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INDUSTRIAL MERCHANDISER



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COMPETENCY STANDARDS

National Vocational Certificate Level 1-4

Version 1 - October, 2019



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INTRODUCTION

Merchandising is the practice and process of displaying and selling products to customers. Whether digital or in-store, retailers use merchandising to influence customer intent and reach their sales goals.

Establishing the right merchandising strategy can depend on a variety of factors, such as sector, product qualities, available space, and whether the retailer is displaying in a physical or digital store. Additionally, there are various schools of thought on which types of merchandising are most effective in particular industries and departments.

In industry the role of merchandiser is vital they can work as product merchandiser, apparel merchandiser, visual merchandiser, retail merchandiser, digital merchandiser depending on the role assigned by industry.

To become more beneficial merchandiser must be vigilant and smart accordingly and for the purpose they need to work on the first impression, manipulating lights to highlight the product, knowing merchandising metrics and being responsive etc.



PURPOSE OF THE QUALIFICATION

The competency based NVQ has been developed to train the unskilled men and women of Pakistan on the technical and entrepreneurial skills to be employed / self-employed and inevitably set sustainable impact on their lives by increase in their livelihood income generation.

The purpose of these qualifications is to set professional standards for Industrial Merchandiser, who will serve as key elements enhancing quality of Pakistan's Fashion industry. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of Industrial Merchandising industry
- Capacitate the local community and trainers in modern CBT trainings, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in Merchandising industry
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training in Industrial Merchandising industry in Pakistan

DATE OF VALIDATION

This national vocational qualification (NVQ) has been validated by the Qualifications Development Committee (QDC) in July 2019 and will remain in currency until December 2022



CODE OF QUALIFICATIONS

Qualification Title	Code
National Vocational Certificate Level 1, in (Industrial Merchandiser) "Trainee Merchandiser"	0414 M&A 02
National Vocational Certificate Level 2, in (Industrial Merchandiser) "Junior Merchandiser"	0414 M&A 03
National Vocational Certificate Level 3, in (Industrial Merchandiser) "Assistant Merchandiser"	0414 M&A 04
National Vocational Certificate Level 4, in (Industrial Merchandiser) "Merchandiser"	0414 M&A 05

ENTRY REQUIREMENTS

- For National Vocational Certificate Level-2 in Industrial Merchandiser, the entry requirement is Middle or equivalent to Middle.
- For National Vocational Certificate Level-3 in Industrial Merchandiser, the entry requirement is award of National Vocational Certificate Level-2 in Industrial Merchandiser or Middle with Hands on Experience.
- For National Vocational Certificate Level-4 in Industrial Merchandiser, the entry requirement is award of National Vocational Certificate Level-3 in Industrial Merchandiser or Middle with one year of work experience.



QUALIFICATIONS DEVELOPMENT COMMITTEE

The following members participated in the qualification development of these qualifications:

Sr. No.	Name	Designation	Organization	Email	Contact No.
1.	Muqadas Rafiq	Production Manager,	Sefam-Chinyere	Muqadas.rafique@cafam.com	0300-4717682
2.	Waleed Ahmed	Sales Supervisor	Green Valley		
3.	M. Usman Zaib	Sales Supervisor	Green Valley		
4.	Jehanzeb Abdullah Khan	Marketing Merchandiser	SNC Network		
5.	Munir Rajput	Assistant Manager Marketing	PVTC		
6.	Syed Zia ul Hassan	AGM Planning and Merchandising	Stylo Shoes		
7.	Eng. Muhammad Irfan	Industrial Engineering Officer	TEVTA Punjab		
8.	Dr. Muhammad Shafique	Assistant Professor UET	Texila		
9.	Syed Mudassar Ali	Visual Merchandiser	Alkaram		
10.	Mehwish Aisha Ahsan	Freelance Consultant	CBT Expert/Certified Assessor		
11.	Bushra Asghar	Master Assessor	TEVTA Punjab		



SUMMARY OF COMPETENCY STANDARDS

LEVEL 1							
Co de	Competency Standards	Theory		Practical		Total	
		C	Hr.	C	Hr.	C	Hr.
1.	Comply with Work Health and Safety Policies					3	30
2.	Obey the Workplace Policies and Procedure					2	20
3.	Follow Basic Communication Skills (General)					5	50
4.	Operate Computer Functions(General)					6	60
Total						16	160

LEVEL 2							
Code	Competency Standards	Theory		Practical		Total	
		C	Hr.	C	Hr.	C	Hr.
	Comply Personal Health and Safety Guidelines					3	30
	Communicate the Workplace Policy and Procedure					2	20
	Perform Basic Communication (Specific)					3	30
	Perform Basic Computer Application (Specific)					4	40
	Handle the Documents	5	50	23	230	28	280
	Organize store merchandising	6	60	26	260	40	400
Total						80	800



LEVEL 3							
Code	Competency Standards	Theory		Practical		Total	
		C	Hr.	C	Hr.	C	Hr.
	Apply Work Health and Safety Practices (WHS)					3	30
	Identify and Implement Workplace Policy and Procedures					2	20
	Communicate at Workplace					3	30
	Perform Computer Application Skills					4	40
	Manage Personal Finances				120	3	30
	Identify vendor	3	30	13	130	16	160
	Perform Product Costing	3	30	12	120	15	150
	Perform store Merchandising	3	30	12	120	15	150
	Manage visual merchandising	3	30	12	120	15	150
	Total					76	760

LEVEL 4							
Code	Competency Standards	Theory		Practical		Total	
		C	Hr.	C	Hr.	C	Hr.
	Contribute to Work Related Health and Safety (WHS) Initiatives					3	30
	Comply with Workplace Policy and Procedures					3	30
	Perform Advanced Communication					3	30
	Develop Advance Computer Application Skills					4	40
	Manage Human Resource Services					2	20
	Develop Entrepreneurial Skills					3	30
	Apply visual merchandising	6	60	26	260	40	400
	Perform pre-production tasks	9	90	35	350	44	440
	Coordinate production processes	4	40	20	200	30	300
	Execute post production tasks	5	50	23	230	28	280
	Total					160	1600
	Grand Total					320	3200



COURSE LAYOUT

- Contribute to Work Related Health and Safety (WHS) Initiatives
- Comply with Workplace Policy and Procedures
- Perform Advanced Communication
- Develop Advance Computer Application Skills
- Manage Human Resource Services
- Develop Entrepreneurial Skills
- Apply visual merchandising
- Perform pre-production tasks
- Coordinate production processes
- Execute post production tasks

LEVEL - 4

- Apply Work Health and Safety Practices (WHS)
- Identify and Implement Workplace Policy and Procedures
- Communicate at Workplace
- Perform Computer Application Skills
- Manage Personal Finances
- Identify vendor
- Perform Product Costing
- Perform store Merchandising
- Manage visual merchandising

LEVEL - 3

- Comply Personal Health and Safety Guidelines
- Communicate the Workplace Policy and Procedure
- Perform Basic Communication (Specific)
- Perform Basic Computer Application (Specific)
- Handle the Documents
- Organize store merchandising

LEVEL - 2

- Comply with Work Health and Safety Policies
- Obey the Workplace Policies and Procedures
- Follow Basic Communication Skills (General)
- Operate Computer Functions (General)

LEVEL - 1



Competency Standard A: 102200843 Comply Work Health and Safety Policies

Overview: This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. Communicate work and health safety assess at work place. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

