INDUSTRIAL MERCHANDISER

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CBT Curriculum
National Vocational Certificate Level 4

Version 1 - October, 2019

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National Vocational Certificate Level 4

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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 merchandizer 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

- Establish and Maintain the occupational Health and safety system
- Perform Advanced Communication
- Develop Advance Computer Application Skills
- Apply visual merchandising
- Perform pre-production tasks
- Coordinate production processes
- Execute post production tasks

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
- Retail Store Manager
- Stock Clerk
- Stock Supervisor
- Quantity Surveyor
- Retail Planners

Trainee entry level

Middle (with English, Urdu and Numeracy reading and writing skills) with 1 year work experience or level 3

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 000 hours. Delivery of the course could therefore be full time, 5 days a week, for 00 months. 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: Contribute to Work Related Health and Safety (WHS) Initiatives	10	20	30
Module 2: Analysis Workplace Policy and Procedures	10	20	30
Module 3: Perform Advanced Communication	20	10	30
Module 4: Develop Advance Computer Application Skills	10	30	40
Module 5: Manage Human Resource Services	10	10	20
Module 6: Develop Entrepreneurial Skills	20	10	30
Module 7: Apply visual merchandising	36	144	180
Module 8: Perform pre-production tasks	38	152	188

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[1] Learning Module hours in training provider premises
[2] Training workshop, laboratory and on-the-job workplace

Module 9: Coordinate production processes	26	104	130
Module 10: Execute post production tasks	24	96	120

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 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: Contribute to Work Related Health and Safety (WHS) Initiatives 30 Hours	**Module 2:** Analysis Workplace Policy and Procedures 30 Hours	**Module 3:** Perform Advanced Communication 30 Hours

Module 4: Develop Advance Computer Application Skills 40 Hours	**Module 5:** Manage Human Resource Services 20 Hours	**Module 6:** Develop Entrepreneurial Skills 30 Hours
Module 7: Apply visual merchandising 180 Hours	**Module 8:** Perform pre-production tasks 188 Hours	**Module 9:** Coordinate production processes 130 Hours
Module 10: Execute post production tasks 120 Hours		

Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives **Aim:** After successful completion of this module, the trainee is competent in Contributing to Work Related Health and Safety (WHS) Initiatives	**LU1:** Contribute to initiate work-related health and safety measures **LU2:** Contribute to establish work-related health and safety measures **LU3:** Contribute to ensure legal requirements of WHS measures **LU4:** Contribute to review WHS measures **LU5:** Evaluate the organization's WHS system	10	20	30
Module 2: Comply with Workplace Policy and Procedures **Aim:** After successful completion of this module, the trainee is competent in Complying with Workplace Policy and Procedures	**LU1:** Manage work timeframes **LU2:** Manage to convene meeting **LU3:** Set and meet own work priorities at instant **LU4:** Develop and maintain professional competence **LU5:** Follow and implement work safety requirements	10	20	30
Module 3: Perform Advanced Communication **Aim:** After successful completion of this module, the trainee is competent in Performing Advanced Communication	**LU1:** Demonstrate professional skills **LU2:** Plan and Organize work **LU3:** Provide trainings at workplace	00	00	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 4: Develop Advance Computer Application Skills **Aim:** After successful completion of this module, the trainee is competent in Developing Advance Computer Application Skills	**LU1:** Manage Information System to complete a task **LU2:** Prepare Presentation using computers **LU3:** Use Microsoft Access to manage database **LU4:** Develop graphics for Design	10	30	40
Module 5: Manage Human Resource Services **Aim:** After successful completion of this module, the trainee is competent in Managing Human Resource Services	**LU1:** Determine strategies for delivery of human resource services **LU2:** Manage the delivery of human resource services **LU3:** Evaluate human resource service delivery **LU4:** Manage integration of business ethics in human resource practices	10	10	20
Module 6: Develop Entrepreneurial Skills **Aim:** After successful completion of this module, the trainee is competent in Managing Human Resource Services	**LU1:** Develop a business plan **LU2:** Collect information regarding funding sources **LU3:** Develop a marketing plan **LU4:** Develop basic business communication skills	20	10	30
Module 7: Apply Visual Merchandising **Aim:** After successful completion of this module, the trainee is competent in Applying Visual Merchandising	**LU1:** Prepare Visual Merchandising Toolkits **LU2:** Plan and execute window displays using Photoshop software **LU3:** Plan floor fixtures, layouts and promotional displays using appropriate software (AutoCAD/ Photoshop)	36	144	180

