



---

# ASSESSMENT EVIDENCE GUIDES FOR “TEXTILE & APPAREL MERCHANDISING”

---

## **Level-3 (Formative)**



**Assessment Evidence Guide**  
**for**  
***“Textile & Apparel  
Merchandising”***

**(Perform Basic Computer Operations )**  
**Level-3**  
**(Formative Assessment)**

*26<sup>th</sup> - 30<sup>th</sup> April 2021*



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Junior Merchandiser”	CS Code:	Level: 03	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Perform Basic Computer Operations</li> <li>• Maintain Personal Health, hygiene and safety</li> <li>• Perform</li> <li>• Basic Communication skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time :</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Candidate is required to install MS Office application and prepare a formatted document using MS word, specified by assessor.</li> <li>2. <b>Assessment Task 2:</b> Candidate is required to prepare a presentation in Power Point, specified by assessor.</li> <li>3. <b>Assessment Task 3:</b> Candidate is required to prepare a spreadsheet in MS Excel, specified by assessor.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>4. <b>Knowledge assessment test (Written or Oral)</b></li> <li>5. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Install drivers and applications according to the software specification</p> <p><b>Performance Criteria 2:</b> Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition</p> <p><b>Performance Criteria 3:</b> Compose a document as per the requirement.      <b>Performance</b></p> <p><b>Criteria 4:</b> Format Word Document according to given requirements.</p> <p><b>Performance Criteria 5:</b> Print Word Documents according to requirements.      <b>Performance</b></p> <p><b>Criteria 6:</b> Recognize processes, tools, equipment and consumable materials that have the potential to cause harm</p> <p><b>Performance Criteria 7:</b> Select personal protective equipment in terms of type and quantity according to work orders.</p> <p><b>Performance Criteria 8:</b> Maintain cleanliness and hygiene as per organizational policy</p> <p><b>Performance Criteria 9:</b> Follow organizational Health, hygiene and safety guidelines during work</p> <p><b>Performance Criteria 10:</b> Treat team members with respect and maintain positive relationships to achieve common organizational goals</p> <p><b>Performance Criteria 11:</b> Listen to instructions carefully &amp; comply with those instructions</p> <p><b>Performance Criteria 12:</b> Carefully listen and note down the instructions of Supervisor</p> <p><b>Performance Criteria 13:</b> Carry out the instructions of the supervisor</p>

**Assessment Task 2**

**Performance Criteria 1:** Insert Slides with different Layouts according to requirements of presentation.

**Performance Criteria 2:** Insert text, tables, images, etc. according to the requirement.

**Performance Criteria 3:** Apply a set of effects to animate the slide according to requirement.

**Performance Criteria 4:** Apply Slide Transitions on Slides according to requirement.

**Performance Criteria 5:** Apply Sound Effects on Objects/text/images according to requirement.

**Performance Criteria 6:** Provide work related information to team members and identify interrelated work activities to avoid confusion

**Performance Criteria 7:** Deal with resolvable problems according to prescribed procedures

**Assessment Task 3**

**Performance Criteria 1:** Develop a worksheet as per given data.

**Performance Criteria 2:** Format the worksheet according to given criteria.

**Performance Criteria 3:** Apply Formulas according to the requirement.

**Performance Criteria 4:** Generate Charts/Graphs according to the given data.

**Performance Criteria 5:** Print Worksheet according to requirements.

**Performance Criteria 6:** Place the tools equipment etc. at their prescribed place after completion of work



Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
		Candidate is required to install MS Office application and prepare a formatted document using MS word, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Install drivers and applications according to the software specification			
2.	Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition			
3.	Compose a document as per the requirement.			
4.	Format Word Document according to given requirements.			
5.	Print Word Documents according to requirements.			
6.	Recognize processes, tools, equipment and consumable materials that have the potential to cause harm			
7.	Select personal protective equipment in terms of type and quantity according to work orders.			
8.	Maintain cleanliness and hygiene as per organizational policy			
9.	Follow organizational Health, hygiene and safety guidelines during work			
10.	Treat team members with respect and maintain positive relationships to achieve common organizational goals			
11.	Listen to instructions carefully & comply with those instructions			
12.	Carefully listen and note down the instructions of Supervisor			
13.	Carry out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
		Candidate is required to prepare a presentation in Power Point, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Insert Slides with different Layouts according to requirements of presentation.			
2.	Insert text, tables, images, etc. according to the requirement.			
3.	Apply a set of effects to animate the slide according to requirement.			
4.	Apply Slide Transitions on Slides according to requirement.			
5.	Apply Sound Effects on Objects/text/images according to requirement.			
6.	Provide work related information to team members and identify interrelated work activities to avoid confusion			
7.	Deal with resolvable problems according to prescribed procedures			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to prepare a spreadsheet in MS Excel, specified by assessor.		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Develop a worksheet as per given data.			
2.	Format the worksheet according to given criteria.			
3.	Apply Formulas according to the requirement.			
4.	Generate Charts/Graphs according to the given data.			
5.	Print Worksheet according to requirements.			
6.	Place the tools equipment etc. at their prescribed place after completion of work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

