



Co-funded by the European Union



Norwegian Embassy  
Islamabad



# INDUSTRIAL MERCHANDISER



© TVET SSP

ASSESSMENT PACKAGE  
National Vocational Certificate Level 4

Version 1 - October, 2019



Implemented by

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

**Published by**

National Vocational and Technical Training Commission  
Government of Pakistan

**Headquarter**

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan  
www.navttc.org

**Responsible**

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission  
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**Layout & design**

SAP Communications

**Photo Credits**

TVET Sector Support Programme

**URL links**

Responsibility for the content of external websites linked in this publication always lies with their respective publishers. TVET Sector Support Programme expressly dissociates itself from such content.

This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

**Document Version**

October, 2019

**Islamabad, Pakistan**

# INDUSTRIAL MERCHANDISER



© TVET SSP

**ASSESSMENT PACKAGE**  
National Vocational Certificate Level 4

Version 1 - October, 2019

<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	CS Code: 0414001012	Level: 4	Version: 01
<b>Competency Standard Title:</b> <b>Z:</b> Apply visual merchandising <b>T:</b> Contribute to Work Related Health and Safety <b>U:</b> Comply with Workplace Policy and Procedures Procedure <b>V:</b> Perform Advanced Communication <b>W:</b> Develop Advance Computer Application Skills	<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 design display toolkit for product/industry assigned by assessor. Considering display techniques and cross merchandising.</li> <li><b>Assessment Task 2:</b> Candidate is required to prepare a mockup of thematic/nonthematic window display of product/industry assigned by assessor. Considering given window display SOPs.</li> <li><b>Assessment Task 3:</b> Candidate is required to execute floor fixtures, layouts and promotional displays product/industry assigned by assessor using appropriate software (AutoCAD/ Photoshop).</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> Design display toolkits including:</p> <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> <p><b>Performance Criteria 2:</b> Design display techniques including:</p> <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> <p><b>Performance Criteria 3:</b> Create Cross Merchandising Patterns including:</p> <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Colour wise</li> <li>o With carry wears</li> </ul> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Plan and execute thematic/non thematic window display</p> <p><b>Performance Criteria 2:</b> Design standard operating procedures (SOPs) such as:</p> <ul style="list-style-type: none"> <li>o Mannequin handling</li> <li>o Prop placement</li> <li>o Product Placement</li> <li>o Lighting</li> </ul>

	<b>Assessment Task 3</b> <b>Performance Criteria 1:</b> Design Floor Plans according to requirements <b>Performance Criteria 2:</b> Design NTI'S/Fixtures <b>Performance Criteria 3:</b> Design promotional display
	<b>Portfolios required at the time of assessment (if any) for</b>

*Continued on following page*



Assessment Task 1		Description of assessment task 1		
		Candidate is required to design display toolkit for product/industry assigned by assessor. Considering display techniques and cross merchandising.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Designed display toolkits 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>			
2	Designed 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>			
3	Created Cross Merchandising Patterns including: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Colour wise</li> <li>o With carry wears</li> </ul>			
4	Applied knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> <li>o Consultation</li> <li>o workplace policies</li> <li>o participation processes</li> </ul>			
5	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
6	Performed Continuous professional development as required at workplace			
7	Verbal presentation was practiced			
8	Used design techniques confidently to produce designs			
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 thematic/nonthematic window display of product/industry assigned by assessor. Considering given window display SOPs.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Planned and execute thematic/non thematic window display			
2	Designed standard operating procedures (SOPs) such as: <ul style="list-style-type: none"> <li>o Mannequin handling</li> <li>o Prop placement</li> <li>o Product Placement</li> <li>o Lighting</li> </ul>			
3	Applied knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> <li>o Consultation</li> <li>o workplace policies</li> <li>o participation processes</li> </ul>			
4	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
5	Performed Continuous professional development as required at workplace			
6	Used design techniques confidently to produce designs			
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 floor fixtures, layouts and promotional displays product/industry assigned by assessor using appropriate software (AutoCAD/ Photoshop).		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Designed Floor Plans according to requirements			
2	Designed NTI'S/Fixtures			
3	Designed promotional display			
4	Applied knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> <li>o Consultation</li> <li>o workplace policies</li> <li>o participation processes</li> </ul>			
5	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
6	Performed Continuous professional development as required at workplace			
7	Used design techniques confidently to produce designs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	CS Code: 0414001014	Level: 4	Version: 01
<b>Competency Standard Title:</b> <b>AB- Coordinate Production Processes</b> <b>U- Comply with Workplace Policy and Procedures</b> <b>V- Perform Advanced Communication</b>	<b>Assessment Date (DD/MM/YY):</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 design assembly line for given purchase order to meet lead time and production quantity targets.</li> <li><b>Assessment Task 2:</b> Candidate is required to prepare required quality standards check list from PO and Tech-Pack and evaluate shipment approval on the basis of Quality testing results (Material, Quantity, Process, and Packaging).</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> Design assembly line as per requirement:</p> <ul style="list-style-type: none"> <li>• Single Model assembly line</li> <li>• Mix Model assembly line</li> </ul> <p><b>Performance Criteria 2:</b> Set production target according to quantity and Time</p> <p><b>Performance Criteria 3:</b> Supervisors are informed of any delays in work times or projects</p> <p><b>Performance Criteria 4:</b> Plan steps to complete tasks.</p> <p><b>Performance Criteria 5:</b> Organize work.</p>