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 8: Perform Pre-production tasks **Aim:** After successful completion of this module, the trainee is competent in Performing Pre-production tasks	**LU1:** Manage the procedure of packaging and trims development **LU2:** Monitor the procedure of sample preparation	38	152	188
Module 9: Coordinate Production Processes **Aim:** After successful completion of this module, the trainee is competent in Coordinating Production Processes	**LU1:** Monitor Bulk Production **LU2:** Monitor Bulk Testing **LU3:** Monitor finishing and Packing procedure **LU4:** Scrutinise Final Audit	26	104	130
Module 10: Execute post production tasks **Aim:** After successful completion of this module, the trainee is competent in Executing post production tasks	**LU1:** Plan Shipment **LU2:** Monitor Post production Inspection	24	96	120

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Module-1

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Modules

Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives

Objective of the module: After successful completion of this module, the trainee is competent in Working Related Health and Safety (WHS) **Initiatives**

Duration: 30 hours   **Theory:**   10 hrs   **Practical:**   20ours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Contribute to initiate work-related health and safety measures	**The trainee will be able to:** 1. compile database on work-related health and safety 2. Identify measures that address legal obligations. 3. Consult with individuals/ parties to formulate measures and initiatives 4. Consult with individuals/parties to identify factors impacting on work-related health and safety 5. Participate in consultative meetings.		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

LU2: Contribute to establish work-related health and safety measures Safety framework	The trainee will be able to: 1. Assist in planning of work-related health and safety measures 2. Contribute to the development of work-related health and safety measures 3. Identify to implement work-related health and safety measures i.e. • resourcing requirements, • timelines • responsibilities 4. Assist to implement work-related health and safety measures and initiatives i.e. • scheduling • liaison • administering resources • communication		Total Theory: Practical :	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

LU3: Contribute to ensure legal requirements of WHS measures awareness training program	The trainee will be able to:
	
	1. Identify WHS legal requirements
	2. Apply knowledge of all aspects of WHS measures to
	   • Consultation
	   • workplace policies
	   • participation processes
	3. Ensure, WHS measures are in accordance with legal requirements
			Total
			
			Theory:
			
			Practical:
				Consumable
				• Notebooks
				• Pencils
				• Erasers
				• Sharpeners
				Non Consumable
				• White board
				• Multimedia
				• Internet
				• Computer system
					Class room

LU4: Contribute to review WHS measures	The trainee will be able to: 1. Develop effective practices to review work-related health and safety measures 2. Assist individuals and parties related to WHS measures in following activities • preparing reports		Total Theory: Practical:	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer	Class room

	• communicating review • evaluating outcomes			system	
LU5: Evaluate the organization's WHS system **Aim:** The aim of this module to develop advanced knowledge, skills and understanding to Evaluate the organization's WHS system	**The trainee will be able to:** 1. Assess ongoing compliance with OHS (Occupational Health and safety) 2. Take feedback from concerned persons regarding WHS measures 3. Assess the overall effectiveness of WHS management practices 4. Assist the development process of WHS measures in following ways • Suggest amendments • Document amendments • Implement			Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

	amendments				
	5. Take feedback from concerned persons regarding WHS measures.				
	6. Communicate improvements in WHS Measures				

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Module 2: Analysis with Workplace Policy and Procedures

Objective of the module: The aim of this module to get knowledge, skills and understanding to Analysis with Workplace Policy and Procedures