**Assessment Evidence Guide**  
**for**  
***“Textile & Apparel  
Merchandising”***

**(Identify Vendor )  
Level-3**

**(Formative Assessment)**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Junior Merchandiser”	CS Code:	Level: 03	Version: 01
<b>Competency Standard Title:</b> Identify Vendor Identify and Implement Workplace Policy and Procedures Apply work health and safety practices (WHS) Communicate at Workplace	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>6. Assessment Task 1:</b> Candidate is required to calculate economic order quantity for each type of material (Raw Material, Accessories and trims) of given Purchase order (The specification sheet and product sample are provided by the assessor).</p> <p><b>7. Assessment Task 2:</b> Candidate is required to prepare the Vendor evaluation form criteria given by assessor.</p> <p><b>And complete:</b></p> <p><b>8. Knowledge assessment test (Written or Oral)</b></p> <p><b>9. Portfolios at the time of assessment (if any)</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Prepare a list of all relevant Raw Materials</p> <p><b>Performance Criteria 2:</b> Calculate the required quantities</p> <p><b>Performance Criteria 3:</b> Establish target prices for Raw Material</p> <p><b>Performance Criteria 4:</b> Calculate economic order quantity</p> <p><b>Performance Criteria 5:</b> Comply with duty of care requirements</p> <p><b>Performance Criteria 6:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 7:</b> Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.</p> <p><b>Performance Criteria 8:</b> Assure the policies are realistic, resources and personnel to implement</p> <p><b>Performance Criteria 9:</b> Communicate orally and written</p> <p><b>Performance Criteria 10:</b> Identify relevant procedures for written information</p> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Identify key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)</p> <p><b>Performance Criteria 2:</b> Prepare vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)</p> <p><b>Performance Criteria 3:</b> Implement relevant rules and procedures of WHS at work place.</p> <p><b>Performance Criteria 4:</b> Communicate procedures to help implement workplace policy</p> <p><b>Performance Criteria 5:</b> Use various media to communicate effectively</p>

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:..... Assessor's code:..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)			
<b>Assessment Task 1</b>		<b>Description of assessment Task 1</b> Candidate is required to calculate economic order quantity for each type of material (Raw Material, Accessories and trims) of given Purchase order (The specification sheet and product sample are provided by the assessor).	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Prepared a list of all relevant Raw Material		
2.	Calculated the required quantities		
3.	Established target prices for Raw Material		
4.	Calculated economic order quantity		
5.	Complied with duty of care requirements		
6.	Identified the workplace policy & procedures		
7.	Applied appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.		
8.	Assured the policies are realistic, resources and personnel to implement		
9.	Communicated orally and written		
10.	Identified relevant procedures for written information		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

<b>Assessment Task 2</b>		<b>Description of assessment Task 2</b>		
		Candidate is required to prepare the Vendor evaluation form criteria given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)			
2.	Prepared vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)			
3.	Implemented relevant rules and procedures of WHS at work place.			
4.	Communicated procedures to help implement workplace policy			
5.	Used various media to communicate effectively			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