**Assessment Task 2**

**Performance Criteria 1:** Analyze raw material testing result

**Performance Criteria 2:** Analyze Inline inspection result

**Performance Criteria 3:** Analyze testing results of finished goods

**Performance Criteria 4:** Inspect thread cropping procedure

**Performance Criteria 5:** Inspect stain removal Procedure

**Performance Criteria 6:** Inspect Ironing procedure

**Performance Criteria 7:** Inspect Tagging procedure

**Performance Criteria 8:** Inspect Folding procedure

**Performance Criteria 9:** Inspect piece Packing and bulk packing procedure

**Performance Criteria 10:** Examine material/accessories inspection

**Performance Criteria 11:** Examine measurement inspection

**Performance Criteria 12:** Examine colour/design inspection

**Performance Criteria 13:** Examine packaging and folding inspection

**Performance Criteria 14:** Complete work tasks within deadlines in according to order of priority

**Performance Criteria 15:** Identify and implement workplace procedures and work instructions for controlling risks

**Performance Criteria 16:** Identify task requirements.

**Performance Criteria 17:** Plan steps to complete tasks.

**Performance Criteria 18:** Review planning and organizing process.

**Performance Criteria 19:** Organize work.

*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	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
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 design assembly line for given purchase order to meet lead time and production quantity targets.				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Designed assembly line as per requirement:						
	<ul style="list-style-type: none"> <li>• Single Model assembly line</li> <li>• Mix Model assembly line</li> </ul>						
2	Production target was set according to quantity and Time						
3	Supervisors were informed of any delays in work times or projects						
4	Planned steps to complete tasks.						
5	Organized work.						
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 required quality standards check list from PO and Tech-Pack and evaluate shipment approval on the basis of Quality testing results (Material, Quantity, Process, and Packaging).		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Analyzed raw material testing result			
2	Analyzed Inline inspection result			
3	Analyzed testing results of finished goods			
4	Inspected thread cropping procedure			
5	Inspected stain removal Procedure			
6	Inspected Ironing procedure			
7	Inspected Tagging procedure			
8	Inspected Folding procedure			
9	Inspected piece Packing and bulk packing procedure			
10	Examined material/accessories inspection			
11	Examined measurement inspection			
12	Examined colour/design inspection			
13	Examined packaging and folding inspection			
14	Completed work tasks within deadlines in according to order of priority			
15	Identified and implement workplace procedures and work instructions for controlling risks			
16	Identified task requirements.			
17	Planned steps to complete tasks.			
18	Reviewed planning and organizing process.			
19	Organized work.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	CS Code: 0414001013	Level: 4	Version: 01
<b>Competency Standard Title:</b> <b>AA- Perform Pre-Production Tasks</b> <b>U- Comply with Workplace Policy and Procedures</b> <b>V- Perform Advanced Communication</b>	<b>Assessment Date (DD/MM/YY):</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> Prepare detailed list of specifications for each trim, accessory and packing material. Analyze and select three alternatives from six available options to meet required specification of buyer. Tech-Pack and trim card provided by the assessor</li> <li><b>Assessment Task 2:</b> Inspect and select most suitable sample for client approval from set of samples and Tech-Pack given by assessor.</li> </ol> <p><b>(Note:</b> Institute will arrange six different options/per candidate from Apparel Garments (Shirt, Trouser, Kurta etc.). These options for every candidate will have variations from the standard required garment as per Tech-Pack.)</p> <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> Prepare a list of specifications of each trim</p> <p><b>Performance Criteria 2:</b> Approve layout of all relevant printed packaging material</p> <p><b>Performance Criteria 3:</b> Analyze quality samples as per requirement</p> <p><b>Performance Criteria 4:</b> Select trims and packaging alternatives for the approval of client</p> <p><b>Performance Criteria 5:</b> Complete work tasks within deadlines in according to order of priority</p> <p><b>Performance Criteria 6:</b> Identify task requirements.