

National Vocational Diploma in Retail Buyer (Level 5)
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Level of qualification: 5

Credits total: 121- 129

	Compulsory	Elective
Level 3 credits:	5	4
Level 4 credits:	24	20
Level 5 credits:	80	8
Minimum total credits required:	109	12- 20

Registration date: 29 November 2018

Scheduled review date: 2023

Body responsible for the qualification: Namibia Training Authority

Other bodies whose unit standards are included in the qualification: None

1. Description of the qualification

1.1. Purpose

This qualification recognises people who have the competencies required for demonstrating an understanding of basic financial skills and of targeted market; manage own time and supplier effectively; maintain and control stock levels of an organisation; implement price changes; procure products for an organisation; import merchandise for a wholesale or retail organisation; apply leadership skills to achieve objectives, effective customer management skills and tenders to obtain business; implement loss control measures and promotional activities; and propose a product range for an organisation. They are able to provide general first aid.

The entry requirement for this qualification is National Vocational Certificate in Wholesale and Retail (Operations Supervision) Level 4 and the ability to demonstrate basic communication skills in the English language and numeracy.

2. Regulations for the qualification

2.1 summary of qualification requirements

This qualification will be awarded to people who are credited with a minimum of 121 credits and have met the requirements of the both compulsory and elective section, as well as all requirements for Work-Integrated Learning (WIL) as laid in the National Policy On Work-Integrated Learning for Technical Vocational Education and Training (TVET).

2.1. Summary of qualification requirements

This qualification will be awarded to people who have attained the credits listed in the Compulsory set and who have attained a minimum of 4 credits from the Elective set.

2.2. Detailed qualification requirements

Compulsory

All the outcomes of learning listed below are required.

FIELD : Services and Life Sciences
Subfield : Wholesale and Retail Trade
Domain : Retail Buyer

Unit No:	Unit Standard Title	Level	Credits
1898	Demonstrate an understanding of basic financial skills	4	8
1899	Demonstrate understanding of target market	5	12
1900	Manage own time effectively	4	8
1901	Maintain and control stock levels of an organisation	5	15
1902	Implement price changes	5	8
1903	Manage suppliers effectively	5	15
1907	Procure products for an organisation	5	10
1908	Import products for an organisation	5	10
1909	Apply leadership skills to achieve objectives	4	8
1910	Tender to get business for the organisation	5	10

FIELD : Services and Life Sciences
Subfield : Wholesale and Retail Trade
Domain : Merchandiser

Unit No:	Unit Standard Title	Level	Credits
1897	Implement loss control measures	3	5

Elective

A minimum of 12 credits is required from of the following outcomes of learning.

FIELD : Services and Life Sciences
Subfield : Wholesale and Retail Trade
Domain : Retail Buyer

Unit No:	Unit Standard Title	Level	Credits
1904	Manage the implementation of promotional activities	4	12
1905	Apply effective customer management skills	4	8
1906	Propose a product range for an organisation	5	8

FIELD : Health Sciences and Social Studies
Subfield : Core Health
Domain : First Aid

Unit No:	Unit Standard Title	Level	Credits
Unit ID: 844	Provide general first aid	3	4

3. Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this unit standard.

This qualification contains new unit standards and does not replace any existing unit standards.

4. Special arrangements

4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements:

4.1.1 This qualification will be offered to trainees **either** including a period of 6 month of **industrial / job attachment**, or as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at training institution) basis.

Industrial/ Job Attachment is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider(TVTP).

Apprenticeship refers to the system of work integrated learning, where apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side by side with an experienced mentor. In this case the employer must be an NTA approved entity or company to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encourage to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

4.1.1 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the Namibia Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods.

Assessment arrangements apply to all occupations and industries which are encompassed in the vocational education and training sector.

4.1.2 Providers of this qualification and the associated unit standards must be registered and/or accredited.

4.1.3 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.

4.2 Competencies covered in this qualification may be assessed through Recognition Prior Learning (RPL).

4.3 Further relevant information and documentation may be accessed through:

Namibia Training Authority
Rand Street
Khomasdal
Namibia
Telephone number: 061-207 8550
Facsimile number: 061-207 8551

5. Transition arrangements

5.1 Non-National Qualifications Framework transition

None.

5.2 National Qualifications Framework transition

This is version 1 of this qualification.