Competency Units	Performance Criteria
A1. Work safely at work place	<p>You must be able to:</p> <p>P1. Identify relevant organizational safety policies and procedures P2. Categorize tools and equipment as per requirements P3. Maintain tools and equipment P4. Follow established safety procedures during work activities P5. Identify existing or potential safety issues to designated persons P6. Report work-related incidents and accidents to supervisor P7. Take necessary measures to minimizing risks</p>
A2. Communicate work health and safety (WHS) assess at work place	<p>You must be able to:</p> <p>P1. Raise work health and safety issues with supervisor. P2. Contribute to workplace meetings and other consultative processes for work health and safety management at the workplace P3. Make suggestions for improving work health and safety practices</p>
A3. Minimize risks to personal safety at work place	<p>You must be able to:</p> <p>P1. Identify situations that may endanger the personal safety P2. Document the incident regarding personal safety at work place P3. Eliminate workplace hazards regarding personal safety P4. Identify damaged items and equipment for personal safety P5. Notify supervisor regarding damaged items and equipment for personal safety</p>
A4. Minimize risks to public safety	<p>You must be able to:</p> <p>P1. Identify situations that may endanger the public safety P2. Document the incident at work sites P3. Eliminate workplace hazards at work sites P4. Identify damaged items and equipment related to public safety P5. Notify Situation that may endanger situation for safety measures.</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Identify the commonly used tools and equipment used at workplace.
- Rights and responsibilities of employers and employees



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- Consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- State potential hazards in the workplace
- State commonly used hazard signs and safety symbols

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Identify health and safety policies to maintain and avoid any unwanted incident.



Competency Standard B: 041700838 Obey the Workplace Policies and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
B1. Obey the workplace personal appearance and hygiene	<p>You must be able to:</p> <p>P1. Wear suitable clothes for the workplace and respect local and cultural contexts</p> <p>P2. Meet specific company dress code requirements</p>
B2. Follow work ethics	<p>You must be able to:</p> <p>P1. Follow company value/ ethics code/ conduct policies and guidelines</p> <p>P2. Use company resources in accordance with company ethical standards</p> <p>P3. Conduct personal behaviour and relationships in accord with company policy & procedures</p> <p>P4. Demonstrate ethical behaviour with co-workers</p> <p>P5. Report work incident situations or resolve accordingly</p>
B3. Demonstrate the Work place behaviours	<p>You must be able to:</p> <p>P1. Practice the positive behaviour</p> <p>P2. Avoid arguing</p> <p>P3. Adopt flexibility in behaviour to accept the resistance</p>
B4. Communicate workplace policy & procedures	<p>You must be able to:</p> <p>P1. Listen directions carefully</p> <p>P2. Ask relevant questions politely</p> <p>P3. Avoid to use abusive language/ expression</p> <p>P4. Respect co-workers and others</p>
B5. Review the implementation of workplace policy & procedures	<p>You must be able to:</p> <p>P1. Ensure proper implementation of policies</p> <p>P2. Enlist the gaps for improvement</p> <p>P3. Follow the feedback, if any</p>



Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of Explain organizational policies and procedures to enable:

- Rules, regulations and SOPs applicable to the organization
- Turnaround time to achieve target/goal.
- Operational hierarchal levels in an organization

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Follow work place policy personal appearances adopting company values/ ethics/ codes and broacher policies for ensuring work place SOP's



Competency Standard C: 001100850 Follow Basic Communication Skills (General)

Overview: After successful completion of this module you will be able to listen attentively, develop non-verbal communication, and identify communication barriers, interview preparation for job and different communication platforms in the workplace and throughout your career.

improving work quality and quantity through basic communication skills

This unit of competency is designed to manage the workers and other personnel that can help in

Competency Units	Performance Criteria
C1. Adopt Effective listening to Skills	<p>You must be able to:</p> <p>P1. Listen attentively to others to improve communication skills P2. Avoid interrupting while listening others P3. Ask questions to ensure understanding P4. Receive and follow instructions as given by supervisor P5. Give the speaker regular feedback to communicate appropriately</p>
C2. Develop Nonverbal communication with peers	<p>You must be able to:</p> <p>P1. Maintain eye contact to improve communication P2. Use facial expressions and gestures P3. Use Body language to communicate appropriately P4. Participate within Peers.</p>
C3. Prepare for Interview to get a job	<p>You must be able to:</p> <p>P1. Prepare yourself for interview to employer P2. Follow schedule according to the sequence of interview P3. Use communication techniques used while appearing in interview P4. Provide basic evidence of related skill P5. Respond appropriately to strong client emotional reactions</p>
C4. Use communication platform at workplace	<p>You must be able to:</p> <p>P1. Convey message using different communication platform forms</p> <ul style="list-style-type: none"> • Face to face • Video chat • Phone calls/messages • Social Media
C5. Identify communication barriers to improve interpersonal skills	<p>You must be able to:</p> <p>P1. Identify communication barriers to improve communication skills with each other .i.e.</p> <ul style="list-style-type: none"> • Attitudinal barrier • Physical Barrier • Long differences • Conflicting information • Differing status, position /self-expression
	<p>P2. Use strategies to overcome these barriers in the client-counsellor relationship</p>



Knowledge & Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Minimizing communication barriers
- Listening, and responding with an open mind in a more effective way.
- Appropriate communication methods.
- Verbal and non-verbal messages appropriately.
- Confidence building
- Body language
- Appropriate Voice tone
- Interpersonal skills
- Listening Skills

Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

- Find a job through social media resources
 1. Prepare yourself to appear in interview by following points:
 - Effective listening skills
 - Body language
- Work in groups of 3-5 members.
 1. Think of a situation when you tried to communicate with another person. Or when somebody tried to communicate with you, and it failed.
 2. Think about the problems or barriers that interfered with the communication.
 - List the reasons for failure identified by your group.
- Non-verbal communication
Have activity cards:
 - Worried
 - Happy
 - Disappointed
 - Laughing
 - Annoying

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.



Competency Standard D: 061100855 Operate Computer Functions (General)

Overview: The competency Standard describe skills and knowledge required to setup a computer system, organize files in folders, and shutdown a computer system.

Competency Units	Performance Criteria
D1. Set up the computer for use	<i>You must be able to:</i> P1. Identify physical components of computer P2. Identify peripheral devices of the computer P3. Connect all components of computer P4. Follow procedures to turn on the computer system
D2. Organize files in folder	<i>You must be able to:</i> P1. Create folders/subfolders with suitable names P2. Save files in relevant folders. P3. Rename and move folders in different drives.. P4. Move folders and files using drag and drop techniques P5. Save folders and files on different media P6. Search for folders/subfolders and files using appropriate tool bars P7. Delete Folder files Restore deleted folder files
D3. Shut down computer system	<i>You must be able to:</i> P1. Save any work to be retained P2. Close open application programs correctly P3. Shut down computer P4. Switch off any unused peripheral devices P5. Ensure computer safety

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic parts of a computer
- Definition of computer
- Definition of Drives
- Enlist computer component



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Switch on the computer
- Attach Computer component
- Switch on Peripheral devices
- Make a folder in any partition(drive) in hard disk
- Give name to the folder
- Save file in the folder
- delete the folder/File
- Shut down computer

The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



Competency Standard E: 102200844 Comply with Perform Personal Health and Safety Guidelines

Overview: This Competency Standard identifies the competencies required to protect/apply occupational Safety, health and Environment at workplace according to the industry's approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.

