement: <ul style="list-style-type: none"> <li>o VM Toolkit/Manual</li> <li>o Store checklist</li> <li>o NTI'S/Fixtures checklist</li> <li>o Floor Plans</li> </ul>			
2	Performed display management including: <ul style="list-style-type: none"> <li>o Colour wise</li> <li>o Price wise</li> <li>o Category wise</li> <li>o Size wise</li> </ul>			
3	Applied display techniques including: <ul style="list-style-type: none"> <li>o Pyramid display</li> <li>o Inverted Pyramid display</li> <li>o Asymmetrical display</li> <li>o Symmetrical display</li> </ul>			
4	Performed Cross Merchandising including: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Colour wise</li> <li>o With Accessories</li> </ul>			
5	Arranged Floor Plans according to instructions			
6	Managed NTI'S/Fixtures			
7	Displayed Marketing and Promotional Material			
8	Implemented relevant rules and procedures of WHS at work place.			
9	Identified hazards or WHS issues in the workplace to relevant personnel			
10	Identified the workplace policy & procedures			
11	Communicated with other departments.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



<b>Assessment Task 4</b>		<b>Description of assessment task 4</b>		
		Candidate is required to prepare a mockup of product/industry assigned by accessor, considering window display guidelines.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Arranged light setting			
2	Performed Mannequin Handling			
3	Executed Prop placement plan			
4	Executed Product Placement Guidelines			
6	Managed NTI'S/Fixtures			
7	Displayed Marketing and Promotional Material			
8	Implemented relevant rules and procedures of WHS at work place.			
9	Identified hazards or WHS issues in the workplace to relevant personnel			
10	Identified the workplace policy & procedures			
11	Communicated with other departments.			
12	Used Microsoft PowerPoint for presentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code: 0414001009	Level: 3	Version: 01
<b>Competency Standard Title:</b> <b>Q- Perform Product Costing</b> <b>K-</b> Apply Work Health and Safety Practices(WHS) <b>L-</b> Identify and Implement Workplace Policy and Procedures <b>M-</b> Communicate at Workplace	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: ..... Registration/Roll Number:.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>7. Assessment Task 1:</b> Candidate is required to calculate material consumption according to given specifications.</li> <li><b>8. Assessment Task 2:</b> Candidate is required to calculate process cost according to given data.</li> <li><b>9. Assessment Task 3:</b> Candidate is required to calculate dispatch cost according to given data.</li> <li><b>10. Assessment Task 4:</b> Candidate is required to identify and recalculate cost when market price is 5% less than offered price.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>11. Knowledge assessment test (Written or Oral)</b></li> <li><b>12. Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Calculate material consumption</p> <ul style="list-style-type: none"> <li>• Fabric consumption</li> <li>• Yarn consumption</li> <li>• Accessories consumption</li> <li>• Packaging consumption</li> </ul> <p><b>Performance Criteria 2:</b> Implement relevant rules and procedures of WHS at work place.</p> <p><b>Performance Criteria 3:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 4:</b> Communicate orally and written</p> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Calculate process cost</p> <ul style="list-style-type: none"> <li>• Finishing cost (Dying, printing, washing, etc.)</li> <li>• Production cost (Pre-Production Sampling, Stitching, cutting, embroidery, etc.)</li> <li>• Packaging cost</li> </ul> <p><b>Performance Criteria 2:</b> Comply with duty of care requirements</p> <p><b>Performance Criteria 3:</b> Identify relevant procedures for written information</p>

	<p><b>Assessment Task 3</b></p> <p><b>Performance Criteria 1:</b> Calculate dispatch cost (EX Factory, FOB, CNF, CIF, etc.)</p> <p><b>Performance Criteria 2:</b> Ensure written information meets required standards of style, format and detail</p> <p><b>Performance Criteria 3:</b> Communicate style /manner to reflect professional</p>
	<p><b>Assessment Task 4</b></p> <p><b>Performance Criteria 1:</b> Re-evaluate and identify margins in cost heads.</p> <p><b>Performance Criteria 2:</b> Apply identified cost margins in final price to achieve revised target price.</p> <p><b>Performance Criteria 3:</b> Assess the issues to provide relevant suggestion to group members</p>