**Assessment Evidence Guide**  
**for**  
***“Textile & Apparel  
Merchandising”***

**(Manage Visual Merchandising)**

**Level-3**

**(Formative Assessment)**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Junior Merchandiser”	CS Code:	Level: 03	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Manage Visual Merchandising</li> <li>• Identify and Implement Workplace Policy and Procedures</li> <li>• Apply Work Health and Safety Practices(WHS)</li> <li>• Communicate at Workplace</li> <li>• Perform Computer Application Skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Candidate is required to prepare a colour wheel and its related colour schemes and combinations.</li> <li>2. <b>Assessment Task 2:</b> Candidate is required to develop a design with contrasting colours on specific theme/mood assigned by assessor.</li> <li>3. <b>Assessment Task 3:</b> Candidate is required to execute display considering display techniques, cross merchandising and interpret documents according to given checklist.</li> <li>4. <b>Assessment Task 4:</b> Candidate is required to prepare a mockup of product/industry assigned by assessor, considering window display guidelines.</li> </ol> <p>(Note: Provide simulated environment for ASSESSMENT TASK-4)</p> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>5. <b>Knowledge assessment test (Written or Oral)</b></li> <li>6. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Identify colours according to colour wheel</p> <ul style="list-style-type: none"> <li>○ Primary Colours</li> <li>○ Secondary Colours</li> <li>○ Tertiary Colours</li> <li>○ Complementary Colours</li> <li>○ Split Complementary Colours</li> <li>○ Triadic Colours</li> </ul>

- Tetradic Colours
- Analogous Colours
- Neutral Colours
- Monochromatic Colours
- Tints and shades
- Warm Colours
- Cool Colours

**Performance Criteria 2:** Develop Colour Schemes/Combinations according to colour wheel

**Performance Criteria 3:** Implement relevant rules and procedures of WHS at work place.

**Performance Criteria 4:** Identify hazards or WHS issues in the workplace to relevant personnel

**Performance Criteria 5:** Identify the workplace policy & procedures

**Performance Criteria 6:** Communicate with other departments.

### **Assessment Task 2**

**Performance Criteria 1:** Identify the importance of colour in drawing

**Performance Criteria 2:** Develop Designs from different colour terms according to colour wheel

**Performance Criteria 3:** Develop Designs from contrasting colours according to colour wheel

**Performance Criteria 4:** Implement relevant rules and procedures of WHS at work place.

**Performance Criteria 5:** Identify hazards or WHS issues in the workplace to relevant personnel

**Performance Criteria 6:** Identify the workplace policy & procedures

**Performance Criteria 7:** Communicate with other departments

### **Assessment Task 3**

**Performance Criteria 1:** Interpret given documents according to the requirement:

- VM Toolkit/Manual
- Store checklist
- NTI'S/Fixtures checklist
- Floor Plans

**Performance Criteria 2:** Perform display management including:

- Colour wise
- Price wise
- Category wise
- Size wise

**Performance Criteria 3:** Apply display techniques including:

- Pyramid display
- Inverted Pyramid display
- Asymmetrical display
- Symmetrical display

**Performance Criteria 4:** Perform Cross Merchandising including:

- Category wise
- Colour wise
- With Accessories

**Performance Criteria 5:** Arrange Floor Plans according to instructions

**Performance Criteria 6:** Manage NTI'S/Fixtures

**Performance Criteria 7:** Display Marketing and Promotional Material

**Performance Criteria 8:** Implement relevant rules and procedures of WHS at work place.

<p><b>Performance Criteria 9:</b> Identify hazards or WHS issues in the workplace to relevant personnel</p> <p><b>Performance Criteria 10:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 11:</b> Communicate with other departments.</p>
<p><b>Assessment Task 4</b></p> <p><b>Performance Criteria 1:</b> Arrange light setting</p> <p><b>Performance Criteria 2:</b> Perform Mannequin Handling</p> <p><b>Performance Criteria 3:</b> Execute Prop placement plan</p> <p><b>Performance Criteria 4:</b> Execute Product Placement Guidelines</p> <p><b>Performance Criteria 5:</b> Implement relevant rules and procedures of WHS at work place.</p> <p><b>Performance Criteria 6:</b> Identify hazards or WHS issues in the workplace to relevant personnel</p> <p><b>Performance Criteria 7:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 8:</b> Communicate with other departments.</p> <p><b>Performance Criteria 9:</b> Use Microsoft PowerPoint for presentation</p>