Competency Units	Performance Criteria
E1. Identify Personal Hazards at Workplace	<p>You must be able to:</p> <p>P1. Identify risk to personal health P2. Identify hygiene and safety at work place P3. Identify processes P4. Identify tools, equipment and consumable materials that have the potential to cause harm P5. Report, identified risk to Health, hygiene and safety to concerned</p>
E2. Apply Personal Protective and Safety Equipment (PPE)	<p>You must be able to:</p> <p>P1. List the Personal Protective equipment P2. Select personal protective equipment in terms of type and quantity according to work orders. P3. Wear personal protective equipment according to job requirements. P4. Clean personal protective equipment P5. Stored Personal Protective equipment in proper place after use.</p>
E3. Comply Occupational Safety and Health (OSH)	<p>You must be able to:</p> <p>P1. Maintain cleanliness and hygiene as per organizational policy P2. Comply with Health, hygiene and safety precautions before starting work P3. Follow organizational Health, hygiene and safety guidelines during work P4. Deal with resolvable problems according to prescribed procedures P5. Report un resolvable problems to immediate supervisor P6. Place the tools equipment etc. at their prescribed place after completion of work</p>
E4. Dispose of hazardous Waste/materials from the designated area.	<p>You must be able to:</p> <p>P1. Identify hazardous waste materials which needs to be disposed off P2. Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure P3. Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure P4. Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p>



Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain safety rules and regulations of organization
- List Personal protection and safety Equipment
- Describe meaning of Safety signs and symbols
- Demonstrate understanding of safety related Standard Operating Procedure/guidelines
- Describe waste disposal SOPs
- Explain best practices relating to clean and safe work environment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



Competency Standard F: 041700839 Communicate the Workplace Policy and Procedure

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
F1. Identify workplace communication procedures	<p>You must be able to:</p> <p>P1. Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p>P2. Identify appropriate lines of communication with supervisors and colleagues.</p> <p>P3. Seek advice on the communication method/equipment most appropriate for the task</p>
F2. Communicate at workplace	<p>You must be able to:</p> <p>P1. Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p>P2. Use appropriate non-verbal behaviour at all times Encourage, acknowledge and act upon constructive feedback</p>
F3. Draft Written Information	<p>You must be able to:</p> <p>P1. Identify and comply with required range of written materials in accordance with organizational policy and procedures</p> <p>P2. Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.</p> <p>P3. Ensure written information meets required standards of style, format and detail.</p> <p>P4. Seek assistance and/or feedback to aid communication skills development</p>
F4. Review Documents	<p>You must be able to:</p> <p>P1. Check draft for suitability of tone for audience, purpose, format and communication style</p> <p>P2. Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.</p> <p>P3. Check draft for sequencing and structure</p> <p>P4. Check draft to ensure it meets organizational requirements</p> <p>P5. Ensure draft is proofread, where appropriate, by supervisor or colleague</p>



Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws
- Organizational policies, plans and procedures.
- Barriers to communication
- Communication model
- Verbal and written communication techniques

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



Competency Standard G: 001100851 Perform Basic Communication (Specific)

Overview: This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use.

By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor's instructions and develop generic communication work skills at workplace.

Competency Units	Performance Criteria
G1. Communicate in a team to achieve intended outcomes	<p>You must be able to:</p> <p>P1. Treat team members with respect P2. Maintain positive relationships to achieve common organizational goals P3. Get work related information from team P4. Identify interrelated work activities to avoid confusion P5. Adopt communication skills, which are designed in a team. P6. Identify problems in communication with a team P7. Resolve Communication barrier through discussion and mutual agreement</p>
G2. Follow Supervisor's instructions as per organizational SOPs	<p>You must be able to:</p> <p>P1. Receive the instructions from Supervisor P2. Carry out the instructions of the supervisor P3. Report to the supervisor as per organizational SOPs</p>
G3. Develop Generic communication skills at workplace	<p>You must be able to:</p> <p>P1. Develop basic reading skills P2. Develop Basic writing Skills P3. Develop basic listening skills</p>



Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Basic Learn and understand Types of communication
- Basic Reading Skills
- Basic Writing skills
- Basic Verbal communication skills
- Basic Problem solving skills
- Basic Self-Management Skills
- Basic Technology Skills
- Basic Interview Skills
- Basic Workplace dress code
- Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors



Competency Standard H: 061100856 Perform Basic Computer Application (Specific)

Overview: This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
I1. Create Word Documents	You must be able to: P1. Open word processing application P2. Create a word document P3. Customize page layout with relevant name setting P4. Set up page in a word document P5. Edit word document as required P6. Use simple formatting tools when creating the document P7. Save word document to directory P8. Insert table in a word document P9. Insert appropriate images into document as necessary P10. Insert header/footer in a word document P11. Insert section break in a word document P12. Set style in word document P13. Select basic Print settings P14. Print the document
I2. Use internet for Browsing	You must be able to: P1. Use search engines to open website P2. Search data on different topics P3. Refine search to increase relevance of information or content P4. Navigate a website to access the information or content required

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Describing formatting styles and their effect on formatting, readability and appearance of documents
- Outline purpose, use and function of word-processing software.
- Editing in MS Word
- Formatting in MS word
- Use of different search engines
- Use of different web pages



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.
- Download data through web browser



Competency Standard I: 0414001006 Handle the Document

Overview: This competency standard deal with learning the competencies needed to perform Record keeping. That include Differentiate between different Documents, Interpret different Merchandising Documents Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
I3. Differentiate between different Documents	<p>You must be able to:</p> <p>P1. Identify Pre-production Documents</p> <ul style="list-style-type: none">o Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Forma invoice, etc.) <p>P2. Identify Production Documents</p> <ul style="list-style-type: none">o Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) <p>P3. Identify Post-production Documents</p> <ul style="list-style-type: none">o Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.)
I4. Interpret different Merchandising Documents	<p>You must be able to:</p> <p>P1. Interpret given document according to the requirement including:</p> <ul style="list-style-type: none">o Purchase Ordero Bill of Materialso Tech-Packo Letter of Credit (LC)o etc. <p>P2. Prepare given document according to the requirement including:</p> <ul style="list-style-type: none">o Departmental Requisitiono Invoiceo Packing Listo Quality Testing Checklisto Dispatch Listo etc.

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Analyse Pre-production, Production and Post-production process related documents
- Recognise Technical and professional terminologies for documentation



Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Enlist Pre-production Documents content wise
- 2 Prepare quality control checklist
- 3 Interpret following documents accordingly (any 2):
 - o Purchase Order
 - o Bill of Materials
 - o Production Timeline
 - o Tech-Pack
 - o Letter of Credit (LC)



Competency Standard J: 0414001007 Organise Store Merchandising

Overview: This competency standard deal with learning the competencies needed to organize store merchandizing. That includes Check Inventory according to given list and arrange products according to instructions. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
K1. Check Inventory according to given list	<p>You must be able to:</p> <p>P1. Read and understand inventory reports including:</p> <ul style="list-style-type: none"> ○ Dispatch sheet ○ Transfer order ○ Delivery note <p>P2. Prepare Product inventory report according to the requirement</p>
K2. Arrange products according to instructions	<p>You must be able to:</p> <p>P1. Arrange inventory in layers:</p> <ul style="list-style-type: none"> ○ Last In First Out (LIFO) ○ First In First Out (FIFO) ○ Cross Dock <p>P2. Arrange products in shelves in a right order according to instructions</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Explain Inventory management policies
- Identify different inventory reports
- List and define abbreviations of inventory management



Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Prepare Product Inventory Report according to the requirement
- 2 Arrange Inventory in different layers



Competency Standard K: 102200846 Apply Work Health and Safety Practices (WHS)

Overview: This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process..

