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INDUSTRIAL MERCHANDISER



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CBT Curriculum

National Vocational Certificate Level 2

Version 1 - October, 2019



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Introduction

Definition/ Description of the training programme for (*Industrial Merchandiser*)

Merchandiser is the interface between Buyer & Manufacturer/Producer. He/she is monitoring client's order during the entire production process, starting from ordering to shipment. Merchandising is the department which mediates marketing and production departments. Pricing is part of the merchandising department's duties.

Purpose of the training programme

The purpose of this training is to develop a range of skills and techniques, personal skills and attributes essential for successful performance in merchandiser sector in accordance with industry requirements. Graduates of this program may find employment in local and international textile/ garment industries

Overall objectives of training programme

The main objective of this training program is to improve the employability of young graduates through qualifying job-related training in the merchandiser sector, and to train them so that they can prove to be an asset to this sector.

Competencies to be gained after completion of course

- 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

Possible available job opportunities available immediately and later in the future

- Merchandiser
- Senior Merchandiser

- Retail Merchandiser
- Merchandiser (Part-Time)
- Merchandise Coordinator
- Catalogue Production Manager
- Fashion Buyer
- Merchandise Display Artist
- Production Development Manager
- Retail Store Manager
- Stock Clerk
- Stock Supervisor
- Quantity Surveyor
- Retail Planners

Trainee entry level

Middle (with English, Urdu and Numeracy reading and writing skills)

Minimum qualification of trainer

Teaching staff should have at least three years' experience in the role of Merchandiser. They should also hold or be working towards a formal teaching qualification.

Other formal qualifications in the textile industry would be useful in addition to the above.

Recommended trainer: trainee ratio

The recommended maximum trainer: trainee ratio for this programme is 1 trainer for 20 trainees.

Medium of instruction i.e. language of instruction

Instruction will be Urdu and English.

Duration of the course (Total time, Theory & Practical time)

This curriculum comprises 26 modules. The recommended delivery time is 180 hours. Delivery of the course could therefore be full time, 5 days a week. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

The full structure of the course is as follow:

Module	Theory ¹ Days/hours	Workplace ² Days/hours	Total hours
Module 1: Comply Personal Health and Safety Guidelines	00	00	30
Module 2: Communicate the Workplace Policy and Procedure	00	00	20
Module 3: Perform Basic Communication (Specific)	00	00	30
Module 4: Perform Basic Computer Application (Specific)	00	00	40
Module 5: Handle the Documents	24	96	120
Module 6: Organize store merchandising	36	144	180

Sequence of the modules

Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons (for example the Materials Required

¹ Learning Module hours in training provider premises

² Training workshop, laboratory and on-the-job workplace

component). The detail provided by each module will contribute to a standardized approach to teaching, ensuring that training providers in different parts of the country have clear information on what should be taught. Each module also incorporates the industrial needs of Pakistan.

The distribution table is shown below:

Module 1: Comply Personal Health and Safety Guidelines 30 Hours	Module 2: Communicate the Workplace Policy and Procedure 20 Hours	Module 3: Perform Basic Communication (Specific) 30 Hours
Module 4: Perform Basic Computer Application (Specific) 40 Hours	Module 5: Handle the Documents 120 Hours	Module 6: Organize store merchandising 180 Hours

Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module 1: Comply with Perform Personal Health and Safety Guidelines</p> <p>Aim: After successful completion of this module, the trainee is competent in complying with Perform Personal Health and Safety Guidelines</p>	<p>LU1: Identify Personal Hazards at Workplace LU2: Apply Personal Protective and Safety Equipment (PPE) LU3: Comply Occupational Safety and Health (OSH) LU4: Dispose of hazardous Waste/materials from the designated area.</p>	00	00	30
<p>Module 2: Communicate the Workplace Policy and Procedure</p> <p>Aim: After successful completion of this module, the trainee is competent in Communicating the Workplace Policy and Procedure</p>	<p>LU1: Identify workplace communication procedures LU2: Communicate at workplace LU3: Draft Written Information LU4: Review Documents</p>	00	00	20
<p>Module 3: Perform Basic Communication (Specific)</p> <p>Aim: After successful completion of this module, the trainee is competent in Performing Basic Communication (Specific)</p>	<p>LU1: Communicate in a team to achieve intended outcomes LU2: Follow Supervisor’s instructions as per organizational SOPs LU3: Develop Generic communication skills at workplace</p>	00	00	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
<p>Module 4: Perform Basic Computer Operations (Specific)</p> <p>Aim: After successful completion of this module, the trainee is competent in Performing Basic Computer Application (Specific)</p>	<p>LU1: Create Word Documents LU2: Use internet for Browsing</p>	00	00	40
<p>Module 5: Handle the Documents</p> <p>Aim: After successful completion of this module, the trainee is competent in Handling the Documents</p>	<p>LU1: Differentiate between different Documents LU2: Interpret different Merchandising Documents</p>	24	96	120
<p>Module 6: Organise Store Merchandising</p> <p>Aim: After successful completion of this module, the trainee is competent in Organising Store Merchandising</p>	<p>LU1: Check Inventory according to given list LU2: Arrange products according to instructions</p>	36	144	180