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			<input checked="" type="checkbox"/>				
Knowledge Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Other Requirement							
Each Assessment Task (with performance criteria)							
<b>Assessment Task 1</b>			<b>Description of assessment task 1</b> Candidate is required to calculate material consumption according to given specifications.				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Calculate material consumption <ul style="list-style-type: none"> <li>• Fabric consumption</li> <li>• Yarn consumption</li> <li>• Accessories consumption</li> <li>• Packaging consumption</li> </ul>						
2	Implement relevant rules and procedures of WHS at work place						
3	Identify the workplace policy & procedures						
4	Communicate orally and written						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Candidate is required to calculate process cost according to given data.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Calculate process cost <ul style="list-style-type: none"> <li>• Finishing cost (Dying, printing, washing, etc.)</li> <li>• Production cost (Pre-Production Sampling, Stitching, cutting, embroidery, etc.)</li> <li>• Packaging cost</li> </ul>			
2	Comply with duty of care requirements			
3	Identify relevant procedures for written information			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to calculate dispatch cost according to given data.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Calculate dispatch cost (EX Factory, FOB, CNF, CIF, etc.)			
2	Ensure written information meets required standards of style, format and detail			
3	Communicate style /manner to reflect professional			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 4</b>		<b>Description of assessment task 4</b> Candidate is required to identify and recalculate cost when market price is 5% less than offered price.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Re-evaluate and identify margins in cost heads.			
2	Apply identified cost margins in final price to achieve revised target price.			
3	Assess the issues to provide relevant suggestion to group members			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code: 0414001010	Level: 3	Version: 01
<b>Competency Standard Title:</b> <b>R- Perform Store Merchandising</b> <b>E-Comply Personal Health and Safety Guidelines</b> <b>F-Communicate the Workplace Policy and Procedure</b> <b>G-Perform Basic Communication (Specific)</b> <b>H-Perform Basic Computer Application (Specific)</b>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time :</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>13. Assessment Task 1:</b> Candidate is required to Present Plans of Display patterns (Industry/product assigned by assessor for each Pattern) and prepare inventory reports of presented.</p> <p><b>14. Assessment Task 2:</b> Candidate is required to prepare a mockup of Shoe store/ Departmental Store/Apparel store (any of these assigned by assessor) considering Store layouts, techniques, ambiance planning and cross merchandising standards and also maintain a product maintenance check list of the mockup.</p> <p><b>And complete:</b></p> <p><b>15. Knowledge assessment test (Written or Oral)</b></p> <p><b>16. Portfolios at the time of assessment (if any)</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Plan Display patterns</p> <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise (product and communication display)</li> <li>o Market demand</li> <li>o Stakeholder investment</li> <li>o Product life wise display</li> </ul> <p><b>Performance Criteria 2:</b> Perform inventory planning</p> <ul style="list-style-type: none"> <li>o On floor display Inventory planning and execution</li> <li>o Back store inventory reports and management</li> <li>o Pre-order level</li> <li>o Product expiry management</li> </ul> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Execute store layouts and techniques</p> <ul style="list-style-type: none"> <li>o Belt to eye level</li> <li>o Vertical merchandising</li> <li>o Departmental segregations</li> <li>o Horizontal Merchandising</li> </ul> <p><b>Performance Criteria 2:</b> Ensure product maintenance checklist according to set standards</p> <ul style="list-style-type: none"> <li>o Cleaning standards</li> <li>o STI's (Sustainable Retail Display)/fixtures placements</li> <li>o Lightening standards</li> </ul> <p><b>Performance Criteria 3:</b> Execute Ambiance planning</p>