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Manage work timeframes	**The trainee will be able to:** Complete work tasks within deadlines in according to order of priority Supervisors are informed of any delays in work times or projects		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room
LU2: Manage to convene meeting	**The trainee will be able to:** **1.** Develop agenda in line with meeting purpose **2.** Select participants and notify them accordingly **3.** Carryout meeting		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet	Class room

	arrangements according to the time			• Computer system	
	4. Record the minutes of the meeting				
LU3: Decision making at workplace	**The trainee will be able to:** 1. Decide and implement workplace policy 2. Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room
LU4: Set and meet own work priorities at instant	**The trainee will be able to:** 1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals			• Non Consumable • Notebooks • Pencils • Erasers • Sharpeners	Class room

	and objectives 2. Use technology efficiently and effectively to manage work priorities and commitments 3. Maintain appropriate work-life balance			• Consumable • White board • Multimedia • Internet • Computer system	
LU5: Develop and maintain professional competence	**The trainee will be able to:** 1. Assess personal knowledge and skills against competency 2. Participate in networks to enhance personal knowledge, skills and work relationships 3. Seek feedback from employees, clients and colleagues to develop and improve competence			Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

LU6: Follow and implement work safety requirements	The trainee will be able to:			Consumable	Class room
	1. Identify and report emergency incidents			• Notebooks	
				• Pencils	
				• Erasers	
	2. Practice organizational policy and procedures for responding to emergency incidents			• Sharpeners	
				Non Consumable	
				• White board	
				• Multimedia	
	3. Identify and implement workplace procedures and work instructions for controlling risks			• Internet	
				• Computer system	

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Module-3

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Module 3: Perform Advance Communication

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

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Demonstrate professional skills	**The trainee will be able to:** 1. Use different modes of communication to communicate • Speaking • Reading • Writing • Listening • Presentation • visual representation etc 2. Develop CV Skills according requirements 3. Upgrade professional skills by attending trainings, webinars, conferences etc. 4. Perform Continuous professional development as required at workplace 5. Develop interview skills		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

LU2: Plan and Organize work	**The trainee will be able to:** 1. Identify task requirements. 2. Plan steps to complete tasks. 3. Review planning and organizing process. 4. Organize work		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room
LU3: Provide trainings at workplace	**The trainee will be able to:** 1. Assess the need for training 2. Prepare trainees for the learning experience 3. Present training session 4. Support trainees in managing their own learning 5. Facilitate group learning 6. Provide opportunity for practice 7. Provide feedback on progress on trainees 8. Review delivery experience		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

Module 24: Develop Advance Computer Application Skills

Objective of the module: The aim of this module to get knowledge, skills and understanding to Develop Advance Computer Application Skills

Duration: 40 hours **Theory:** 00 hours **Practical:** 00 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Manage Information System to complete a task	**The trainee will be able to:** **1.** Perform Data Entry in MS office **2.** Manage File/folder in MS office **3.** Perform Scanning of document **4.** Maintain Office Record in drives **5.** Perform Printing of document **6.** Search required Files/Folders **7.** Convert Files in required format. **8.** Manage sizes of Files/Folders • Compress • Zip /unzip		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system • Printer	Class room

LU2: Prepare Presentation using computers	The trainee will be able to:		Total	Consumable	Class room
				• Notebooks	
	1. Prepare presentation as per requirements, i.e.		**Theory:**	• Pencils	
				• Erasers	
			Practical:	• Sharpeners	
	• Open blank presentation and add text / graphics			Non Consumable	
				• White board	
				• Multimedia	
	• Create a simple design for a presentation			• Internet	
				• Computer system	
	• Apply existing styles within a presentation			• Printer	
	• 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 **2.** Customize basic settings to meet user requirements Format presentation as require • 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 3. Add slide show effect into presentation as required to enhance the presentation • Incorporate pre-set Animation • Apply Multimedia effects • Record Narration • Apply hyperlink • Apply video • Rehearse Timings • Test presentation for overall effect 4. Print the presentation • 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 **5.** Practice verbal presentation **6.** Practice presentation through AV Aids				
LU3: Use Microsoft Access to manage database	**The trainee will be able to:** **1.** Collect the data using a standard data base package. **2.** Start access to manage database		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners • Printer pages	Class room

	.i.e. • 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			Non Consumable • White board • Multimedia • Internet • Computer system • Printer	