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Module-1
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Modules

Module 1: Comply with Perform Personal Health and Safety Guidelines

Objective of the module: The aim of this module to get knowledge, skills and understanding to maintain personal health, hygiene and safety

Duration: 30hours **Theory:** 00 hours **Practical:** 00 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Identify Hazards at Workplace Aim: The aim of this module to develop advanced knowledge, skills and understanding for identification of hazards at workplace	The trainee will be able to: Identify risk to personal health Identify hygiene and safety at work place Identify processes Identify tools, equipment and consumable materials that have the potential to cause harm Report, identified risk to Health, hygiene and safety to concerned		Total: 7hrs Theory: 5 hrs Practical: 2 hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners Non Consumable <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	Class room
LU2: Apply Personal Protective and Safety Equipment (PPE)	The trainee will be able to: List the Personal Protective equipment		Total: 7 hrs Theory: 5	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils 	

<p>Aim: The aim of this module to develop advanced knowledge, skills and understanding of Personal Protective and Safety Equipment (PPE)</p>	<p>Select personal protective equipment in terms of type and quantity according to work orders.</p> <p>Wear personal protective equipment according to job requirements.</p> <p>Clean personal protective equipment</p> <p>Stored Personal Protective equipment in proper place after use.</p>		<p>hrs</p> <p>Practical:</p> <p>2 hrs</p>	<ul style="list-style-type: none"> • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • PPEs (Safety glasses, Ear muffs/ear plugs, Protective Gloves, Cap, Safety shoes etc.) 	
<p>LU3: Comply Occupational Safety and Health (OSH)</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and</p>	<p>The trainee will be able to:</p> <p>Maintain cleanliness and hygiene as per organizational policy</p> <p>Comply with Health, hygiene and safety precautions before</p>		<p>Total</p> <p>7 hrs</p> <p>Theory:</p> <p>5hrs</p> <p>Practical:</p> <p>2hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board 	

<p>understanding of occupational Safety and Health (OSH)</p>	<p>starting work Comply organizational Health, hygiene and safety guidelines during work Deal with resolvable problems according to prescribed procedures Report un resolvable problems to concerned</p>			<ul style="list-style-type: none"> • Multimedia • Internet • Computer system • Safety manuals 	
<p>LU4: Dispose of hazardous Waste/materials from the designated area. Aim: The aim of this module to develop advanced knowledge, skills and understanding to dispose of hazardous Waste/materials from the designated area.</p>	<p>The trainee will be able to: Identify hazardous waste/ drug materials which needs to be disposed off Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure Use proper disposal hazardous containers for dispose-off</p>		<p>Total: 9hrs Theory: 5 hrs Practical: 4 hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	

	<p>hazardous waste as per procedure</p> <p>Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p>				
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Module 2: Communicate the Workplace Policy and Procedure

Objective of the module: The aim of this module to get knowledge, skills and understanding to communicate the Workplace Policy and Procedure

Duration: 20 hours **Theory:** 00 hours **Practical:** 00 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<p>LU1: Identify workplace communication procedures</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding of workplace communication procedures</p>	<p>The trainee will be able to:</p> <p>Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p>Identify appropriate lines of communication with supervisors and colleagues.</p> <p>Seek advice on the communication method/equipment most appropriate for the task</p>		<p>Total:7</p> <p>Theory:5</p> <p>Practical:2</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pen <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	Class room
<p>LU2: Communicate at workplace</p>	<p>The trainee will be able to:</p> <p>Use effective</p>		<p>Total:7</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks 	Class room