	<p>Cross Merchandising Patterns includes:</p> <ul style="list-style-type: none"><li>○ Category wise</li><li>○ Season wise</li><li>○ Promotion wise</li></ul> <p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>.....</p>
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<b>Assessment Task 1</b>		<b>Description of assessment task 1</b>		
		Candidate is required to Present Plans of Display patterns using MS PowerPoint (Industry/product assigned by assessor for each Pattern) and prepare inventory reports of presented plans using MS excel.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Planned Display patterns <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise (product and communication display)</li> <li>o Market demand</li> <li>o Stakeholder investment</li> <li>o Product life wise display</li> </ul>			
2	Performed inventory planning <ul style="list-style-type: none"> <li>o On floor display Inventory planning and execution</li> <li>o Back store inventory reports and management</li> <li>o Pre-order level</li> <li>o Product expiry management</li> </ul>			
3	Implemented relevant rules and procedures of WHS at work place.			
4	Reported emergencies or incidents promptly to relevant personnel			
5	Identified the workplace policy & procedures			
6	Ensured written information meets required standards of style, format and detail			
7	Used Microsoft PowerPoint for presentation			
8	Used Microsoft Excel for documentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 2</b>		<b>Description of assessment task 2</b>		
		Candidate is required to prepare a mockup of Shoe store/ Departmental Store/Apparel store (any of these assigned by accessor) considering Store layouts, techniques, ambiance planning and cross merchandising standards and also maintain a product maintenance check list of the mockup		
During the practical assessment, candidate demonstrated the following		Yes	No	Remarks
1	Executed store layouts and techniques <ul style="list-style-type: none"> <li>o Belt to eye level</li> <li>o Vertical merchandising</li> <li>o Departmental segregations</li> <li>o Horizontal Merchandising</li> </ul>			
2	Ensured product maintenance checklist according to set standards <ul style="list-style-type: none"> <li>o Cleaning standards</li> <li>o STI's (Sustainable Retail Display)/fixtures placements</li> <li>o Lightening standards</li> </ul>			
3	Executed Ambiance planning Cross Merchandising Patterns includes: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise</li> </ul>			
4	Implemented relevant rules and procedures of WHS at work place.			
5	Reported emergencies or incidents promptly to relevant personnel			
6	Identified the workplace policy & procedures			
7	Ensured written information meets required standards of style, format and detail			
8	Used Microsoft PowerPoint for presentation			
9	Used Microsoft Excel for documentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code: 0414001008	Level:3	Version: 01
<b>Competency Standard Title:</b> <b>P- Identify Vendor</b> <b>K-</b> Apply Work Health and Safety Practices(WHS) <b>L-</b> Identify and Implement Workplace Policy and Procedures <b>M-</b> Communicate at Workplace	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>17. Assessment Task 1:</b> Candidate is required to calculate economic order quantity for each type of material (Raw Material, Accessories and trims) of given Purchase order (The specification sheet and product sample are provided by the assessor).</p> <p><b>18. Assessment Task 2:</b> Candidate is required to select the Vendor from given specifications of vendors against vendor selection criteria given by assessor.</p> <p><b>And complete:</b></p> <p><b>19. Knowledge assessment test (Written or Oral)</b></p> <p><b>20. Portfolios at the time of assessment (if any)</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Prepare a list of all relevant Raw Materials</p> <p><b>Performance Criteria 2:</b> Calculate the required quantities</p> <p><b>Performance Criteria 3:</b> Establish target prices for Raw Material</p> <p><b>Performance Criteria 4:</b> Calculate economic order quantity</p> <p><b>Performance Criteria 5:</b> Comply with duty of care requirements</p> <p><b>Performance Criteria 6:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 7:</b> Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.</p> <p><b>Performance Criteria 8:</b> Assure the policies are realistic, resources and personnel to implement</p> <p><b>Performance Criteria 9:</b> Communicate orally and written</p> <p><b>Performance Criteria 10:</b> Identify relevant procedures for written information</p>