</p> <p><b>Performance Criteria 7:</b> Plan steps to complete tasks.</p> <p><b>Performance Criteria 8:</b> Review planning and organizing process.</p> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Select design and colour options for approval (design strike off and/or colour swatch options, etc.)</p> <p><b>Performance Criteria 2:</b> Present accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)</p> <p><b>Performance Criteria 3:</b> Select pre-production sample for approval</p> <p><b>Performance Criteria 4:</b> Select a production sample for approval</p> <p><b>Performance Criteria 5:</b> Select a shipment sample for approval</p> <p><b>Performance Criteria 6:</b> Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives</p> <p><b>Performance Criteria 7:</b> Organize work.</p>

**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> Prepare detailed list of specifications for each trim, accessory and packing material. Analyze and select three alternatives from six available options to meet required specification of buyer. Tech-Pack and trim card provided by the assessor.				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks	
1	Prepare a list of specifications of each trim						
2	Approved layout of all relevant printed packaging material						
3	Analyzed quality samples as per requirement						
4	Selected trims and packaging alternatives for the approval of client						
5	Completed work tasks within deadlines in according to order of priority						
6	Identified task requirements.						
7	Planned steps to complete tasks.						
8	Reviewed planning and organizing process.						
Competent <input type="checkbox"/>				Not Yet Competent <input type="checkbox"/>			

<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Inspect and select most suitable sample for client approval from set of samples and Tech-Pack given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Selected design and colour options for approval (design strike off and/or colour swatch options, etc.)			
2	Presented accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)			
3	Selected pre-production sample for approval			
4	Selected a production sample for approval			
5	Selected a shipment sample for approval			
6	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
7	Organized work.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		





<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	CS Code:	Level:4	Version:01
<b>Competency Standard Title:</b> <b>Z: Manage visual merchandising</b> <b>T:</b> Contribute to Work Related Health and Safety <b>U:</b> Comply with Workplace Policy and Procedures Procedure <b>V:</b> Perform Advanced Communication <b>W:</b> Develop Advance Computer Application Skills	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. What is Visual Merchandising Toolkit?	Visual Merchandising toolkit is a plan of a particular campaign/launch to execute display.
2. What does Design Display include?	Design Display includes a visual merchandising toolkit, display techniques and cross merchandising patterns.
3. What are Display techniques:	Display techniques are: 1- Pyramid display 2- Symmetrical display 3- Asymmetrical display 4- Inverted Pyramid display
4. What are Cross Merchandising patterns?	Cross Merchandising patterns are: 1- Mannequin handling 2- Prop placement 3- Product placement 4- Lightning
5. What does Thematic display mean?	A Thematic display means a model/product, with focus on particular property or theme.
6. What is a Floor plan?	A scaled diagram of the arrangement of room in one story of a building.
7. What are Fixtures?	Any piece of equipment or furniture use to display product in retail is known as a fixture.
8. What are the advantages of Visual Merchandiser?	Advantages of visual merchandising are: <ul style="list-style-type: none"> <li>• Increase of customer flow</li> <li>• Increase of sales</li> <li>• Maximising the potential of retail space</li> <li>• Getting the most value out of product</li> </ul>
9. What are the disadvantages of Visual Merchandiser?	Disadvantages of visual merchandising are: <ul style="list-style-type: none"> <li>• Changing layout and space</li> <li>• Increased demand of staff</li> <li>• Expenses</li> </ul>