	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 **3.** Customize basic settings: • 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				
	4. Create forms				
	• Use a wizard to create a simple form				
	• Open existing				

	database and modify records through a simple form **5.** Rearrange objects within the form to accommodate information requirements				
LU4: Develop graphics for Design	**The trainee will be able to:** **1.** Develop graphic design concepts based on a thorough understanding of the communication need **2.** Use design techniques confidently to produce designs **3.** Integrate design tools skillfully to produce designs **4.** Evaluate the success of completed designs to meet objectives		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners • Printer pages Non Consumable • White board • Multimedia • Internet • Computer system • Printer	Class room
	5. evaluate feedback from client / peers				

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Module-4

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Module 4: Manage Human Resource Services

Objective of the module: The aim of this module to get knowledge, skills and understanding to Manage Human Resource Services

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Determine strategies for delivery of human resource services	**The trainee will be able to:** 1. Analyze business strategy and operational plans to determine human resource requirements 2. Review external business environment that likely impact on organization's human resource requirements 3. Consult line and senior managers to identify human resource needs in their areas 4. Review organization's requirements for diversity in the workforce 5. Deliver human resource services that comply with business goals 6. Develop strategic action		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

	plan for delivery of human resource services 7. Develop roles and responsibilities of human resource team 8. Develop quality assurance policy				
LU2: Manage the delivery of human resource services	**The trainee will be able to:** 1. Communicate human resource strategies and services to internal and external stakeholders 2. Develop and negotiate service agreements between - The human resource team, - Service providers - Client groups 3. Document service specifications, performance standards and timeframes 4. Document /communicate service - Specifications,		**Total** **Theory:** **Practical:**	Consumable - Notebooks - Pencils - Erasers - Sharpeners Non Consumable - White board - Multimedia - Internet - Computer system	Class room

	• Performance standards • Timeframes **5.** Monitor Quality assurance processes **6.** Ensure that services are delivered by appropriate providers, according to service agreements and operational plans **7.** Identify underperformance of human resource team or service providers				
LU3: Evaluate human resource service delivery	**The trainee will be able to:** **1.** Establish Management information system for human resource services **2.** Conduct survey to determine level of satisfaction **3.** Analyze feedback of survey **4.** Recommend changes to service delivery **5.** Support agreed change processes across the		**Total** **Theory:** **Practical:**	Non Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

	organization				
LU4: Manage integration of business ethics in human resource practices practices	**The trainee will be able to:** 1. Ensure ethics in personal behavior 2. Ensure code of conduct is observed across the organization, 3. Observe confidentiality requirements in dealing with all human resource information 4. Deal promptly with unethical behavior 5. Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet Computer system	Class room

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Module-5

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Module 5: Develop Entrepreneurial Skills

Objective of the module: The aim of this module to get knowledge, skills and understanding to Develop Entrepreneurial Skills

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Develop a business plan	**The trainee will be able to:** **1.** Conduct a market survey to collect following information • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

	• Profit margin **2.** Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses **3.** Compile the information collected through the market survey, in the business plan format				
LU2: Collect information regarding funding sources	**The trainee will be able to:** **1.** Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate **2.** Choose the best available option according to investment requirement		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

	3. Prepare documents according to the loan agreement requirement **4.** Include the information of funding sources in the business plan				
LU3: Develop a marketing plan	**The trainee will be able to:** **1.** Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning **2.** Include the information of marketing plan in the business plan		**Total** **Theory:** **Practical:**	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room
LU4: Develop basic business communication	**The trainee will be able to:** **1.** Communicate with		**Total** **Theory:**	Consumable • Notebooks • Pencils	Class room

skills	internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills		**Practical:**	• Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	
	2. Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.				
	3. Use specific business terms used in the market				

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Module-6

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Module 6: 0414001012 Apply Visual Merchandising

Objective of the module: The aim of this module to get knowledge, skills and understanding to Apply Visual Merchandising

	Duration: 180 hrs.	Theory: 36 hrs.	Practical: 144 hrs.		