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: .....Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> <span style="margin-left: 200px;">NOT YET COMPETENT <input type="checkbox"/></span> Name of the Assessor: .....Assessor's code: ..... Signature of the Assessor: .....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
		Candidate is required to prepare a colour wheel and its related colour schemes and combinations.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified colours according to colour wheel <ul style="list-style-type: none"> <li>o Primary Colours</li> <li>o Secondary Colours</li> <li>o Tertiary Colours</li> <li>o Complementary Colours</li> <li>o Split Complementary Colours</li> <li>o Triadic Colours</li> <li>o Tetradic Colours</li> <li>o Analogous Colours</li> <li>o Neutral Colours</li> <li>o Monochromatic Colours</li> <li>o Tints and shades</li> <li>o Warm Colours</li> <li>o Cool Colour</li> </ul>			
2.	Developed Colour Schemes/Combinations according to colour wheel			
3.	Implemented relevant rules and procedures of WHS at work place.			
4.	Identified hazards or WHS issues in the workplace to relevant personnel			
5.	Identified the workplace policy & procedures			
6.	Communicated with other departments.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
		Candidate is required to Develop a design with contrasting colours on specific theme/mood assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified the importance of colour in drawing			
2.	Developed Designs from different colour terms according to colour wheel			
3.	Developed Designs from contrasting colours according to colour wheel			
4.	Implemented relevant rules and procedures of WHS at work place.			
5.	Identified hazards or WHS issues in the workplace to relevant personnel			
6.	Identified the workplace policy & procedures			
7.	Communicated with other departments.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to execute display considering display techniques, cross merchandising and interpret documents according to given checklist.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Interpreted given documents according to the requirement: <ul style="list-style-type: none"> <li>o VM Toolkit/Manual</li> <li>o Store checklist</li> <li>o NTI'S/Fixtures checklist</li> <li>o Floor Plans</li> </ul>			
2.	Performed display management including: <ul style="list-style-type: none"> <li>o Colour wise</li> <li>o Price wise</li> <li>o Category wise</li> <li>o Size wise</li> </ul>			
3.	Applied display techniques including: <ul style="list-style-type: none"> <li>o Pyramid display</li> <li>o Inverted Pyramid display</li> <li>o Asymmetrical display</li> <li>o Symmetrical display</li> </ul>			
4.	Performed Cross Merchandising including: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Colour wise</li> <li>o With Accessories</li> </ul>			
5.	Arranged Floor Plans according to instructions			
6.	Managed NTI'S/Fixtures			
7.	Displayed Marketing and Promotional Material			
8.	Implemented relevant rules and procedures of WHS at work place.			
9.	Identified hazards or WHS issues in the workplace to relevant personnel			
10.	Identified the workplace policy & procedures			
11.	Communicated with other departments.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 4</b>		<b>Description of assessment task 4</b> Candidate is required to prepare a mockup of product/industry assigned by assessor, considering window display guidelines		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arrange light setting			
2.	Performed Mannequin Handling			
3.	Executed Prop placement plan			
4.	Executed Product Placement Guidelines			
5.	Implemented relevant rules and procedures of WHS at work place.			
6.	Identified hazards or WHS issues in the workplace to relevant personnel			
7.	Identified the workplace policy & procedures			
8.	Communicated with other departments.			
9.	Used Microsoft PowerPoint for presentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

**Assessment Evidence Guide**  
**for**  
***“Textile & Apparel  
Merchandising”***

**(Perform Product Costing)**

**Level-3**

**(Formative Assessment)**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Junior Merchandiser”	CS Code:	Level: 03	Version: 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Perform Product Costing</li> <li>• Apply Work Health and Safety Practices(WHS)</li> <li>• Identify and Implement Workplace Policy and Procedures</li> <li>• Communicate at Workplace</li> <li>• Perform Computer Application Skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Candidate is required to calculate material consumption according to given specifications.</li> <li>2. <b>Assessment Task 2:</b> Candidate is required to calculate process cost according to given data.</li> <li>3. <b>Assessment Task 3:</b> Candidate is required to calculate dispatch cost according to given data.</li> <li>4. <b>Assessment Task 4:</b> Candidate is required to identify and calculate the final price when market price is 7% more than offered price as per the instructions given by the assessor.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>5. <b>Knowledge assessment test (Written or Oral)</b></li> <li>6. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Calculate material consumption</p> <ul style="list-style-type: none"> <li>• Fabric consumption</li> <li>• Yarn consumption</li> <li>• Accessories consumption</li> <li>• Packaging consumption</li> </ul> <p><b>Performance Criteria 2:</b> Implement relevant rules and procedures of WHS at work place.</p> <p><b>Performance Criteria 3:</b> Use Microsoft Excel for documentation</p> <p><b>Performance Criteria 4:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 5:</b> Communicate orally and written</p>

**Assessment Task 2**

**Performance Criteria 1:** Calculate process cost

- Finishing cost (Dying, printing, washing, etc.)
- Production cost (Pre-Production Sampling, Stitching, cutting, embroidery, etc.)
- Packaging cost