<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> <b>AB- Coordinate Production Processes</b> <b>U:</b> Comply with Workplace Policy and Procedures <b>V:</b> Perform Advanced Communication	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

### WRITTEN ASSESSMENT

Question	Candidate's answer
<b>10.</b> What quality parameters should be checked in a finished/packed product?	Color Fastness, rubbing, packaging, material etc.
<b>11.</b> What are different types of assembly lines?	Single Model, Mixed Model
<b>12.</b> What is Bulk Production?	To produce required large quantity.
<b>13.</b> Define sequencing and scheduling.	<ul style="list-style-type: none"> <li>• Sequencing: Arrangements of activities.</li> <li>• Scheduling: Time based Plan</li> </ul>
<b>14.</b> What is advanced language skills?	<ul style="list-style-type: none"> <li>• To strengthen speaking and listening abilities.</li> <li>• Increase vocabulary and knowledge of common language phrases.</li> <li>• Refine ability to use grammar accurately.</li> </ul>
<b>15.</b> Enlist any five training skills?	<ul style="list-style-type: none"> <li>• Advanced research skills.</li> <li>• Strong communication skills.</li> <li>• Flexible organization skills.</li> <li>• Video editing software.</li> <li>• Learning Management System.</li> </ul>
<b>16.</b> Define safe work procedures?	Safe Work Procedures are documented procedures for performing tasks.
<b>17.</b> How do you write minutes of a meeting?	<ul style="list-style-type: none"> <li>• The names of the participants.</li> <li>• Agenda items.</li> <li>• Calendar or due dates.</li> <li>• Actions or tasks.</li> <li>• The main points.</li> <li>• Decisions made by the participants.</li> <li>• Record what are the most important points?</li> <li>• Future decisions.</li> </ul>



<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> <b>AA- Perform Pre-Production Tasks</b> <b>U- Comply with Workplace Policy and Procedures</b> <b>V- Perform Advanced Communication</b>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:30 min</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
<b>18.</b> What is the purpose of Pre-Production?	Pre-Production are the activities performed before starting the actual/bulk production. It ensures that the products we are going to produce in bulk would be as per client's requirements.
<b>19.</b> What are three main steps in the Pre-Production?	Sample approval, Raw material and accessories procurement, production planning & quality
<b>20.</b> What are activities of Apparel Merchandiser in pre-productions?	Before going to start production some important activities should be done by apparel merchandiser. <ul style="list-style-type: none"> <li>• Tech Pack received from the buyer.</li> <li>• Product Development</li> <li>• Sample approval from the buyer</li> <li>• Pricing</li> <li>• Order Confirmation</li> <li>• Determine fabric and accessories consumption</li> <li>• Arrange Fabric and accessories</li> <li>• Start production</li> </ul>
<b>21.</b> How to manage the procedure of packaging and trims development?	<ol style="list-style-type: none"> <li>1) Prepare a list of specifications of each trim.</li> <li>2) Approve layout of all relevant printed materials</li> <li>3) Analyze quality samples as per requirement.</li> </ol>
<b>22.</b> Differentiate between trims and accessories.	Trims are directly involved in making a garment. They are directly attached with the fabric to make a garment like sewing thread, zippers, buttons, labels etc. whereas the accessories are used to make a garment attractive for selling and packing other than fabric and trims like poly bag, hang tag, barcode sticker etc.
<b>23.</b> Name different types of samples which are produced from order inquiry to shipment delivery.	Proto sample, Fit sample, Pre production sample, production sample, Shipment Sample.
<b>24.</b> Write down any five packing /make up accessories required for dress shirt.	Poly bag, hang tag, barcode stocker, hanger, price tag
<b>25.</b> What is the meaning of Minutes of meeting?	A record of a meeting including its discussions, decisions and resolutions.
<b>26.</b> Enlist any five emergency incidents?	<ul style="list-style-type: none"> <li>• Natural disasters</li> <li>• Explosions</li> <li>• Fire</li> <li>• Hazardous chemicals</li> <li>• Bomb threats</li> <li>• Armed attacks</li> <li>• An employee is injured in the workplace</li> <li>• Suffers an illness in the workplace</li> </ul>