**Assessment Task 2**

**Performance Criteria 1:** Prepare a contact list of vendors to establish communication.

**Performance Criteria 2:** Identify key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)

**Performance Criteria 3:** Prepare vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)

**Performance Criteria 4:** Implement relevant rules and procedures of WHS at work place.

**Performance Criteria 5:** Communicate procedures to help implement workplace policy

**Performance Criteria 6:** Use various media to communicate effectively

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			<input checked="" type="checkbox"/>				
Knowledge Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Other Requirement							
Each Assessment Task (with performance criteria)							
<b>Assessment Task 1</b>			<b>Description of assessment Task 1</b>				
			Calculate economic order quantity for each type of material (Raw Material, Accessories) for given Purchase order (The specification sheet and product sample are provided by the assessor).				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks	
1	Prepared a list of all relevant Raw Material						
2	Calculated the required quantities						
3	Established target prices for Raw Material						
4	Calculated economic order quantity						
5	Complied with duty of care requirements						
6	Identified the workplace policy & procedures						
7	Applied appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.						
8	Assured the policies are realistic, resources and personnel to implement						
9	Communicated orally and written						
10	Identified relevant procedures for written information						
Competent <input type="checkbox"/>				Not Yet Competent <input type="checkbox"/>			

<b>Assessment Task 2</b>		<b>Description of assessment Task 2</b>		
		Candidate is required to select the Vendor from given specifications of vendors against vendor selection criteria given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Prepared a contact list of vendors to establish communication.			
2	Identified key elements of vendor as per requirement (product quality, production capacity, market reput, reliability, financial stability, etc.)			
3	Prepared vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)			
4	Implemented relevant rules and procedures of WHS at work place.			
5	Communicated procedures to help implement workplace policy			
6	Used various media to communicate effectively			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser) “Assistant Merchandiser”	CS Code:	Level:3	Version:01
<b>Competency Standard Title:</b> <b>P- Identify Vendor</b> <b>K-</b> Apply Work Health and Safety Practices(WHS) <b>L-</b> Identify and Implement Workplace Policy and Procedures <b>M-</b> Communicate at Workplace	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. What is economic order quantity (EOQ)?	The optimum level of quantity that we should order to maximize profit (minimize cost).
2. Differentiate between MOQ and EOQ?	MOQ is Minimum Order Quantity while EOQ is Economic Order Quantity.
3. What is breakeven point price?	The point at which total cost becomes equal to total revenue.
4. What are key elements for evaluation among different vendors?	<ul style="list-style-type: none"> <li>• Production Capacity</li> <li>• Lead Time</li> <li>• Market Repute</li> <li>• Cost</li> <li>• Quality</li> </ul>
5. Differentiate between lead time and cycle time.	Lead Time is the time from placement of order till Delivery whereas Cycle Time represents processing time of an activity (e.g. Manufacturing Time)
6. What are four types of safety signs?	<ul style="list-style-type: none"> <li>• Prohibition and fire.</li> <li>• Mandatory.</li> <li>• Caution.</li> <li>• Safe Condition.</li> </ul>
7. The Red safety sign means?	Mean “DO NOT” (e.g. a stop sign)
8. Write any two barriers in implementing policies & procedures in an organization?	<ul style="list-style-type: none"> <li>• Lack of such resources as time and commitment.</li> <li>• Resistance to change.</li> <li>• Ineffective teams.</li> </ul>
9. What are four main modes of communication?	<ul style="list-style-type: none"> <li>• Verbal</li> <li>• Nonverbal</li> <li>• Written</li> <li>• Visual</li> </ul>





<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code:	Level:3	Version:01
<b>Competency Standard Title:</b> <b>S-Manage visual merchandising</b> <b>K-Apply Work Health and Safety Practices</b> <b>L- Identify and Implement Workplace Policy and Procedures</b> <b>M- Communicate at Workplace</b> <b>N- Perform Computer Application Skills</b>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time: 30 min</b>		