<p>Aim: The aim of this module to develop advanced knowledge, skills and understanding to communicate at workplace</p>	<p>questioning, and active listening and speaking skills to gather and convey information</p> <p>Use appropriate non-verbal behavior at all times</p> <p>Encourage, acknowledge and act upon constructive feedback</p>		<p>Theory:5</p> <p>Practical:2</p>	<ul style="list-style-type: none"> • Pen <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	
<p>LU3: Draft Written Information</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding to draft Written Information</p>	<p>The trainee will be able to:</p> <p>Identify and comply with required range of written materials in accordance with organizational policy and procedures</p> <p>Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within</p>		<p>Total:7</p> <p>Theory:5</p> <p>Practical:2</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pen <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	<p>Class room</p>

	<p>designated timeframes.</p> <p>Ensure written information meets required standards of style, format and detail.</p> <p>Seek assistance and/or feedback to aid communication skills development</p>				
<p>LU3: Review Documents</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding to review documents</p>	<p>The trainee will be able to:</p> <p>Check draft for suitability of tone for audience, purpose, format and communication style</p> <p>Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.</p>		<p>Total:9</p> <p>Theory:6</p> <p>Practical:3</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pen <p>Non</p> <p>Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	

	<p>Check draft for sequencing and structure</p> <p>Check draft to ensure it meets organizational requirements</p> <p>Ensure draft is proofread, where appropriate, by supervisor or colleague</p>				
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Module-3

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Module 3: Perform Basic Communication (Specific)

Objective of the module: The aim of this module to get knowledge, skills and understanding to perform basic communication.

Duration: 30 hours **Theory:** 00 hours **Practical:** 00 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<p>LU1: Communicate in a team to achieve intended outcomes</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding to communicate in a team to achieve intended outcomes</p>	<p>The trainee will be able to:</p> <p>Treat team members with respect</p> <p>Maintain positive relationships to achieve common organizational goals</p> <p>Get work related information from team</p> <p>Identify interrelated work activities to avoid confusion</p> <p>Adopt communication skills, which are designed in a team.</p> <p>Identify problems in communication with a team</p> <p>Resolve Communication barrier</p>		<p>Total:10</p> <p>Theory:7</p> <p>Practical:3</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Pen <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	Class room

	through discussion and mutual agreement				
<p>LU2: Follow Supervisor's instructions as per organizational SOPs</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding to follow Supervisor's instructions as per organizational SOPs</p>	<p>The trainee will be able to:</p> <p>Receive the instructions from Supervisor</p> <p>Carry out the instructions of the supervisor</p> <p>Report to the supervisor as per organizational SOPs</p>		<p>Total:10</p> <p>Theory:7</p> <p>Practical:3</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • Pen 	Class room
<p>LU3: Develop Generic communication skills at workplace</p> <p>Aim: The aim of this module to develop</p>	<p>The trainee will be able to:</p> <p>Develop basic reading skills</p> <p>Develop Basic writing Skills</p> <p>Develop basic listening skills</p>		<p>Total:10</p> <p>Theory:7</p> <p>Practical:3</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board 	Class room

<p>advanced knowledge, skills and understanding to develop Generic communication skills at workplace</p>				<ul style="list-style-type: none"> • Multimedia • Internet • Computer system • Pen 	
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Module 4: Perform Basic Computer Operations (Specific)

Objective of the module: The aim of this module to get knowledge, skills and understanding to perform basic computer operations (Specific)

Duration: 30 hours **Theory:** 00 hours **Practical:** 00 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Create Word Documents Aim: The aim of this module to develop advanced knowledge, skills and understanding for creating Word Documents	The trainee will be able to: Open word processing application Create a word document Customize page layout with relevant name setting Set up page in a word document Edit word document as required Use simple formatting tools when creating the document Save word document to directory Insert table in a word document Insert appropriate		Total:15 Theory:5 Practical:10	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Pen Non Consumable <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	Computer Lab

	<p>images into document as necessary</p> <p>Insert header/footer in a word document</p> <p>Insert section break in a word document</p> <p>Set style in word document</p> <p>Select basic Print settings</p> <p>Print the document</p>				
<p>LU2: Use internet for Browsing</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding for use internet for Browsing</p>	<p>The trainee will be able to:</p> <p>Use search engines to open website</p> <p>Search data on different topics</p> <p>Refine search to increase relevance of information or content</p> <p>Navigate a website to access the information or content required</p>		<p>Total:15</p> <p>Theory:5</p> <p>Practical:10</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • Pen 	<p>Computer Lab</p>

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Module 5: 0414001006 Handle the Document

Objective of the module: The aim of this module to get knowledge, skills and understanding to handle the Document

Duration: 120 hrs.