**Performance Criteria 2:** Comply with duty of care requirements

**Performance Criteria 3:** Identify relevant procedures for written information

**Performance Criteria 4:** Use Microsoft Excel for documentation

**Assessment Task 3**

**Performance Criteria 1:** Calculate dispatch cost (EX Factory, FOB, CNF, CIF, etc.)

**Performance Criteria 2:** Ensure written information meets required standards of style, format and detail

**Performance Criteria 3:** Communicate style /manner to reflect professional

**Performance Criteria 4:** Use Microsoft Excel for documentation

**Assessment Task 4**

**Performance Criteria 1:** Calculate the Break- even price

**Performance Criteria 2:** Calculate the cost of product

**Performance Criteria 3:** Calculate price margins/profit margin

**Performance Criteria 4:** Calculate and add commissions

**Performance Criteria 5:** Quote the final price.

**Performance Criteria 6:** Identify price gap

**Performance Criteria 7:** Identify possible cost improvements

**Performance Criteria 8:** Re-calculate the final price after negotiation

**Performance Criteria 9:** Use Microsoft Excel for documentation

*Continued on following page*



Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
		Candidate is required to calculate material consumption according to given specifications.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Calculated material consumption <ul style="list-style-type: none"> <li>Fabric consumption</li> <li>Yarn consumption</li> <li>Accessories consumption</li> <li>Packaging consumption</li> </ul>			
2.	Implemented relevant rules and procedures of WHS at work place			
3.	Used Microsoft Excel for documentation			
4.	Identified the workplace policy & procedures			
5.	Communicated orally and written			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
		Candidate is required to calculate process cost according to given data.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Calculate process cost <ul style="list-style-type: none"> <li>Finishing cost (Dying, printing, washing, etc.)</li> <li>Production cost (Pre-Production Sampling, Stitching, cutting, embroidery, etc.)</li> <li>Packaging cost</li> </ul>			
2.	Comply with duty of care requirements			
3.	Identify relevant procedures for written information			
4.	Used Microsoft Excel for documentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3		
		Candidate is required to calculate dispatch cost according to given data.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Calculate dispatch cost (EX Factory, FOB, CNF, CIF, etc.)			
2.	Ensure written information meets required standards of style, format and detail			
3.	Communicate style /manner to reflect professional			
4.	Used Microsoft Excel for documentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 4</b>		<b>Description of assessment task 4</b> Candidate is required to identify and calculate the final price when market price is 7% more than offered price. As per the instructions given by the assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Re-evaluate and identify margins in cost heads.			
2.	Apply identified cost margins in final price to achieve revised target price.			
3.	Assess the issues to provide relevant suggestion to group members			
4.	Used Microsoft Excel for documentation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

**Assessment Evidence Guide**  
**for**  
***“Textile & Apparel  
Merchandising”***

**(Perform Store Merchandising)**  
**Level-3**  
**(Formative Assessment)**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Junior Merchandiser”	CS Code:	Level: 03	Version: 01
<b>Competency Standard Title:</b> Perform Store Merchandising Apply Work Health and Safety Practices(WHS) Identify and Implement Workplace Policy and Procedures Communicate at Workplace Perform Computer Application Skills	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time :</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>7. Assessment Task 1:</b> Candidate is required to Present Plans of Display patterns through MS PowerPoint (Industry/product assigned by assessor for each Pattern) and prepare inventory reports of presented pattern using MS EXCEL.</p> <p><b>8. Assessment Task 2:</b> Candidate is required to prepare a mockup of Shoe store/ Departmental Store/Apparel store (any of these assigned by accessor) considering Store layouts, techniques, ambiance planning and cross merchandising standards and also maintain a product maintenance check list of the mockup.</p> <p>(Note: Provide simulated environment for ASSESSMENT TASK-2)</p> <p><b>And complete:</b></p> <p><b>9. Knowledge assessment test (Written or Oral)</b>  <b>10. Portfolios at the time of assessment (if any)</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Plan Display patterns</p> <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise (product and communication display)</li> <li>o Market demand</li> <li>o Stakeholder investment</li> <li>o Product life wise display</li> </ul> <p><b>Performance Criteria 2:</b> Perform inventory planning</p> <ul style="list-style-type: none"> <li>o On floor display Inventory planning and execution</li> <li>o Back store inventory reports and management</li> <li>o Pre-order level</li> <li>o Product expiry management</li> </ul> <p><b>Performance Criteria 3:</b> Identify the workplace policy &amp; procedures</p> <p><b>Performance Criteria 4:</b> Comply with duty of care requirements</p> <p><b>Performance Criteria 5:</b> Use Microsoft Excel for documentation</p> <p><b>Performance Criteria 6:</b> Communicate orally and written</p> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Execute store layouts and techniques</p> <ul style="list-style-type: none"> <li>o Belt to eye level</li> <li>o Vertical merchandising</li> <li>o Departmental segregations</li> <li>o Horizontal Merchandising</li> </ul>