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place

LU1: Prepare Visual Merchandising Toolkits
 	
Aim: The aim of this module to develop advanced knowledge, skills and understanding to Prepare Visual Merchandising Toolkits
	The trainee will be able to:
	
	1. Design display toolkits including:
	   o Colour wise
	   o Price wise
	   o Category wise
	   o Size wise
	
	2. Design display techniques
	   o Pyramid display
	   o Inverted Pyramid display
	   o Asymmetrical display
	   o Symmetrical display
	
	3. Create Cross Merchandising Patterns including:
	   o Category wise
	   o Colour wise
	   o With carry wears
		• explain the purpose of pattern display (Color wise, Price wise, Category wise and size wise)
		• Describe different pattern display method
		• describe the use of Display toolkits according to product
		
		• describe Different display Techniques (Pyramid display, Inverted Pyramid display, Asymmetrical display and Symmetrical display)
		
		• Describe Cross Merchandising Patterns method (Category wise, Colour wise and With carry wears)
		
		•
			Total:60
			
			Theory:12
			
			Practical:48
				Consumable
				• Notebooks
				• Pencils
				• Color pencils
				• Erasers
				• Sharpeners
				Non Consumable
				• White board
				• Multimedia
				• Internet
				• Computer system
					Class room

LU2: Plan and Execute window displays using Photoshop software	The trainee will be able to:		Total:60	Consumable	Class room
Aim: The aim of this module to develop advanced knowledge, skills and understanding to Plan and Execute window displays using Photoshop software	**1.** Plan and execute thematic/non thematic window display	• Describe the use of Photoshop Software • Describe thematic/non thematic window display	**Theory:12** **Practical:48**	• Notebooks • Pencils • Color pencils • Erasers • Sharpeners	

	2. Design standard operating procedures (SOPs) such as:
	  o Mannequin handling
	  o Prop placement
	  o Product Placement
	  o Lighting
		• Explain Standard Operating Procedures (SOPs) (Mannequin handling, Prop placement, Product Placement and Lighting)		Non Consumable
				• White board
				• Multimedia
				• Internet
				• Computer system with adobe photo shop soft ware	

LU3: Plan floor fixtures, layouts and promotional displays using appropriate software (AutoCAD/ Photoshop)	The trainee will be able to:		**Total**	Consumable	Class room
	1. Design Floor Plans according to requirements	• Describe the use of AutoCAD • Describe Floor Plans designing	**Theory:** **Practical:**	• Notebooks • Pencils • Color pencils • Erasers • Sharpeners	
Aim: The aim of	**2.** Design NTI'S/Fixtures	• Explain NTI's/Fixtures			

this module to develop advanced knowledge, skills and understanding to Plan floor fixtures, layouts and promotional displays using appropriate software (AutoCAD/ Photoshop)	**3.** Design promotional display	• Explain Promotional Display		Non Consumable • White board • Multimedia • Internet • Computer system with relevant soft wares	

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Module 7: 0414001013 Perform Pre-Production task

Objective of the module: The aim of this module to get knowledge, skills and understanding to Perform Pre-Production task

Duration: 188 hrs.   **Theory: 38 hrs.**   **Practical: 152 hrs.**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1:Manage the procedure of packaging and trims development	**The trainee will be able to:** **1.** Prepare a list of specifications of each trim	• Explain the purpose of spec • Describe th use of specs • Explain the purpose of trims • Explain specifications related to trims • Explain list management according to specified trims	**Total:95** **Theory:19** **Practical:76**	Consumable • Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system with relevant soft wares	Class room
	2. Prepare layout of all relevant printed packaging material	• Explain the use of packaging of material • Describe the use of printed packaging material according to layouts			
	3. Collect quality samples as per requirement	• Explain the purpose of samples • Explain sample selection according to requirement] • Explain the quality criteria for samples • Describe submission options for trims and packaging material			
	4. Develop submission options for trims and	• Explain maintenance of submission options for trims and packaging material			

LU2: Monitor the procedure of sample preparation	The trainee will be able to:		Total:95		
	1. Develop and submit design and color options for approval (design strike off and/or color swatch options, etc.)	• Explain the importance of designs • Describe color options • Describe preparation process of design and color options for approval	**Theory:19** **Practical:76**	• Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable	
	2. Present accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)	• Explain submission process of accessories (yarn, stitching thread, printed/woven labels, zippers, etc.) • Describe accessories management for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)		• White board • Multimedia • Internet • Computer system	
	3. Prepare pre-production sample	• Explain the purpose of pre-production sample • Describe maintenance of pre-production sample			

	4. Get approved samples as per specifications
	  ○ Prepare a final sample
	  ○ Prepare a shipment sample
		• Explain the criteria for final sample
		• Describe final sample preparation for approval
		• Describe shipment preparation for final sample			

The cell in the top row contains "packaging material".