#### WRITTEN ASSESSMENT

Question	Candidate's answer
10. What is the importance of colours in merchandising?	Colour temperature is very important in creating atmosphere and driving customers' sales
11. Write any four colour wheel compositions	Primary colours, Secondary colours, Complementary colours and neutral colours.
12. Explain Visual Merchandising Toolkit?	List of effective tools, that is used in visual merchandising to reduce a taken time for product searching of customer.
13. What is meant by Store Checklist??	A Checklist is the list of questions to create updated and maintained visual aspect of store.
14. Who is Visual Merchandiser?	A Visual merchandiser is the expert who uses his/her personal skills to promote the image, products and services of retail businesses and other organisations.
15. What is research technique?	Research technique is looking through market trends and the competition of determining work to attract customer.
16. What is the idea of Visual Merchandiser's work?	A Visual Merchandiser work is to attract customers to by the company's product. Every activity performed is based on how the sales world works.
17. What should Visual Merchandiser know?	Visual Merchandiser must know creativity, retail knowledge and the knowledge of target demography.
18. PPE stands for:	Personal Protective Equipment
19. What is the best way of dealing with the hazard to ensure that others are not in risk?	Remove it immediately



<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code:	Level:3	Version:01
<b>Competency Standard Title:</b> <b>Q-</b> Perform Product Cost <b>K-</b> Apply Work Health and Safety Practices(WHS) <b>L-</b> Identify and Implement Workplace Policy and Procedures <b>M-</b> Communicate at Workplace	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

### WRITTEN ASSESSMENT

Question	Candidate's answer
<b>20.</b> Differentiate between CNF and CIF.	In <b>CIF</b> and <b>CNF</b> , the shipper is responsible until unloading with one <b>difference</b> between the two types. <b>CIF</b> means they will pay for the cost, the insurance and the freight, where <b>CNF</b> means the consignee is responsible for the insurance only.
<b>21.</b> What are FOB payment terms?	Indicating " <b>FOB</b> port" means that the seller pays for transportation of the goods to the port of shipment, plus loading costs. The buyer pays the cost of marine freight transport, insurance, unloading, and transportation from the arrival port to the final destination.
<b>22.</b> How the fabric is cut length for length (LxL)?	In L*L cutting, the fabric is cut along the length of the fabric.
<b>23.</b> What means width for length (WxL) fabric cutting?	In W*L cutting, the fabric is cut along the width of the fabric.
<b>24.</b> How fabric GSM is converted in to OZ/YD^2?	$1 \text{ oz/yd}^2 = 28.3495231\text{g}/.83612736 \text{ m}^2 = 33.90574744 \text{ g/m}^2$
<b>25.</b> Name the meaning of Blue safety sign?	“MUST DO” (e.g. wear PPE)
<b>26.</b> Enlist five major causes of accidents relevant to the workplace?	<ul style="list-style-type: none"> <li>• Lifting</li> <li>• Fatigue</li> <li>• Dehydration</li> <li>• Poor Lighting</li> <li>• Hazardous Materials</li> <li>• Acts of Workplace Violence</li> <li>• Trips and Falls</li> <li>• Stress</li> </ul>
<b>27.</b> What is Codes of Practice?	Codes of practice are developed by the Commission for Occupational Safety and Health. It includes: <ul style="list-style-type: none"> <li>• Ethical principles</li> <li>• Workplace behavior</li> <li>• Respect for all people</li> <li>• Values</li> <li>• An honest, unbiased and unprejudiced work environment</li> </ul>



<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser”	CS Code:	Level:3	Version:01
<b>Competency Standard Title:</b> <b>R- Perform Store Merchandising</b> <b>E-</b> Comply Personal Health and Safety Guidelines <b>F-</b> Communicate the Workplace Policy and Procedure <b>G-</b> Perform Basic Communication (Specific) <b>H-</b> Perform Basic Computer Application (Specific)	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