<p><b>Performance Criteria 2:</b> Ensure product maintenance checklist according to set standards</p> <ul style="list-style-type: none"><li>○ Cleaning standards</li><li>○ STI's (Sustainable Retail Display)/fixtures placements</li><li>○ Lightening standards</li></ul> <p><b>Performance Criteria 3:</b> Execute Ambiance planning Cross Merchandising Patterns includes:</p> <ul style="list-style-type: none"><li>○ Category wise</li><li>○ Season wise</li><li>○ Promotion wise</li></ul> <p><b>Performance Criteria 4:</b> Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.</p> <p><b>Performance Criteria 5:</b> Implement relevant rules and procedures of WHS at work place.</p> <p><b>Performance Criteria 6:</b> Identify relevant procedures for written information</p> <p><b>Performance Criteria 7:</b> Use strategies to ensure correct communication in writing .i.e.</p> <ul style="list-style-type: none"><li>● correct composition</li><li>● clarity</li><li>● comprehensiveness</li><li>● accuracy</li><li>● appropriateness</li></ul>
---

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: .....Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> <span style="margin-left: 200px;">NOT YET COMPETENT <input type="checkbox"/></span> Name of the Assessor: .....Assessor's code: ..... Signature of the Assessor: .....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
		Candidate is required to Present Plans of Display patterns through MS PowerPoint (Industry/product assigned by assessor for each Pattern) and prepares inventory reports of presented pattern using MS EXCEL.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Planed Display patterns <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise (product and communication display)</li> <li>o Market demand</li> <li>o Stakeholder investment</li> <li>o Product life wise display</li> </ul>			
2.	Performed inventory planning <ul style="list-style-type: none"> <li>o On floor display Inventory planning and execution</li> <li>o Back store inventory reports and management</li> <li>o Pre-order level</li> <li>o Product expiry management</li> </ul>			
3.	Identified the workplace policy & procedures			
4.	Complied with duty of care requirements			
5.	Used Microsoft Excel for documentation			
6.	Communicated orally and written			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
		Candidate is required to prepare a mockup of Shoe store/ Departmental Store/Apparel store (any of these assigned by assessor) considering Store layouts, techniques, ambiance planning and cross merchandising standards and also maintain a product maintenance check list of the mockup.		
During the practical assessment, candidate demonstrated the following		Yes	No	Remarks
1.	Executed store layouts and techniques <ul style="list-style-type: none"> <li>o Belt to eye level</li> <li>o Vertical merchandising</li> <li>o Departmental segregations</li> <li>o Horizontal Merchandising</li> </ul>			
2.	Ensured product maintenance checklist according to set standards <ul style="list-style-type: none"> <li>o Cleaning standards</li> <li>o STI's (Sustainable Retail Display)/fixtures placements</li> <li>o Lightening standards</li> </ul>			
3.	Executed Ambiance planning Cross Merchandising Patterns includes: <ul style="list-style-type: none"> <li>o Category wise</li> <li>o Season wise</li> <li>o Promotion wise</li> </ul>			
4.	Applied appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.			
5.	Implemented relevant rules and procedures of WHS at work place.			
6.	Identified relevant procedures for written information			
7.	Used strategies to ensure correct communication in writing .i.e. <ul style="list-style-type: none"> <li>• correct composition</li> <li>• clarity</li> <li>• comprehensiveness</li> <li>• accuracy</li> <li>• appropriateness</li> </ul>			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