Theory: 24 hrs.

Practical: 96 hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<p>LU1:</p> <p>Differentiate between different Documents</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding for differentiate between different Documents</p>	<p>The trainee will be able to:</p> <ol style="list-style-type: none"> Identify Pre-production Documents <ul style="list-style-type: none"> Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) Identify Production Documents <ul style="list-style-type: none"> Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) 	<ul style="list-style-type: none"> Describe Pre-production process Explain the use of Pre-production, Production and Post-production process related documents Explain different Technical and professional terminologies for documentation <ul style="list-style-type: none"> Describe Production process Explain the purpose of different types of production document (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) Sources of each of production document Functions of Production documents' content 	<p>Total:52</p> <p>Theory:12</p> <p>Practical:40</p>	<p>Consumable</p> <ul style="list-style-type: none"> Notebooks Pencils Erasers Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> White board Multimedia Internet Computer system Pen 	<p>Class room with multimedia aid and flip charts</p> <p>Visit to merchandiser establishments</p> <p>EITHER</p> <p>Training Office</p> <p>OR</p> <p>Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)</p>

	<p>3. Identify Post-production Documents</p> <ul style="list-style-type: none"> ○ Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.) 	<ul style="list-style-type: none"> • Understanding of Post-production process <ul style="list-style-type: none"> ○ Define post production ○ Advantages of post-production • Types of pre-production document (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.) • Sources of each of post-production document • Functions of Post-production documents' content 			
<p>LU2: Interpret different Merchandising Documents</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding for Interpret different Merchandising Documents</p>	<p>The trainee will be able to:</p> <p>P1. Interpret given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) ○ etc. <p>P2. Prepare given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Departmental Requisition ○ Invoice ○ Packing List ○ Quality Testing Checklist ○ Dispatch List ○ etc. 	<ul style="list-style-type: none"> • Identifying the possible recipient of content <ul style="list-style-type: none"> ○ Define recipient ○ Explain how to find possible recipient • Explain the use of different documents: <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) ○ etc. • Explain the use of different documents: <ul style="list-style-type: none"> ○ Departmental Requisition ○ Invoice ○ Packing List ○ Quality Testing Checklist ○ Dispatch List ○ etc. 	<p>Total:68</p> <p>Theory:12</p> <p>Practical:56</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Flip charts • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • Pen • Flip board 	<p>Class room with multimedia aid and flip charts</p> <p>Visit to merchandiser establishments</p> <p>EITHER</p> <p>Training Office</p> <p>OR</p> <p>Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)</p>

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Module 6: 0414001007 Organize store merchandising

Objective of the module: The aim of this module to get knowledge, skills and understanding to Organize store merchandising

Duration: 180 hrs.

Theory: 36 hrs.

Practical: 144 hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
<p>LU1: Check Inventory according to given list</p> <p>Aim: The aim of this module to develop advanced knowledge, skills and understanding for check Inventory according to given list</p>	<p>The trainee will be able to:</p> <ol style="list-style-type: none"> 1. Read and understand inventory reports including: <ul style="list-style-type: none"> o Dispatch sheet o Transfer order o Delivery note 2. Prepare Product inventory report according to the requirement 	<ul style="list-style-type: none"> • Explain Inventory management policies • Describe the purpose of different inventory reports • Explain Abbreviations of inventory management • Preparing Inventory reports according to the requirement <ul style="list-style-type: none"> o Dispatch sheet o Transfer order o Delivery note 	<p>Total:62</p> <p>Theory:18</p> <p>Practical:44</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Flip charts • Pencils • Erasers • Sharpeners <p>Non Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • Pen 	<p>Class room with multimedia aid and flip charts</p> <p>Visit to merchandiser establishments</p> <p>EITHER</p> <p>Training Office</p> <p>OR</p> <p>Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)</p>
<p>LU2: Arrange products according to instructions</p> <p>Aim: The aim of this module to develop</p>	<p>The trainee will be able to:</p> <ol style="list-style-type: none"> 1. Arrange inventory in layers: <ul style="list-style-type: none"> o Last In First Out (LIFO) o First In First Out (FIFO) 	<ul style="list-style-type: none"> • Explain types of products • Explain Inventory Layers (LIFO, FIFO and Cross Dock) <ul style="list-style-type: none"> o Define inventory layers o Explain types of inventory 	<p>Total: 118</p> <p>Theory:18</p> <p>Practical:</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers 	<p>Class room with multimedia aid and flip charts</p> <p>Visit to merchandiser establishments</p>