#### WRITTEN ASSESSMENT

Question	Candidate's answer
<b>28.</b> Write three types of LC.	There are three types of LC. 1- Import / Export 2- Commercial 3- Transferable/ Non-Transferable
<b>29.</b> Why LC is required?	LC is opened by importers' Bank in favor of Exporter's Bank according to given instructions.
<b>30.</b> Can LC be cancel?	Revocable can amended or cancel at any time without prior intimation of beneficiary.
<b>31.</b> For what does BOM stands for?	Bill of Material
<b>32.</b> What is difference between QC/QA?	QC: Quality testing during production process. QA: Quality testing of finished product.
<b>33.</b> Which are Cross Merchandising Patterns?	1- Category wise 2- Season wise 3- Promotion wise
<b>34.</b> Which are the critical steps of inventory planning	1- On floor display Inventory planning and execution 2- Back store inventory reports and management 3- Pre-order level 4- Product expiry management
<b>35.</b> What is the meaning of the Blue safety Sign?	“MUST DO” (e.g. wear PPE)

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)“Assistant Merchandiser	CS Code:	Level: 3	Version: 01
<b>Competency Standard Title:</b> <b>K:</b> Apply Work Health and Safety Practices (WHS) <b>L:</b> Identify and Implement Workplace Policy and Procedures <b>M:</b> Communicate at Workplace <b>N:</b> Perform Computer Application Skills <b>O:</b> Manage Personal Finances <b>P:</b> Identify vendor <b>Q:</b> Perform Product Costing <b>R:</b> Perform store Merchandising <b>S:</b> Manage visual merchandising	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time: 3 hrs. 30 mins.</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>21. Assessment Task 1:</b> Candidate is required to prepare a Vendor Evaluation Sheet, from the given profiles of 3 different vendors, considering key elements.</p> <p><b>22. Assessment Task 2:</b> Candidate is required to calculate the offered price of given sample. (Product/industry assigned by assessor)</p> <p><b>23. Assessment Task 3:</b> Candidate is required to display the given products considering display and cross merchandising techniques and write a critical note on it.</p> <p>(Note: provide simulated environment for ASSESSMENT TASK 3)</p> <p><b>And complete:</b></p> <p><b>24. Knowledge assessment test (Written or Oral)</b>  <b>25. Portfolios at the time of assessment (if any)</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b>  <b>Performance Criteria 1:</b> Identify key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)  <b>Performance Criteria 2:</b> Prepare vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)</p> <hr/> <p><b>Assessment Task 2</b>  <b>Performance Criteria 1:</b> Calculate the Break- even price  <b>Performance Criteria 2:</b> Calculate the cost of product  <b>Performance Criteria 3:</b> Calculate price margins  <b>Performance Criteria 4:</b> Calculate and add commissions</p>

**Performance Criteria 5:** Quote the final price

**Assessment Task 3**

**Performance Criteria 1:** Perform Cross Merchandising including:

- Colour wise
- Category wise
- With Accessories

**Performance Criteria 2:** Apply display techniques including:

- Pyramid display
- Inverted Pyramid display
- Asymmetrical display
- Symmetrical display



**Portfolios required at the time of assessment (if any) for**

**Performance Criteria 1:** Prepare a contact list of vendors to establish communication.

**Performance Criteria 2:** Calculate Overhead cost

**Performance Criteria 3:** Calculate Financial cost

**Performance Criteria 4:** Calculate the Break- even price

**Performance Criteria 5:** Calculate the cost of product

**Performance Criteria 6:** Calculate price margins

**Performance Criteria 7:** Calculate and add commissions

**Performance Criteria 8:** Quote the final price

**Performance Criteria 9:** Identify possible cost improvements

**Performance Criteria 10:** Re-calculate the final price after negotiation

**Performance Criteria 11:** Plan Display patterns

- o Category wise
- o Season wise
- o Promotion wise (product and communication display)
- o Market demand
- o Stakeholder investment
- o Product life wise display

