


Ofsted
Outstanding
2010|2011

Buying and
Merchandising
Assistant
Level 4



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 Apprenticeships

 **FAREPORT**
SKILLS FOR THE FUTURE

Buying and Merchandising Assistant

Level: 4

Duration: 18 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
- And much more...

Assessment Methods:

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

- Workbooks
- Assignments
- Product evidence
- Reflective accounts
- 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