Competency Units	Performance Criteria
K3. Implement safe work practices at work place	<p>You must be able to:</p> <p>P1. Implement relevant rules and procedures of WHS at work place.</p> <p>P2. Comply with duty of care requirements</p> <p>P3. Use personal protective equipment according to safe work practices</p> <p>P4. Contribute to WHS consultative activities</p> <p>P5. Raise WHS issues with relevant personnel</p>
K4. Participate in hazard assessment activities a work place	<p>You must be able to:</p> <p>P1. Identify hazards or WHS issues in the workplace to relevant personnel</p> <p>P2. Assess and control risks according to own level of responsibility, in line with workplace procedures</p> <p>P3. Report hazards or WHS issues in the workplace to relevant personnel</p> <p>P4. Document risk control actions as required</p>
K5. Follow emergency procedures at workplace	<p>You must be able to:</p> <p>P1. Report emergencies or incidents promptly to relevant personnel</p> <p>P2. Deal with emergencies in line with own level of responsibility</p> <p>P3. Implement evacuation procedures as required</p>
K6. Participate in OHS consultative processes	<p>You must be able to:</p> <p>P1. Contribute to workplace meetings, inspections or other consultative activities</p> <p>P2. Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures</p> <p>P3. Take actions to eliminate workplace hazards or to reduce risks</p>



Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Outline the WHS rights and responsibilities that apply to own role
- Explain the term duty of care

- Describe typical health and safety roles in the workplace
- List and describe common safety signs and symbols
- Explain procedures for reporting hazards, risks, incidents and accidents
- Identify and describe common hazards and major causes of accidents relevant to the workplace
- Explain what the term risk control means
- List and describe potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Demonstrate evidences of the Health and safety Processes to avoid any incident.



Competency Standard L: 041700840 Identify and Implement Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
L1. Identify workplace policy & procedures	<p>You must be able to:</p> <p>P1. Identify the workplace policy & procedures P2. Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met. P3. Assure the policies are realistic, resources and personnel to implement P4. Implement the policy & procedures that reflects the organizations commitments P5. Ensure the appropriate methods of implementation, outcomes and performance indicators</p>
L2. Implement workplace policy & procedures	<p>You must be able to:</p> <p>P1. Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures P2. Implement strategies for continuous improvement in effective and efficient information</p>
L3. Communicate workplace policy & procedures	<p>You must be able to:</p> <p>P1. Communicate procedures to help implement workplace policy P2. Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities</p>
L4. Review the implementation of workplace policy & procedures	<p>You must be able to:</p> <p>P1. Identify the trends that may require remedial actions P2. Record the trends that may require remedial actions. P3. Ensure policy and procedures as required are made for continuous improvement of performance</p>



Knowledge & Understanding:

The student must be able to demonstrate knowledge and understanding required to carry out tasks covered in this competency standards. This includes the knowledge of:

- Legislation, regulations and codes of practice applicable to the organization
- internal and **external sources of information and organizational policy & procedures**
- Typical barriers to implementing policies and procedures in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify evidences of the ability to implement work place policy and procedures. briefly identify work place procedures to avoid incident.



Competency Standard M: 001100852 Communicate at Workplace

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
M1. Communicate within the organization	<p>You must be able to:</p> <p>P1. Communicate within a department P2. Communicate with other departments. P3. Use various media to communicate effectively P4. Communicate orally and written</p>
M2. Communicate outside the organization	<p>You must be able to:</p> <p>P1. Deal with vendors P2. Deal with clients/customers P3. Interact with other organisations P4. Use various media to communicate effectively P5. Work with people of different cultures / backgrounds</p>
M3. Communicate effectively in workgroup	<p>You must be able to:</p> <p>P1. Assess the issues to provide relevant suggestion to group members P2. Resolve the issues/ problems /conflicts within the group P3. Arrange group working sessions to increase the level of participation in the group processes P4. Communicate messages to group members clearly to ensure interpretation is valid P5. Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices P6. Act upon constructive feedback</p>
M4. Communicate in writing	<p>You must be able to:</p> <p>P1. Identify relevant procedures for written information P2. Use strategies to ensure correct communication in writing .i.e. <ul style="list-style-type: none"> • correct composition • clarity • comprehensiveness • accuracy • appropriateness P3. Draft assigned written information for approval, ensuring it is written within designated timeframes P4. Ensure written information meets required standards of style, format and detail P5. Seek assistance / feedback to aid communication skills development</p>



Knowledge & Understanding:

The student must be able to demonstrate knowledge and understanding required to carry out tasks covered in this competency standards. This includes the knowledge of:

- Importance of intra and inter organizational communication
- Basics of business communication
- Defining Modes of communication
- Effective communication in workgroup
- Communicating through writing
- The importance of teamwork

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- In your current position, what types of written communication do you use most often? (List them all).



Competency Standard N: 061100858 Perform Computer Application Skills

Overview: This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
<p>N1. Prepare In-page documents as per required information</p>	<p>You must be able to:</p> <ul style="list-style-type: none"> P1. Set keyboard preferences according to information requirements P2. Layout Page according to information requirements P3. Toggle between Languages P4. Identify the usage of tool bar P5. Insert Columns as per requirement P6. Print the document
<p>N2. Prepare Spreadsheets as per required information</p>	<p>You must be able to:</p> <ul style="list-style-type: none"> P1. Create workbook according to information requirements P2. Insert sheet according to information requirements P3. Enter basic formulae / functions using cell referencing when required P4. Correct formulas when error messages occur P5. Use a range of common tools during spreadsheet development P6. Edit columns and rows within the spreadsheet Filter data P7. Save the spreadsheet to a folder on a storage device P8. Format spreadsheet using formatting features as required P9. Incorporate object and chart in spreadsheet P10. Print spreadsheet
<p>N3. Use MS Office as per required information</p>	<p>You must be able to:</p> <ul style="list-style-type: none"> P1. Use Microsoft Word for documentation P2. Use Microsoft Excel for documentation P3. Use Microsoft PowerPoint for presentation P4. Perform OneNote P5. Perform Outlook for emails
<p>N4. Perform computer graphics in basic applications</p>	<p>You must be able to:</p> <ul style="list-style-type: none"> P1. Perform graphic fundamentals in basic applications P2. Draw Points and lines to make images P3. Draw Dots in space to make images P4. Draw lightening blot Shapes to make images P5. Enlarge circles and rectangles to block in forms



<p>N5. Create Email account for communications</p>	<p>You must be able to:</p> <ul style="list-style-type: none">P1. Make email account for communicationsP2. . Compose text of an email message according to organizational guidelines as requiredP3. Create an automatic signature for the userP4. Attach files to email message where requiredP5. Send email messageP6. Reply to / forward a received message using available featuresP7. Save an attachment to the relevant folderP8. Save email message using available settingsP9. Adjust email accounts to restrict and quarantine possible email security problems<ul style="list-style-type: none">• Print email message as per requirements
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Knowledge & Understanding:

The student must be able to demonstrate knowledge and understanding required to carry out tasks covered in this competency standards. This includes the knowledge of:

- List basic technical terminology related to reading help files and prompts
- Explain the effect of formatting and appearance on the readability and usability of spreadsheets
- Outline log-in procedures relating to accessing a personal computer (PC)
- Describe the purpose, use and function of spreadsheet applications.
- Understand MS Word to create documents, flyers, publications
- Understand MS PowerPoint to create presentations
- Understand MS Excel to store, organize, and manipulate data
- Understand OneNote to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more
- Understand of Publisher to create extensive publications, posters, flyers, menus
- Understand Outlook to manage email and calendars, to do lists, and contacts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets.