Question	Candidate's answer
27. Write any six professional skills?	<ul style="list-style-type: none"><li>• Communication.</li><li>• Ability to Work under Pressure</li><li>• Decision Making</li><li>• Time Management</li><li>• Self-motivation</li><li>• Conflict Resolution</li><li>• Leadership</li><li>• Adaptability</li></ul>

<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) “Merchandiser”	CS Code:	Level: 4	Version: 01
<b>Competency Standard Title:</b> <b>T:</b> Contribute to Work Related Health and Safety (WHS) Initiatives <b>U:</b> Comply with Workplace Policy and Procedures <b>V:</b> Perform Advanced Communication <b>W:</b> Develop Advance Computer Application Skills <b>X:</b> Manage Human Resource Services <b>Y:</b> Develop Entrepreneurial Skills <b>Z:</b> Apply visual merchandising <b>AA:</b> Perform pre-production tasks <b>AB:</b> Coordinate production processes <b>AC:</b> Execute post production tasks	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 04 hrs.		

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>6. Assessment Task 1:</b> Candidate is required to prepare a mockup of thematic window display assigned by assessor. Considering given window display SOPs.</p> <p><b>7. Assessment Task 2:</b> Candidate is required to analyse the specs and enlist raw material (accessories and trims), calculate consumption then design assembly line for planning and scheduling to dispatch shipment according to given purchase order and Tech pack.</p> <p><b>And complete:</b></p> <p><b>8. Knowledge assessment test (Written or Oral)</b></p> <p><b>9. 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 and execute thematic/non thematic window display</p> <p><b>Performance Criteria 2:</b> Design standard operating procedures (SOPs) such as:</p> <ul style="list-style-type: none"> <li>○ Mannequin handling</li> <li>○ Prop placement</li> <li>○ Product Placement</li> <li>○ Lighting</li> </ul>



**Assessment Task 2**

**Performance Criteria 1:** Design assembly line as per requirement:

- Single assembly line
- Mix Model assembly line

**Performance Criteria 2:** Set production target according to quantity and Time

**Performance Criteria 3:** Calculate CBM by shipment volume

**Performance Criteria 4:** Plan Dispatch

**Performance Criteria 5:** Prepare Shipment Documents (Commercial Invoice, Pre-forma Invoice, Packing list, Bill of lading (Sea shipment), Airway bill (Air shipment), Certificate of goods, Certificate of a origin, Inspection certificate, Compliance certificates (Quality Standards Certificates), etc

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

**Performance Criteria 1:** Design display toolkits including:

- Colour wise
- Price wise
- Category wise
- Size wise

**Performance Criteria 2:** Design display techniques

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

**Performance Criteria 3:** Create Cross Merchandising Patterns including:

- Category wise
- Colour wise
- With carry wears

**Performance Criteria 4:** Design Floor Plans according to requirements

**Performance Criteria 5:** Design NTI'S/Fixtures

**Performance Criteria 6:** Design promotional display

**Performance Criteria 7:** Prepare layout of all relevant printed packaging material

**Performance Criteria 8:** Approve layout of all relevant printed packaging material

**Performance Criteria 9:** Analyse quality samples as per requirement

**Performance Criteria 10:** Select trims and packaging alternatives for the approval of client

**Performance Criteria 11:** Select design and colour options for approval (design strike off and/or colour swatch options, etc.)

**Performance Criteria 12:** Present accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)

**Performance Criteria 13:** Select pre-production sample for approval

**Performance Criteria 14:** Select a production sample for approval

**Performance Criteria 15:** Collect quality samples as per requirement

**Performance Criteria 16:** Develop submission options for trims and packaging material

**Performance Criteria 17:** Develop and submit design and color options for approval (design strike off and/or color swatch options, etc.)