**Performance Criteria 12:** Perform inventory planning

- o On floor display Inventory planning and execution
- o Back store inventory reports and management
- o Pre-order level
- o Product expiry management

**Performance Criteria 13:** Execute store layouts and techniques

- o Belt to eye level
- o Vertical merchandising
- o Departmental segregations
- o Horizontal Merchandising

**Performance Criteria 14:** Ensure product maintenance checklist according to set standards

- o Cleaning standards
- o STI's fixtures placements
- o Lightening standards

**Performance Criteria 15:** Execute Ambiance planning Cross Merchandising Patterns includes:

- o Category wise
- o Season wise
- o Promotion wise

**Performance Criteria 16:** Identify the importance of colour in drawing

**Performance Criteria 17:** Identify colours according to colour wheel

- o Primary Colours
- o Secondary Colours
- o Tertiary Colours
- o Complementary Colours
- o Split Complementary Colours
- o Triadic Colours
- o Tetradic Colours
- o Analogous Colours
- o Neutral Colours
- o Monochromatic Colours
- o Tints and shades
- o Warm Colours
- o Cool Colours

**Performance Criteria 18:** Develop Colour Schemes/Combinations according to colour wheel

**Performance Criteria 19:** Develop Designs from different colour terms according to colour wheel

**Performance Criteria 20:** Arrange light setting

**Performance Criteria 11:** Perform Mannequin Handling

**Performance Criteria 22:** Execute Prop placement plan

**Performance Criteria 23:** Execute Product Placement Guidelines

	<p><b>Performance Criteria 24:</b> Arrange Floor Plans according to instructions</p> <p><b>Performance Criteria 25:</b> Manage NTI'S/Fixtures</p> <p><b>Performance Criteria 26:</b> Display Marketing and Promotional Material</p>
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*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			<input checked="" type="checkbox"/>				
Knowledge Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Other Requirement				<input checked="" type="checkbox"/>			
Each Assessment Task (with performance criteria)							
<b>Assessment Task 1</b>			<b>Description of assessment task 1</b>				
			Candidate is required to prepare a Vendor Evaluation Sheet, from the given profiles of 3 different vendors, considering key elements.				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Identified key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)						
2	Prepared vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Candidate is required to calculate the offered price of given sample. (Product/industry assigned by assessor)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Calculated the Break- even price			
2	Calculated the cost of product			
3	Calculated price margins			
4	Calculated and add commissions			
5	Quoted the final price			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to display the given products considering display and cross merchandising techniques and write a critical note on it.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performed Cross Merchandising including: <ul style="list-style-type: none"> <li>o Colour wise</li> <li>o Category wise</li> <li>o With Accessories</li> </ul>			
2	Applied display techniques including: <ul style="list-style-type: none"> <li>o Pyramid display</li> <li>o Inverted Pyramid display</li> <li>o Asymmetrical display</li> <li>o Symmetrical display</li> </ul>			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio		Description of Portfolio			
		Candidate is required to present a portfolio including:			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1.	Prepared a contact list of vendors to establish communication.				
2.	Calculated Overhead cost				
3.	Calculated Financial cost				
4.	Calculated the Break- even price				
5.	Calculated the cost of product				
6.	Calculated price margins				
7.	Calculated and add commissions				
8.	Quoted the final price				
9.	Identified possible cost improvements				
10.	Re-calculated the final price after negotiation				
11.	Planned Display patterns <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise (product and communication display)</li> <li>o Market demand</li> <li>o Stakeholder investment</li> <li>o Product life wise display</li> </ul>				
12.	Performed inventory planning <ul style="list-style-type: none"> <li>o On floor display Inventory planning and execution</li> <li>o Back store inventory reports and management</li> <li>o Pre-order level</li> <li>o Product expiry management</li> </ul>				
13.	Executed store layouts and techniques <ul style="list-style-type: none"> <li>o Belt to eye level</li> <li>o Vertical merchandising</li> <li>o Departmental segregations</li> <li>o Horizontal Merchandising</li> </ul>				
14.	Ensure product maintenance checklist according to set standards <ul style="list-style-type: none"> <li>o Cleaning standards</li> <li>o STI's (Sustainable Retail Display)/fixtures placements</li> <li>o Lightening standards</li> </ul>				
15.	Executed Ambiance planning Cross Merchandising Patterns includes: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise</li> </ul>				
16.	Identified the importance of colour in drawing Identify colours according to colour wheel <ul style="list-style-type: none"> <li>o Primary Colours</li> <li>o Secondary Colours</li> <li>o Tertiary Colours</li> <li>o Complementary Colours</li> </ul>				