INDUSTRIAL MERCHANDISER

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Module-8

CBT Curriculum

National Vocational Certificate Level 4

Version 1 - October, 2019

Module 8: Coordinate Production Processes

Objective of the module: After successful completion of this module, the trainee is competent in coordinating production process according to professional standards

Duration: 130 hrs.   **Theory: 26 hrs.**   **Practical: 104 hrs.**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place

LU1: Execute Bulk production	**The trainee will be able to:**
	
	1. Design assembly line as per requirement:
	o Single assembly line
	o Mix Model assembly line
		• Describe the different organization of assembly line (single, mix model)
		  o Types of assembly lines
		  o Model selection
		  o Resources allocation on each workstation
		  o Output targets
		• Describe assembly line preparation(single, mix model)
			Total:30
			
			Theory:5
			
			Practical:25
				Consumable
				• Notebooks
				• Pencils
				• Color pencils
				• Erasers
				• Sharpeners
				Non Consumable
				• White board
				• Multimedia
				• Internet
				• Computer system
					Class room
					Simulated environment

	2. Set production target according to quantity and Time	• Explain the purpose of production targets • Describe production planning • Explain delivery priority • Describe production targets preparation according to quantity and time			

LU2: Monitor Bulk testing	The trainee will be able to: 1. Perform raw material testing as per requirement 2. Analyse Inline inspection result 3. Analyse testing results of finished goods	• Describe raw material testing requirements • Describe raw material preparation testing as per requirement	Total:31 Theory:5 Practical:26	Consumable • Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet Computer system	Class room
LU3: Perform inline inspection	The trainee will be able to: 1. Perform Inline inspection 2. Perform Testing of finished goods	• Describe inline inspection o Explain the Importance of Inline inspection o Explain different ypes of quality testing • Describe inline inspection preparation • Explain quality criteria describe finish good preparation for Preparing for testing	Total:31 Theory:5 Practical:26	Consumable • Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	

LU4: Perform Finishing and Packing	The trainee will be able to:		Total:31	Consumable	
Aim: The aim of this module to develop advanced knowledge, skills and understanding to Perform Finishing and Packing	**1.** Perform thread cropping	• Describe thread cropping	**Theory:5**	• Notebooks • Pencils • Color pencils	
	2. Perform stain removal	• Describe stain removal methods	**Practical:26**	• Erasers • Sharpeners Non Consumable	
	3. Perform Ironing	• Describe different Ironing methods		• White board • Multimedia	
	4. Perform Tagging	• Describe Tagging		• Internet • Computer system	
	5. Perform Folding	• Describe different Folding methods			
	6. Perform piece Packing and bulk packing	• Describe piece Packing and bulk packing			
LU:5 Perform Final Audit	The trainee will be able to:		**Total:32**	Consumable	
	1. Perform fabric inspection	• Describe fabric inspection	**Theory:6**	• Notebooks • Pencils • Color pencils	
	2. Perform size inspection	• Describe size inspection	**Practical:26**	• Erasers • Sharpeners	
	3. Perform colour/design inspection	• Describe colour/design inspection •		Non Consumable • White board	

		4. Perform packaging and folding inspection	• Describe packaging and folding inspection		• Multimedia • Internet • Computer system	

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Module-10

CBT Curriculum

National Vocational Certificate Level 4

Version 1 - October, 2019

Module 10: 0414001015 Execute post production tasks

Objective of the module: The aim of this module to get knowledge, skills and understanding to Execute post production tasks