---

# ASSESSMENT EVIDENCE GUIDES FOR “TEXTILE & APPAREL MERCHANDISING”

---

**Level-3 (Summative)**



**Assessment Evidence Guide**  
**for**  
***“Textile & Apparel  
Merchandising”***

**Level-3**  
**(Summative Assessment)**



**National Vocational & Technical  
Training Commission**

<b>Title of Qualification:</b> National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Junior Merchandiser”	CS Code:	Level: 03	Version: 01
<b>Competency Standard Title:</b> <b>A.</b> Identify and implement Workplace Policies and Procedures <b>B.</b> Apply work health and safety practices (WHS) <b>C.</b> Communicate at workplace <b>D.</b> Perform Basic Computer Application Skills <b>E.</b> Identify vendor <b>F.</b> Perform Product Costing <b>G.</b> Perform Store Merchandising <b>H.</b> Manage Visual Merchandising	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time: 5 hrs.</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>11. Assessment Task 1:</b> Candidate is required to prepare a Vendor Evaluation Sheet, from the given profiles of 3 different vendors, considering key elements.</p> <p><b>12. Assessment Task 2:</b> Candidate is required to calculate the offered price of given sample. (Product/industry assigned by assessor)</p> <p><b>13. Assessment Task 3:</b> Candidate is required to display the given products considering display and cross merchandising techniques and write a critical note on it.</p> <p>(Note: provide simulated environment for ASSESSMENT TASK 3)</p> <p><b>And complete:</b></p> <p><b>14. Knowledge assessment test (Written or Oral)</b></p> <p><b>15. Portfolios at the time of assessment (if any)</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Identify key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)</p> <p><b>Performance Criteria 2:</b> Prepare vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)</p> <hr/> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Calculate the Break- even price</p> <p><b>Performance Criteria 2:</b> Calculate the cost of product</p> <p><b>Performance Criteria 3:</b> Calculate price margins</p>

	<p><b>Performance Criteria 4:</b> Calculate and add commissions  <b>Performance Criteria 5:</b> Quote the final price</p>
	<p><b>Assessment Task 3</b></p> <p><b>Performance Criteria 1:</b> Perform Cross Merchandising including:</p> <ul style="list-style-type: none"> <li>○ Colour wise</li> <li>○ Category wise</li> <li>○ With Accessories</li> </ul> <p><b>Performance Criteria 2:</b> Apply display techniques including:</p> <ul style="list-style-type: none"> <li>○ Pyramid display</li> <li>○ Inverted Pyramid display</li> <li>○ Asymmetrical display</li> <li>○ Symmetrical display</li> </ul>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p><b>Performance Criteria 1:</b> File/Folder of Perform Basic Computer Application Skills  <b>Performance Criteria 2:</b> File/Folder of Identify vendor  <b>Performance Criteria 3:</b> File/Folder of Perform Product Costing  <b>Performance Criteria 4:</b> File/Folder of Perform Store Merchandising  <b>Performance Criteria 5:</b> File/Folder of Manage Visual Merchandising</p>

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration							
Knowledge Assessment							
Other Requirement							

Each Assessment Task (with performance criteria)				
<b>Assessment Task 1</b>		<b>Description of assessment task 1</b> Candidate is required to prepare a Vendor Evaluation Sheet, from the given profiles of 3 different vendors, considering key elements.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identified key elements of vendor as per requirement (product quality, production capacity, market repute, reliability, financial stability, etc.)			
2	Prepared vendor evaluation form (production capacity, financial stability, quality, on time delivery, product cost, etc.)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Candidate is required to calculate the offered price of given sample. (Product/industry assigned by assessor)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Calculated the Break- even price			
2	Calculated the cost of product			
3	Calculated price margins			
4	Calculated and add commissions			
5	Quoted the final price			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of assessment task 3</b> Candidate is required to display the given products considering display and cross merchandising techniques and write a critical note on it.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performed Cross Merchandising including: <ul style="list-style-type: none"> <li>o Colour wise</li> <li>o Category wise</li> <li>o With Accessories</li> </ul>			
2	Applied display techniques including: <ul style="list-style-type: none"> <li>o Pyramid display</li> <li>o Inverted Pyramid display</li> <li>o Asymmetrical display</li> <li>o Symmetrical display</li> </ul>			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Portfolio</b>		<b>Description of Portfolio</b> Candidate is required to present a portfolio including:							
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>	
Portfolio meet the following performance standards:		Yes	No	Remarks					
1.	File/Folder of Perform Basic Computer Application Skills								
2.	File/Folder of Identify vendor								
3.	File/Folder of Perform Product Costing								
4.	File/Folder of Perform Store Merchandising								
5.	File/Folder of Manage Visual Merchandising								
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>							