**Performance Criteria 18:** Present accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)

**Performance Criteria 19:** Prepare pre-production sample

**Performance Criteria 20:** Get approved samples as per specifications

- Prepare a final sample
- Prepare a shipment sample

**Performance Criteria 21:** Select a shipment sample for approval

**Performance Criteria 22:** Analyse raw material testing result

**Performance Criteria 23:** Analyse Inline inspection result

**Performance Criteria 24:** Analyse testing results of finished goods

**Performance Criteria 25:** Inspect thread cropping procedure

**Performance Criteria 26:** Inspect stain removal Procedure

**Performance Criteria 27:** Inspect Ironing procedure

**Performance Criteria 28:** Inspect Tagging procedure

**Performance Criteria 29:** Inspect Folding procedure

**Performance Criteria 30:** Inspect piece Packing and bulk packing procedure

**Performance Criteria 31:** Examine material/accessories inspection

**Performance Criteria 32:** Examine measurement inspection

**Performance Criteria 33:** Examine colour/design inspection

**Performance Criteria 34:** Examine packaging and folding inspection

**Performance Criteria 35:** Examine Post production inspection results of (Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping, Damages, Ironing, Folding, Packing, etc.)

**Performance Criteria 36:** Analyse the shipment procedure according to the final inspection results.

**Performance Criteria 37:** Perform fabric inspection

**Performance Criteria 38:** Perform size inspection

**Performance Criteria 39:** Perform colour/design inspection

**Performance Criteria 40:** Perform packaging and folding inspection

*Continued on following page*



<b>Assessment Task 1</b>		<b>Description of assessment task 1</b>		
		Candidate is required to prepare a mockup of thematic window display assigned by assessor. Considering given window display SOPs.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Planned and execute thematic/non thematic window display			
2	Designed standard operating procedures (SOPs) such as: <ul style="list-style-type: none"> <li>o Mannequin handling</li> <li>o Prop placement</li> <li>o Product Placement</li> <li>o Lighting</li> </ul>			
3	Applied knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> <li>o Consultation</li> <li>o workplace policies</li> <li>o participation processes</li> </ul>			
4	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
5	Performed Continuous professional development as required at workplace			
6	Practiced verbal presentation			
7	Used design techniques confidently to produce designs			
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 analyse the specs and enlist raw material (accessories and trims), calculate consumption then design assembly line for planning and scheduling to dispatch shipment according to given purchase order and Tech pack.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Designed assembly line as per requirement: <ul style="list-style-type: none"> <li>○ Single assembly line</li> <li>○ Mix Model assembly line</li> </ul>			
2	Production target was set according to quantity and Time			
3	Calculated CBM by shipment volume			
4	Planned Dispatch			
5	Prepared Shipment Documents (Commercial Invoice, Pre-forma Invoice, Packing list, Bill of lading (Sea shipment), Airway bill (Air shipment), Certificate of goods, Certificate of a origin, Inspection certificate, Compliance certificates (Quality Standards Certificates), etc			
6	Applied knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> <li>○ Consultation</li> <li>○ workplace policies</li> <li>○ participation processes</li> </ul>			
7	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
8	Performed Continuous professional development as required at workplace			
9	Practiced verbal presentation			
10	Used design techniques confidently to produce designs			
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	Designed display toolkits 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>				
2	Designed display techniques <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>				
3	Create Cross Merchandising Patterns including: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Colour wise</li> <li>o With carry wears</li> </ul>				
4	Designed Floor Plans according to requirements				
5	Designed NTI'S/Fixtures				
6	Designed promotional display				
7	Prepared layout of all relevant printed packaging material				
8	Approved layout of all relevant printed packaging material				
9	Analysed quality samples as per requirement				
10	Selected trims and packaging alternatives for the approval of client				
11	Selected design and colour options for approval (design strike off and/or colour swatch options, etc.)				
12	Presented accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)				
13	Selected a production sample for approval				
14	Collected quality samples as per requirement				
15	Developed submission options for trims and packaging material				
16	Developed and submitted design and color options for approval (design strike off and/or color swatch options, etc.)				
17	Presented accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)				
18	Prepared pre-production sample				
19	Got approved samples as per specifications <ul style="list-style-type: none"> <li>o Prepare a final sample</li> <li>o Prepare a shipment sample</li> </ul>				
20	Selected a shipment sample for approval				
21	Analysed raw material testing result				
22	Analysed Inline inspection result				
23	Analysed testing results of finished goods				
24	Inspected thread cropping procedure				
25	Inspected stain removal Procedure				