Competency Standard O: 041300867 Manage Personal Finances

Overview: This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

Competency Units	Performance Criteria
O1. Develop a personal budget	<p>You must be able to:</p> <p>P1. Calculate current living expenses using available information to prepare a personal budget.</p> <p>P2. Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.</p> <p>P3. Subtract total expenses from total income to determine a surplus or deficit budget for the specified period.</p> <p>P4. Find reasons for a deficit budget and ways to reduce expenditure identified.</p> <p>P5. Identify ways to increase income</p>
O2. Develop long term personal budget	<p>You must be able to:</p> <p>P1. Analyze income and expenditure and set long term personal financial goals.</p> <p>P2. Develop a long-term budget based on the outcomes of short-term budgeting.</p> <p>P3. Identify obstacles that might affect the business</p> <p>P4. Formulate a regular savings plan based on budget</p>
O3. Identify ways to maximize future finances	<p>You must be able to:</p> <p>P1. Determine sources to maximize personal income,</p> <p>P2. Get further education or training to maintain or improve future income.</p> <p>P3. Identify the need for debt to finance living and other expenses,</p> <p>P4. Determine the appropriate levels of debt and repayment.</p> <p>P5. Consolidate existing debt, where possible, to minimize interest costs and fees.</p> <p>P6. Seek professional money management services.</p>

Knowledge & Understanding:

The student must be able to demonstrate knowledge and understanding required to carry out tasks covered in this competency standards. This includes the knowledge of:

- Explain the abilities to plan and organize to keep records and monitor a personal budget
- Describe abilities to set and review goals
- Explain basic financial management and record keeping to enable development and management of a personal budget
- Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- Outline numeracy skills to compare income and expenditure



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Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



Competency Standard P: 0414001008 Identify Vendor

Overview: This competency standard deal with learning the competencies needed to identify vendor. That includes Establish Merchandising Requirements, Selection of Vendor as per requirement and criteria. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
P1. Determine Merchandising Requirements	<p>You must be able to:</p> <p>P1. Prepare a list of all relevant Raw Materials P2. Calculate the required quantities P3. Establish target prices for Raw Material P4. Calculate economic order quantity</p>
P2. Select Vendor as per requirement and criteria	<p>You must be able to:</p> <p>P1. Prepare a contact list of vendors to establish communication. P2. Identify key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.) P3. Prepare vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Describe Quality control system
- Analyse Trade information
- Determine Production capacity
- Identify Key elements of vendor (product quality, production capacity, market repute, reliability, financial stability, etc.)

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Assignment(s)/Project(s)
2. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Prepare a list of all relevant Raw Materials
- 2 Prepare vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)



Competency Standard Q: 0414001009 Perform Product Costing

Overview: This competency standard deal with learning the competencies needed to perform product costing. That includes Calculate direct Costs, Calculate indirect Costs, and Calculate Offered price. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
Q1. Calculate direct Costs	<p>You must be able to:</p> <p>P1. Calculate material consumption</p> <ul style="list-style-type: none"> • Fabric consumption • Yarn consumption • Accessories consumption • Packaging consumption <p>P2. Calculate process cost</p> <ul style="list-style-type: none"> • Finishing cost (Dying, printing, washing, etc.) • Production cost (Stitching, cutting, embroidery, etc.) • Packaging cost <p>P3. Calculate dispatch cost (EX Factory, FOB, CNF, CIF, etc.)</p>
Q2. Calculate indirect Costs	<p>You must be able to:</p> <p>P1. Calculate Overhead cost</p> <p>P2. Calculate Financial cost</p>
Q3. Calculate Offered price	<p>You must be able to:</p> <p>P1. Calculate the Break- even price</p> <p>P2. Calculate the cost of product</p> <p>P3. Calculate price margins</p> <p>P4. Calculate and add commissions</p> <p>P5. Quote the final price</p>
Q4. Negotiate product price	<p>You must be able to:</p> <p>P1. Identify price gap</p> <p>P2. Identify possible cost improvements</p> <p>P3. Re-calculate the final price after negotiation</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Explain Tech-packs
- Identify Raw materials



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- Describe Manufacturing processes
- Understand the principles of Calculation (Conversion units, Percentages (forward/reverse) etc.)
- Describe Payment and Shipment terms (DA, FOB, CNF, etc.)
- Define different types of cost

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

- 1 Portfolio
- 2 Assignment(s)/Project(s)
- 3 Relevant Certification(s)
- 4 Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Prepare cost sheet format
- 2 Calculate product costing
- 3 Calculate Raw material consumption
- 4 Calculate the shipment plan
- 5 Re-calculate the final price after negotiation



Competency Standard R: 0414001010 Perform Store Merchandising

Overview: This competency standard deal with learning the competencies needed to perform store merchandising. That includes Plan Merchandising Strategies, Implement product layout plan. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
R1. Develop Merchandising Strategies	<p>You must be able to:</p> <p>P1. Plan Display patterns</p> <ul style="list-style-type: none"> ○ Category wise ○ Season wise ○ Promotion wise (product and communication display) ○ Market demand ○ Stakeholder investment ○ Product life wise display <p>P2. Perform inventory planning</p> <ul style="list-style-type: none"> ○ On floor display Inventory planning and execution ○ Back store inventory reports and management ○ Pre-order level ○ Product expiry management
R2. Implement product layout plan	<p>You must be able to:</p> <p>P1. Execute store layouts and techniques</p> <ul style="list-style-type: none"> ○ Belt to eye level ○ Vertical merchandising ○ Departmental segregations ○ Horizontal Merchandising <p>P2. Ensure product maintenance checklist according to set standards</p> <ul style="list-style-type: none"> ○ Cleaning standards ○ STI's (Sustainable Retail Display)/fixtures placements ○ Lightening standards <p>P3. Execute Ambiance planning</p> <p>Cross Merchandising Patterns includes:</p> <ul style="list-style-type: none"> ○ Category wise ○ Season wise ○ Promotion wise

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Interpret AutoCAD plans
- Understand Basic computer operations



- Define different Product types
- Define Marketing strategies
- Explain lightening standards
- Define cleaning standards

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Label atleast 5 Floor Plans**
- 2 Plan any 5 Display patterns**
 - Category wise
 - Season wise
 - Promotion wise (product and communication display)
 - Market demand
 - Stakeholder investment
 - Product life wise display
- 3 Plan any 3 store layouts and techniques**
 - Belt to eye level
 - Vertical merchandising
 - Departmental segregations
 - Horizontal Merchandising