	<ul style="list-style-type: none"> <li>o Split Complementary Colours</li> <li>o Triadic Colours</li> <li>o Tetradic Colours</li> <li>o Analogous Colours</li> <li>o Neutral Colours</li> <li>o Monochromatic Colours</li> <li>o Tints and shades</li> <li>o Warm Colours</li> <li>o Cool Colours</li> </ul>			
17.	Developed Colour Schemes/Combinations according to colour wheel			
18.	Developed Designs from different colour terms according to colour wheel			
19.	Arranged light setting			
20.	Performed Mannequin Handling			
21.	Executed Prop placement plan			
22.	Executed Product Placement Guidelines			
23.	Arranged Floor Plans according to instructions			
24.	Managed NTI'S/Fixtures			
25.	Displayed Marketing and Promotional Material			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)*Assistant Merchandiser	CS Code:	Level: 3	Version: 01
<b>Competency Standard Title:</b> <b>K:</b> Apply Work Health and Safety Practices (WHS) <b>L:</b> Identify and Implement Workplace Policy and Procedures <b>M:</b> Communicate at Workplace <b>N:</b> Perform Computer Application Skills <b>O:</b> Manage Personal Finances <b>P:</b> Identify vendor <b>Q:</b> Perform Product Costing <b>R:</b> Perform store Merchandising <b>S:</b> Manage visual merchandising	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Industrial Merchandiser)*Assistant Merchandiser	CS Code:	Level:3	Version:01
<b>Competency Standard Title:</b> <b>K:</b> Apply Work Health and Safety Practices (WHS) <b>L:</b> Identify and Implement Workplace Policy and Procedures <b>M:</b> Communicate at Workplace <b>N:</b> Perform Computer Application Skills <b>O:</b> Manage Personal Finances <b>P:</b> Identify vendor <b>Q:</b> Perform Product Costing <b>R:</b> Perform store Merchandising <b>S:</b> Manage visual merchandising	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Differentiate between MOQ and EOQ?	MOQ is Minimum Order Quantity while EOQ is Economic Order Quantity.
2. What are key elements for evaluation among different vendors?	<ul style="list-style-type: none"> <li>• Production Capacity</li> <li>• Lead Time</li> <li>• Market Repute</li> <li>• Cost</li> <li>• Quality</li> </ul>
3. What is breakeven point price?	The point at which total cost becomes equal to total revenue.
4. Write any four colour wheel compositions	Primary colours, Secondary colours, Complementary colours and neutral colours.
5. Explain Visual Merchandising Toolkit?	List of effective tools, which are used in visual merchandising to reduce a taken time for product searching of customer.
6. Who is Visual Merchandiser?	A Visual merchandiser is the expert who uses his/her personal skills to promote the image, products and services of retail businesses and other organisation.
7. Why LC is required?	LC is opened by importers' Bank in favor of Exporter's Bank according to given instructions.
8. For what does BOM stands for?	Bill of Material
9. The Red safety sign means?	Mean "DO NOT" (e.g. a stop sign)
10. What is the best way of dealing with the hazard to ensure that others are not in risk?	Remove it immediately