Duration: 120 hrs.   **Theory: 24 hrs.**   **Practical: 96 hrs.**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Plan Shipment	**The trainee will be able to:** **1.** Calculate CBM by shipment volume	• Explain CBM • Explain shipment volume • Describe eth use of different calculation formulas of CBM by shipment volume • Calculating CBM by shipment volume	**Total:40** **Theory:8** **Practical:32**	Consumable • Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room
LU2: Prepare Shipment Documents	**The trainee will be able to:** **1.** Prepare Shipment Documents (Commercial Invoice, Pre-forma Invoice, Packing list, Bill of lading (Sea shipment), Airway bill (Air	• Describe the use of different shipment documents (Commercial Invoice, Pre-forma Invoice, Packing list, Bill of lading (Sea shipment), Airway bill (Air shipment), Certificate of goods, Certificate of a origin, Inspection certificate, Compliance	**Total:** **Theory:8** **Practical:32**	Consumable • Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable • White board	Class room

	shipment), Certificate of goods, Certificate of a origin, Inspection certificate, Compliance certificates (Quality Standards Certificates), etc	certificates (Quality Standards Certificates), etc. • Describe shipment documents preparation as per requirement		• Multimedia • Internet • Computer system	
LU3: Perform Pre and Post shipment Inspection **Aim:** The aim of this module to develop advanced knowledge, skills and understanding to Perform Pre and Post shipment Inspection	**The trainee will be able to:** 1. Perform Material audit 2. Perform Process audit 3. Perform Pre production inspection of (Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping, Damages, Ironing, Folding, Packing, etc.) 4. Perform pre shipment inspection of	• Describe material audit • Describe material audit • Describe process audit • Describe process audit • Describe pre-production inspection • Describe pre production evaluating pre-production (Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping, Damages, Ironing, Folding, Packing, etc.) • Describe pre-shipment inspection • Describe pre-shipment evaluation (Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping,	**Total:40** **Theory:8** **Practical:32**	Consumable • Notebooks • Pencils • Color pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room

	(Gray fabric, Dying, Lab test, Size patterns, Stitching, Cropping, Damages, Ironing, Folding, Packing, etc.)	Damages, Ironing, Folding, Packing, etc.)			

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 handling documents, applying visual merchandizing, perform preproduction

- Demonstrations, for example pre production, execute post production and coordinate production

- Direct questioning, where the assessor would ask the student about entrepreneurial skills, human resource management, applying visual merchandizing and production process

- Paper-based tests, such as multiple choice or short answer questions on visual merchandizing, pre production, post production ,visual merchandizing, entrepreneurial skills, human resource management

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 a final audit, inline inspection, coordinate production

- Workplace documents, such as CBM calculation, production documents

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 final audit are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that cooking activity. An interview about the visual merchandizing tool kit would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of preparing shipment documents 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:** Contribute to Work Related Health and Safety (WHS) Initiatives
- **Module 2:** Analysis Workplace Policy and Procedures
- **Module 3:** Perform Advanced Communication
- **Module 4:** Develop Advance Computer Application Skills
- **Module 5:** Manage Human Resource Services
- **Module 6:** Develop Entrepreneurial Skills
- **Module 7:** Apply visual merchandising
- **Module 8:** Perform pre-production tasks
- **Module 9:** Coordinate production processes
- **Module 10:** Execute post production tasks

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 relevant soft ware	24
2	Printer	1
3	Multi medis	1

List of consumable supplies

Sr no	Material	Quantity
1	Note book	20
2	Pencil	20
3	Eraser	20
4	Sharpener	10
5	White sheets	40
6	A4 rim	10

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. Contribute to Work Related Health and Safety (WHS) Initiatives	3	30
B. Analysis Workplace Policy and Procedures	3	30
C. Perform Advanced Communication	3	30
D. Develop Advance Computer Application Skills	4	40
E. Manage Human Resource Services	2	20
F. Develop Entrepreneurial Skills	3	30
G. Apply visual merchandising	18	180
H. Perform pre-production tasks	8.4	188

Competency Standard	Estimate of hours	Credit
I. Coordinate production processes	30	130
J. Execute post production tasks	12	120