Competency Standard S: 0414001011 Manage Visual Merchandising

Overview: This competency standard deal with learning the competencies needed to manage visual merchandising. That includes Perform Colour Theory, Implement In store Visual Merchandising Toolkits, Execute floor plans and store fixtures according to given checklist, Interpret VM Documents. It will also allow you to learn colour theory in detail. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<p>S1. Apply Colour Theory</p>	<p>You must be able to:</p> <p>P1. Identify the importance of colour in drawing</p> <p>P2. Identify colours according to colour wheel</p> <ul style="list-style-type: none"> ○ Primary Colours ○ Secondary Colours ○ Tertiary Colours ○ Complementary Colours ○ Split Complementary Colours ○ Triadic Colours ○ Tetradic Colours ○ Analogous Colours ○ Neutral Colours ○ Monochromatic Colours ○ Tints and shades ○ Warm Colours ○ Cool Colours <p>P3. Develop Colour Schemes/Combinations according to colour wheel</p> <p>P4. Develop Designs from different colour terms according to colour wheel</p> <p>P5. Develop Designs from contrasting colours according to colour wheel</p>
<p>S2. Interpret VM Documents</p>	<p>You must be able to:</p> <p>P1. Interpret given documents according to the requirement:</p> <ul style="list-style-type: none"> ○ VM Toolkit/Manual ○ Store checklist ○ NTI'S/Fixtures checklist ○ Floor Plans
<p>S3. Use In-store Visual Merchandising Toolkits</p>	<p>You must be able to:</p> <p>P1. Perform display management including:</p> <ul style="list-style-type: none"> ○ Colour wise ○ Price wise ○ Category wise ○ Size wise <p>P2. Apply display techniques including:</p> <ul style="list-style-type: none"> ○ Pyramid display



	<ul style="list-style-type: none"> ○ Inverted Pyramid display ○ Asymmetrical display ○ Symmetrical display <p>P3. Perform Cross Merchandising including:</p> <ul style="list-style-type: none"> ○ Category wise ○ Colour wise ○ With Accessories
S4. Manage Window Display	<p>You must be able to:</p> <p>P1. Arrange light setting P2. Perform Mannequin Handling P3. Execute Prop placement plan P4. Execute Product Placement Guidelines</p>
S5. Execute floor plans and store fixtures according to given checklist	<p>You must be able to:</p> <p>P1. Arrange Floor Plans according to instructions P2. Manage NTI'S/Fixtures P3. Display Marketing and Promotional Material</p>

Knowledge & Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Define Cleaning standards
- Explain Prop placement standards
- Explain Colour Theory
- Describe VM Guideline Book/SOPs
- Interpret Floor plans
- Describe Cross Merchandising
- Define different Product types
- Explain Merchandising Tool kit
- Identify marketing strategies

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Prepare colour wheel
- 2 Label atleast 5 Floor Plans
- 3 Perform window display



Competency Standard T: 102200848 Contribute to Work Related Health and Safety (WHS) Initiatives

Overview: This competency standard deal with learning the competencies needed to take measures to reduce the pollution. That includes Ensure Efficiency, Implement pollution reduction/ prevention, abatement & control (PAC) methods. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
T1. Contribute to initiate work-related health and safety measures	<p>You must be able to:</p> <p>P1. compile database on work-related health and safety P2. Identify measures that address legal obligations. P3. Consult with individuals/ parties to formulate measures and initiatives P4. Consult with individuals/parties to identify factors impacting on work-related health and safety P5. Participate in consultative meetings.</p>
T2. Contribute to establish work-related health and safety measures	<p>You must be able to:</p> <p>P1. Assist in planning of work-related health and safety measures P2. Contribute to the development of work-related health and safety measures P3. Identify to implement work-related health and safety measures i.e. <ul style="list-style-type: none"> • resourcing requirements, • timelines • responsibilities P4. Assist to implement work-related health and safety measures and initiatives i.e. <ul style="list-style-type: none"> • scheduling • liaison • administering resources • communication </p>
T3. Contribute to ensure legal requirements of WHS measures	<p>You must be able to:</p> <p>P1. Identify WHS legal requirements P2. Apply knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> • Consultation • workplace policies • participation processes P3. Ensure, WHS measures are in accordance with legal requirements</p>



<p>T4. Contribute to review WHS measures</p>	<p>You must be able to:</p> <p>P1. Develop effective practices to review work-related health and safety measures</p> <p>P2. Assist individuals and parties related to WHS measures in following activities</p> <ul style="list-style-type: none"> • preparing reports • communicating review • evaluating outcomes
<p>T5. Evaluate the organization's WHS system</p>	<p>You must be able to:</p> <p>P1. Assess ongoing compliance with OHS (Occupational Health and safety)</p> <p>P2. Take feedback from concerned persons regarding WHS measures.</p> <p>P3. Assess the overall effectiveness of WHS management practices</p> <p>P4. Assist the development process of WHS measures in following ways</p> <ul style="list-style-type: none"> • Suggest amendments • Document amendments • Implement amendments <p>P5. Take feedback from concerned persons regarding WHS measures.</p> <p>P6. Communicate improvements in WHS Measures</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- List factors that impact on work-related health and safety and their potential effects
- Identify internal and external sources of WHS information and data, and how to access them
- Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources
- Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives



- Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
 - The factors impacting on worker health and safety that they address
 - Effectiveness
 - Costs and benefits
 - Criteria for decisions regarding their implementation in a specific workplace
 - How they should be implemented.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



Competency Standard U: 041700841 Comply with Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
U1. Manage work timeframes	<p>You must be able to:</p> <p>P1. Complete work tasks within deadlines in according to order of priority P2. Supervisors are informed of any delays in work times or projects</p>
U2. Manage to convene meeting	<p>You must be able to:</p> <p>P1. Develop agenda in line with meeting purpose P2. Select participants and notify them accordingly P3. Carryout meeting arrangements according to the time P4. Record the minutes of the meeting</p>
U3. Set and meet own work priorities at instant	<p>You must be able to:</p> <p>P1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives P2. Use technology efficiently and effectively to manage work priorities and commitments P3. Maintain appropriate work-life balance</p>
U4. Develop and maintain professional competence	<p>You must be able to:</p> <p>P1. Assess personal knowledge and skills against competency P2. Participate in networks to enhance personal knowledge, skills and work relationships P3. Seek feedback from employees, clients and colleagues to develop and improve competence</p>
U5. Follow and implement work safety requirements	<p>You must be able to:</p> <p>P1. Identify and report emergency incidents P2. Practice organizational policy and procedures for responding to emergency incidents P3. Identify and implement workplace procedures and work instructions for controlling risks</p>



Knowledge & Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Healthy work life balance
- Meeting terminologies, structures and arrangements
- Relevant organizational procedures and policies regarding meetings, chairing and minutes.
- Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



Competency Standard V: 001100853 Perform Advanced Communication

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
V1. Demonstrate professional skills	<p>You must be able to:</p> <p>P1. Use different modes of communication to communicate</p> <ul style="list-style-type: none"> • Speaking • Reading • Writing • Listening • Presentation • visual representation etc <p>P2. Develop CV Skills according requirements</p> <p>P3. Upgrade professional skills by attending trainings, webinars, conferences etc.</p> <p>P4. Perform Continuous professional development as required at workplace</p> <p>P5. Develop interview skills</p>
V2. Plan and Organize work	<p>You must be able to:</p> <p>P1. Identify task requirements.</p> <p>P2. Plan steps to complete tasks.</p> <p>P3. Review planning and organizing process.</p> <p>P4. Organize work.</p>
V3. Provide trainings at workplace	<p>You must be able to:</p> <p>P1. Assess the need for training</p> <p>P2. Prepare trainees for the learning experience</p> <p>P3. Present training session</p> <p>P4. Support trainees in managing their own learning</p> <p>P5. Facilitate group learning</p> <p>P6. Provide opportunity for practice</p> <p>P7. Provide feedback on progress on trainees</p> <p>P8. Review delivery experience</p>



Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Explaining the training skills
- Identification of the professional skills
- Describing the advanced language skills

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- Understanding of the assessment and trainees feedback methods
- Direct and indirect communication methods
- Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma



Competency Standard W: 061100858 Develop Advance Computer Application Skills

Overview: This competency standard deal with learning the competencies needed to perform store merchandising. That includes Demonstrate professional skills, Provide trainings at workplace. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<p>W1. Manage Information System to complete a task</p>	<p>You must be able to:</p> <p>P1. Perform Data Entry in MS office P2. Manage File/folder in MS office P3. Perform Scanning of document P4. Maintain Office Record in drives P5. Perform Printing of document P6. Search required Files/Folders P7. Convert Files in required format. P8. Manage sizes of Files/Folders</p> <ul style="list-style-type: none"> • Compress • Zip /unzip
<p>W2. Prepare Presentation using computers</p>	<p>You must be able to:</p> <p>P1. Prepare presentation as per requirements, i.e.</p> <ul style="list-style-type: none"> • Open blank presentation and add text / graphics • Create a simple design for a presentation • Apply existing styles within a presentation • Use presentation template and slides to create a presentation • Use various tools to improve the look of the presentation • Save presentation to the appropriate storage device and folder with required name <p>P2. Customize basic settings to meet user requirements P3. Format presentation as require</p> <ul style="list-style-type: none"> • Develop organizational charts • Add objects and manipulate to meet presentation purposes • Modify slide layout, including text and colours, to meet presentation requirements • Save presentation in another format • Save to storage device and close presentation <p>P4. Add slide show effect into presentation as required to enhance the presentation</p> <ul style="list-style-type: none"> • Incorporate pre-set Animation • Apply Multimedia effects • Record Narration



	<ul style="list-style-type: none"> • Apply hyperlink • Apply video • Rehearse Timings • Test presentation for overall effect <p>P5. Print the presentation</p> <ul style="list-style-type: none"> • Select appropriate print format for presentation • Select preferred slide orientation • Add notes and slide numbers • Preview slides and run spell check before presentation • Print selected slides and submit presentation to appropriate person for feedback <p>P6. Practice verbal presentation</p> <p>P7. Practice presentation through AV Aids</p>
<p>W3. Use Microsoft Access to manage database</p>	<p>You must be able to:</p> <p>P1. Collect the data using a standard data base package.</p> <p>P2. Start access to manage database .i.e.</p> <ul style="list-style-type: none"> • identify problem statement of Data • Develop a table with fields /attributes according to database usage/ user requirements • Create a primary key and establish an index for each table • Modify table layout and field attributes as required • Create a relationship between the two tables • Add data in a table according to information requirements • Add records as required • delete records as required • Save database to storage area • close down database to storage area • Apply criteria in the following Query • SQL view of Query • Wildcards of query • Query Criteria <p>P3. Customize basic settings:</p> <ul style="list-style-type: none"> • Adjust page layout to meet user requirements • Open and view different toolbars • Format font as appropriate for the purpose of the database entries • Create reports • Design reports to present data in a logical sequence • Modify reports to include or exclude additional requirements • Distribute reports to appropriate person in a suitable format <p>P4. Create forms</p> <ul style="list-style-type: none"> • Use a wizard to create a simple form • Open existing database and modify records through a simple form



	<ul style="list-style-type: none"> Rearrange objects within the form to accommodate information requirements
W4. Develop graphics for Design	<p>You must be able to:</p> <p>P1. Develop graphic design concepts based on a thorough understanding of the communication need</p> <p>P2. Use design techniques confidently to produce designs</p> <p>P3. Integrate design tools skillfully to produce designs</p> <p>P4. Evaluate the success of completed designs to meet objectives</p> <p>P5. evaluate feedback from client / peers</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- List basic technical terminology to read help files and prompts
- Outline the different types of formal and informal presentations
- Explain Power point presentation
- Segregation of Data
- Define the relation among data
- Define criteria in the query
- Creates and modify reports and forms.
- Outline basic database design principles
- Current graphic design software
- Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.
- Generate employment report from given data by using Microsoft Access.



Competency Standard X: 041300869 Manage Human Resource Services

Overview: This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

Competency Units	Performance Criteria
<p>X1. Determine strategies for delivery of human resource services</p>	<p>You must be able to:</p> <p>P1. Analyze business strategy and operational plans to determine human resource requirements</p> <p>P2. Review external business environment that likely impact on organization's human resource requirements</p> <p>P3. Consult line and senior managers to identify human resource needs in their areas</p> <p>P4. Review organization's requirements for diversity in the workforce</p> <p>P5. Deliver human resource services that comply with business goals</p> <p>P6. Develop strategic action plan for delivery of human resource services</p> <p>P7. Develop roles and responsibilities of human resource team</p> <p>P8. Develop quality assurance policy</p>
<p>X2. Manage the delivery of human resource services</p>	<p>You must be able to:</p> <p>P1. Communicate human resource strategies and services to internal and external stakeholders</p> <p>P2. Develop and negotiate service agreements between</p> <ul style="list-style-type: none"> • The human resource team, • Service providers • Client groups <p>P3. Document service specifications, performance standards and timeframes</p> <p>P4. Document /communicate service</p> <ul style="list-style-type: none"> • Specifications, • Performance standards • Timeframes <p>P5. Monitor Quality assurance processes</p> <p>P6. Ensure that services are delivered by appropriate providers, according to service agreements and operational plans</p> <p>P7. Identify underperformance of human resource team or service providers</p>



X3. Evaluate human resource service delivery	You must be able to: P1. Establish Management information system for human resource services P2. Conduct survey to determine level of satisfaction P3. Analyse feedback of survey P4. Recommend changes to service delivery P5. Support agreed change processes across the organization
X4. Manage integration of business ethics in human resource practices	You must be able to: P1. Ensure ethics in personal behaviour P2. Ensure code of conduct is observed across the organization, P3. Observe confidentiality requirements in dealing with all human resource information P4. Deal promptly with unethical behaviour P5. Ensure all persons responsible for human resource functions understand requirements regarding their ethical behaviour

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Identify the key provisions of legal and compliance requirements that apply to managing human resources
- Summarize the organization's code of conduct
- Explain human resource strategies and planning processes and their relationship to business and operational plans
- Describe performance and contract management
- Explain how feedback is used to modify the delivery of human resources.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



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Furthermore, the candidate must execute demonstration(s) which may include the following:

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.