<b>26</b>	Inspected Ironing procedure			
<b>27</b>	Inspected Tagging procedure			
<b>28</b>	Inspected Folding procedure			
<b>29</b>	Inspected piece Packing and bulk packing procedure			
<b>30</b>	Examined material/accessories inspection			
<b>31</b>	Examined measurement inspection			
<b>32</b>	Examined colour/design inspection			
<b>33</b>	Examined packaging and folding inspection			
<b>34</b>	Examined Post production inspection results of (Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping, Damages, Ironing, Folding, Packing, etc.)			
<b>35</b>	Analysed the shipment procedure according to the final inspection results.			
<b>36</b>	Performed fabric inspection			
<b>37</b>	Performed size inspection			
<b>38</b>	Performed colour/design inspection			
<b>39</b>	Performed packaging and folding inspection			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		





<b>Title of Qualification:</b> National Vocational Certificate Level 4, in (Industrial Merchandiser) “Merchandiser”	CS Code:	Level: 4	Version:01
<b>Competency Standard Title:</b> <b>T:</b> Contribute to Work Related Health and Safety (WHS) Initiatives <b>U:</b> Comply with Workplace Policy and Procedures <b>V:</b> Perform Advanced Communication <b>W:</b> Develop Advance Computer Application Skills <b>X:</b> Manage Human Resource Services <b>Y:</b> Develop Entrepreneurial Skills <b>Z:</b> Apply visual merchandising <b>AA:</b> Perform pre-production tasks <b>AB:</b> Coordinate production processes <b>AC:</b> Execute post production tasks	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. What does Thematic display mean?	A Thematic display means a model/product, with focus on particular property or theme.
2. What is a Floor plan?	A scaled diagram of the arrangement of room in one story of a building.
3. What are the disadvantages of Visual Merchandiser?	Advantages of visual merchandising are: <ul style="list-style-type: none"> <li>• Increase of customer flow</li> <li>• Increase of sales</li> <li>• Maximising the potential of retail space</li> <li>• Getting the most value out of product</li> </ul>
4. What is Bulk Production?	To produce required large quantity.
5. Define sequencing and scheduling.	<ul style="list-style-type: none"> <li>• Sequencing: Arrangements of activities.</li> <li>• Scheduling: Time based Plan</li> </ul>
6. What are advanced language skills?	<ul style="list-style-type: none"> <li>• To strengthen speaking and listening abilities.</li> <li>• Increase vocabulary and knowledge of common language phrases.</li> <li>• Refine ability to use grammar accurately.</li> </ul>
7. What are three main steps in the Pre-Production?	Sample approval, Raw material and accessories procurement, production planning & quality
8. What is the meaning of Minutes?	A record of a meeting including its discussions, decisions and resolutions.

Question	Candidate's answer
<p><b>9.</b> Enlist any five emergency incidents?</p>	<ul style="list-style-type: none"> <li>• Natural disasters</li> <li>• Explosions</li> <li>• Fire</li> <li>• Hazardous chemicals</li> <li>• Bomb threats</li> <li>• Armed attacks</li> <li>• An employee is injured in the workplace</li> <li>• Suffers an illness in the workplace</li> </ul>
<p><b>10.</b> How do you write minutes of a meeting?</p>	<ul style="list-style-type: none"> <li>• The names of the participants.</li> <li>• Agenda items.</li> <li>• Calendar or due dates.</li> <li>• Actions or tasks.</li> <li>• The main points.</li> <li>• Decisions made by the participants.</li> <li>• Record what are the most important points?</li> <li>• Future decisions.</li> </ul>

