

Buying and  
Merchandising  
Assistant  
Level 4



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# Buying and Merchandising Assistant

**Level:** 4

**Duration:** 13 – 16 Months

## Entry Requirements:

- Candidates should already be working as a buying or merchandising assistant.
- The entry requirement for this apprenticeship will be decided by each employer but may typically be five GCSEs at grade C or higher.

## Overview:

The Buying and Merchandising Assistant qualification is a great way to learn and implement new skills, knowledge and behaviours within a Buying or Merchandising Assistant role. This apprenticeship is suitable for Buying or Merchandising assistants who typically work within the retail sector; however, this could be across a range of different companies; for example, trading through stores, exclusively online and those who operate through a variety of channels.

Key responsibilities are likely to include; new product selection, collating, distributing and analysing sales and performance, identifying trends and trading patterns and communication any findings appropriately. Interacting with external and internal colleagues; such as designers, manufacturers, suppliers, distribution centres, marketing, finance, and IT departments.

## Qualification Awarded:

- Buying and Merchandising Apprenticeship Standard
- Functional Skills Maths
- Functional Skills English

## Key Topics:

- Place and manage orders for products
- Monitor competitor activity
- Manage suppliers and key stakeholders
- Critical path management
- Process improvement
- Coaching skills
- And much more...

## Assessment Methods:

A variety of assessment methods will be used to demonstrate knowledge and competence:

- Workbooks
- Assignments
- Product evidence
- Reflective accounts
- Professional Discussions
- Witness testimony
- Observation

## End Point Assessment

End point assessment or “EPA” has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Work based project
- Professional discussion