Competency Standard Y: 041300860 Develop Entrepreneurial Skills

Overview: This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization’s approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<p>Y1. Develop a business plan</p>	<p>You must be able to:</p> <p>P1. Conduct a market survey to collect following information</p> <ul style="list-style-type: none"> • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses • Profit margin <p>P2. Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p>P3. Compile the information collected through the market survey, in the business plan format</p>
<p>Y2. Collect information regarding funding sources</p>	<p>You must be able to:</p> <p>P1. Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p>P2. Choose the best available option according to investment requirement</p> <p>P3. Prepare documents according to the loan agreement requirement</p> <p>P4. Include the information of funding sources in the business plan</p>
<p>Y3. Develop a marketing plan</p>	<p>You must be able to:</p> <p>P1. Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning</p> <p>P2. Include the information of marketing plan in the business plan</p>



Y4. Develop basic business communication skills	You must be able to: P1. Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills P2. Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc. P3. Use specific business terms used in the market
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Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning
- Describe 7Cs of business communication
- Define different modes of communication and their application in the industry
- Enlist specific business terms used in the industry
- Enlist the available funding sources
- Explain how to get loan to start a new business
- Explain market survey and its tools e.g: questionnaire, interview, observation etc
- Describe the market trends for specific product offering
- State the main elements of business plan
- Explain how to fill the business plan format

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop Entrepreneurial Skills.

Furthermore, the candidate must execute demonstration(s) which may include the following:

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile



Competency Standard Z: 0414001012 Apply Visual Merchandising

Overview: This competency standard deal with learning the competencies needed to apply visual merchandising. That includes prepare Visual Merchandising Toolkits, Plan and execute window displays, Plan and design floor fixtures, layouts and promotional displays. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
Z1. Prepare Visual Merchandising Toolkits	<p>You must be able to:</p> <p>P1. Design display toolkits including:</p> <ul style="list-style-type: none"> ○ Colour wise ○ Price wise ○ Category wise ○ Size wise <p>P2. Design display techniques including:</p> <ul style="list-style-type: none"> ○ Pyramid display ○ Inverted Pyramid display ○ Asymmetrical display ○ Symmetrical display <p>P3. Create Cross Merchandising Patterns including:</p> <ul style="list-style-type: none"> ○ Category wise ○ Colour wise ○ With carry wears
Z2. Plan and execute window displays using Photoshop software	<p>You must be able to:</p> <p>P1. Plan and execute thematic/non thematic window display</p> <p>P2. Design standard operating procedures (SOPs) such as:</p> <ul style="list-style-type: none"> ○ Mannequin handling ○ Prop placement ○ Product Placement ○ Lighting
Z3. Plan floor fixtures, layouts and promotional displays using appropriate software (AutoCAD/ Photoshop)	<p>You must be able to:</p> <p>P6. Design Floor Plans according to requirements</p> <p>P7. Design NTI'S/Fixtures</p> <p>P8. Design promotional display</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Explain Prop placement standards
- Explain Colour Theory
- Describe VM Guideline Book/SOPs
- Interpret Floor plans



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- Describe Cross Merchandising
- Explain Marketing strategies
- Describe the use of Photoshop
- Describe the use of AutoCAD
- Identify marketing strategies

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Design atleast 2 Floor Plans
- 2 Design any 3 display techniques:
 - Pyramid display
 - Inverted Pyramid display
 - Asymmetrical display
 - Symmetrical display
- 3 Plan Cross Merchandising patterns



Competency Standard AA: 0414001013 Perform Pre-production tasks

Overview: This competency standard deal with learning the competencies needed to perform pre-production tasks. That includes Managing the procedure of packaging and trims development and monitoring the procedure of sample preparation. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
AA1. Manage the procedure of packaging and trims development	<p>You must be able to:</p> <p>P1. Prepare a list of specifications of each trim</p> <p>P2. Approve layout of all relevant printed packaging material</p> <p>P3. Analyse quality samples as per requirement</p> <p>P4. Select trims and packaging alternatives for the approval of client</p>
AA2. Monitor the procedure of sample preparation	<p>You must be able to:</p> <p>P1. Select design and colour options for approval (design strike off and/or colour swatch options, etc.)</p> <p>P2. Present accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)</p> <p>P3. Select pre-production sample for approval</p> <p>P4. Select a production sample for approval</p> <p>P5. Select a shipment sample for approval</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Identify Accessories
- Explain Packaging details
- Identify Different trims
- Explain Design development and colour schemes
- Interpret Spec sheets

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter



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Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1** Prepare a list of specifications of each trim
- 2** Approve layout of all relevant printed packaging material
- 3** Choose samples as per specifications for approval

**Competency Standard AB: 0414001014 Coordinate Production Processes**

Overview: This competency standard deal with coordinate production process. That includes Execute Bulk Production, Perform Bulk Testing, Perform finishing and Packing and Perform Final Audit. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
AB1. Monitor Bulk Production	<p>You must be able to:</p> <p>P1. Design assembly line as per requirement:</p> <ul style="list-style-type: none"> o Single Model assembly line o Mix Model assembly line <p>P2. Set production target according to quantity and Time</p>
AB2. Monitor Bulk Testing	<p>You must be able to:</p> <p>P1. Analyse raw material testing result</p> <p>P2. Analyse Inline inspection result</p> <p>P3. Analyse testing results of finished goods</p>
AB3. Monitor finishing and Packing procedure	<p>You must be able to:</p> <p>P1. Inspect thread cropping procedure</p> <p>P2. Inspect stain removal Procedure</p> <p>P3. Inspect Ironing procedure</p> <p>P4. Inspect Tagging procedure</p> <p>P5. Inspect Folding procedure</p> <p>P6. Inspect piece Packing and bulk packing procedure</p>
AB4. Scrutinise Final Audit	<p>You must be able to:</p> <p>P1. Examine material/accessories inspection</p> <p>P2. Examine measurement inspection</p> <p>P3. Examine colour/design inspection</p> <p>P4. Examine packaging and folding inspection</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Describe Quality control procedures
- Describe Quality assurance procedures (Colour fastness test, etc.)
- Identify types of packing (solid/assorted)



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- Interpret Spec Sheet
- Explain AOL system



Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter

Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Document the results of finishing and packaging procedure
- 2 Document the results of Final Audit



Competency Standard AC: 0414001015 Execute post production tasks

Overview: This competency standard deal with learning the competencies needed to execute post production tasks. That includes Plan Shipment and monitoring Post production Inspection. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
AC1. Plan Shipment	<p>You must be able to:</p> <p>P1. Calculate CBM by shipment volume</p> <p>P2. Plan Dispatch</p> <p>P3. Prepare Shipment Documents (Commercial Invoice, Pro-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.</p>
AC2. Monitor Post production Inspection	<p>You must be able to:</p> <p>P1. Examine Post production inspection results of (Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping, Damages, Ironing, Folding, Packing, etc.)</p> <p>P2. Analyse the shipment procedure according to the final inspection results.</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore he/she must be able to:

- Identify modes of shipment (by air, by sea and by road)
- Describe terms and conditions of shipment
- Identify types of packing (solid/assorted)

Critical Evidence(s) Required

The candidate needs to produce any or all of the following documents/evidences:

1. Portfolio
2. Assignment(s)/Project(s)
3. Relevant Certification(s)
4. Relevant Job/Experience Letter



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Furthermore, the candidate must execute demonstration(s) which may include the following:

- 1 Fill internal and external audit chart
- 2 Analyse and document Post production Inspection results



COMPLETE LIST OF TOOLS AND EQUIPMENT

1. SR#	Tools & Equipment	Quantity
2.	Measuring Tape	5
3.	Computer Systems	25
4.	Barcode Scanner	1
5.	Scanner	1
6.	Printer	1
7.	Panton Book	1
8.	Pick Glass/Magnifying Glass	25
9.	Textile/Fabric Light Box	1
10.	Scissors	25
11.	Electronic Weight Scale	1
12.	GSM Cutter	5
13.	Spec Sheet	25