<p>advanced knowledge, skills and understanding for arrange products according to instructions</p>	<ul style="list-style-type: none"> ○ Cross Dock <p>2. Arrange products in shelves in a right order according to instructions</p>	<p>layers</p> <ul style="list-style-type: none"> • Explain types of different shelves <ul style="list-style-type: none"> ○ Define shelves ○ Explain use of shelves ○ Explain types of shelves • Describe types of different orders <ul style="list-style-type: none"> ○ What is product order ○ Types of product order 	<p>100</p>	<ul style="list-style-type: none"> • Flip charts • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system • Pen 	<p>EITHER</p> <p>Training Office</p> <p>OR</p> <p>Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)</p>
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General assessment guidance for *(Industrial Merchandiser)*

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

Sessional assessment is going on all the time. Its purpose is to provide feedback on what students are learning:

- to the student: to identify achievement and areas for further work
- to the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

Final assessment is the assessment, usually on completion of a course or module, which says whether or not the student has "passed". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

Methods of assessment

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of a Industrial Merchandiser include:

- Work performances, for example communicate at work place policy and procedure, perform basic communication, comply with personal hygiene, perform basic computer operations
- Demonstrations, for example organize store merchandizing, handling documents

- Direct questioning, where the assessor would ask the student how to perform personal safety at work place, how they can communicate work place policy and procedures, how they can handle documents, what are the benefits of organizing store merchandising
- Paper-based tests, such as multiple choice or short answer questions on communication at work place policy and procedures, handling documents, organizing store merchandizing
- Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Industrial Merchandiser include:

- Work products, such as preparing and handling documents, perform some procedures of store merchandising

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if documentation or organizing procedures of store merchandizer are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that documentation activity. An interview about the organization of store merchandizing would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of preparing documents in words has been assessed, another assessor (eg the future employer) should be able to see the same work performance and witness the same level of achievement.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.

Assessment strategy for (*Industrial Merchandiser*)

This curriculum consists of 14 modules:

- **Module 1:** Comply Personal Health and Safety Guidelines
- **Module 2:** Communicate the Workplace Policy and Procedure
- **Module 3:** Perform Basic Communication (Specific)
- **Module 4:** Perform Basic Computer Operations (Specific)
- **Module 5:** Handle the Documents
- **Module 6:** Organise store merchandising

Sessional assessment

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least one hour per module. This can be a combination of multiple choice and short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

Final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The assessment team

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 20 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 students, assessments would be carried out over a two-day period only.

Planning for assessment

Sessional assessment: assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.

Final assessment: Training providers need to decide ways to combine modules into a cohesive two-day final assessment programme for each group of five students. Training providers must agree the content for practical assessments in advance.

Complete list of tools and equipment

Sr#	Description	Quantity
1	Computer with internet	24
2	White board	1
3	Multimedia	1

List of consumable supplies

Sr no	Material	Quantity
1	Note book	20
2	Flip chart	20
3	pencil	20
4	White sheets	20
5	Eraser	10
6	Sharpener	10
7	Pen	

Credit values

The credit value of the National Certificate Level 2 in Chef de Partie is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines).

The credit values are as follows:

Competency Standard	Estimate of hours	Credit
A. Comply Personal Health and Safety Guidelines	30	3
B. Communicate the Workplace Policy and Procedure	20	2
C. Perform Basic Communication (Specific)	30	3
D. Perform Basic Computer Operations (Specific)	40	4
E. Handle the Documents	120	20
F. Organise store merchandising	180	80

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