1.

Curriculum
For
"Textile & Apparel
Merchandising"

(Trainee Merchandiser)

(Level -2)

17ᵗʰ to 21ˢᵗ May

National Vocational & Technical Training Commission

Table of Contents

Introduction

Definition/ Description of the training programme for *Textile & Apparel Merchandising*

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 merchandizing 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

- **A-** Maintain Personal Health, hygiene and safety
- **B-** Perform basic communication skills
- **C-** Operate Computer Functions (General)
- **E-** Handle the documents
- **F-** Organize store merchandising
- **G-** Manage Waste Materials at Workplace

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

Trainee Entry Level

Middle or Equivalent (with English, Urdu and Numeracy reading and writing skills)

Minimum Qualification of Trainer

Teaching staff should have DAE with two years' experience or 2 years Certificate with five years' experience in Digging/Excavation. They should also hold or be working towards a formal teaching qualification.

Other formal qualifications in the Civil Construction or Mining 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 25 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 09 modules. The recommended delivery time is 600 hours. Delivery of the course could therefore be full time, 5 days a week. 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: Maintain Personal Health,Hygeine and Safety	20	10	30
Module 2: Perform Basic Communication Skills	20	10	30
Module 3: Operate Computer Functions (General)	10	20	30
Module 4: Handle the Documents	20	130	150
Module 5: Organize store merchandising	40	200	240
Module 6: Manage Waste Materials at Workplace	20	100	120

---

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

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:

Trainee Merchandiser - 6 Months		
Module 1: Maintain Personal Health, Hygiene and Safety 30 Hours	**Module 2:** Perform Basic Communication Skills 30 Hours	**Module 3:** Perform Basic Computer Application 50 Hours
Module 4: Handle the Documents 100 Hours	**Module 5:** Organize store merchandising 240 Hours	**Module 6:** Dispose the Waste Materials 30 Hours

Summary – Overview of the Curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 1: Maintain Personal Health, Hygiene and Safety Guidelines **Aim:** After successful completion of this module, the trainee is competent in maintaining Personal Health, Hygiene and Safety	**LU1:** Identify Hazards at Workplace **LU2:** Apply Personal Protective and Safety Equipment (PPE) **LU3:** Observe Occupational Safety and Health (OSH) **LU4:** Dispose of hazardous Waste/materials	20	10	30
Module 2: Perform Basic Communication Skills **Aim:** After successful completion of this module, the trainee is competent in Performing Basic Communication Skills	**LU1:** Work in Team **LU2:** Follow Supervisor's instructions **LU3:** Demonstrate Basic IT Skills	20	10	30

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 3: Operate Computer Functions (General) **Aim:** After successful completion of this module, the trainee is competent in Operating Computer Functions (General)	**LU1:** Set up the computer for use **LU2:** Organize files in folder **LU3:** Shut down computer system	10	20	30
Module 4: Handle the Documents **Aim:** After successful completion of this module, the trainee is competent in Handling the Documents	**LU1:** Differentiate between different Documents **LU2:** Interpret different Merchandising Documents	20	130	150

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 5: Organise Store Merchandising **Aim:** After successful completion of this module, the trainee is competent in Organizing Store Merchandising	**LU1:** Check Inventory according to given list **LU2:** Arrange products according to instructions	40	200	240
Module 6: Manage Waste Materials at Workplace **Aim:** After successful completion of this module, the trainee is competent in Managing Waste Materials at Workplace	**LU1:** Characterize the final waste **LU2:** Dispose off the final waste	20	100	120

Modules

Module 1: Maintain Personal Health, Hygiene and Safety

Objective of the module: The aim of this module to get knowledge, skills and understanding to maintain personal health, hygiene and safety

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Identify Hazards at Workplace	**The trainee will be able to:** 1. Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace 2. Recognize processes, tools, equipment and consumable materials that have the potential to cause harm 3. Prepare Report of the identified risk to Health, hygiene and safety	• Types of hazards that are most likely to cause harm to health and safety • Health and safety precautions • Techniques and methods to identify the risks of hazards at workplace • Explain different types of tools, equipment and consumable materials • Methods of Dealing with hazard to avoid any accident or injury	**Total:** 07hrs **Theory:** 5hrs **Practical:** 2hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	• Class Room/ Simulated environment
LU2: Apply Personal Protective and Safety Equipment (PPE)	**The trainee will be able to:** 1. Select personal protective equipment in terms of type and quantity according to work orders.	• Describe the types of Personal protective equipment (PPEs)	**Total:** 7hrs **Theory:** 5hrs **Practical:** 2hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners	• Class Room/ Simulated environment

				Non Consumable	
	2. Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures. 3. Ensure personal protective equipment is cleaned and stored in proper place.	• Importance of personal protective equipment • Define the Maintenance and cleaning of PPEs s		• White board • Multimedia • Internet • Computer system • PPEs (Safety glasses, Ear muffs/ear plugs, Protective Gloves, Cap, Safety shoes etc.)	
LU3: Observe Occupational Safety and Health (OSH)	**The trainee will be able to:** 1. Maintain cleanliness and hygiene as per organizational policy 2. Comply with Health, hygiene and safety precautions before starting work 3. Follow organizational Health, hygiene and safety guidelines during work	• Types of personal hygiene • Define safety reporting procedures and documentation • Importance of organizational Health, hygiene and safety guidelines	**Total:** 7hrs **Theory:** 5hrs **Practical:** 2hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	• Class Room/ Simulated environment

	4. Deal with resolvable problems according to prescribed procedures 5. Report resolvable problems to immediate supervisor 6. Place the tools equipment etc at their prescribed place after completion of work	• Explain resolvable problems at workplace • Importance of housekeeping at workplace		• Safety manuals	
LU4: Dispose of hazardous Waste/materials	**The trainee will be able to:** 1. Identify hazardous waste/ drug materials which needs to be disposed off 2. Collect hazardous or non-hazardous waste carefully from the designated area as per approved procedure 3. Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure 4. Take necessary precautions like putting masks and gloves while disposing hazardous	• Types of hazardous waste/ drug materials • Types of non-hazardous waste • Explain the difference between non-hazardous and hazardous waste • Explain the hazardous or non-hazardous waste collection procedures • Define the hazardous or non-hazardous waste disposal procedures	**Total:** 9hrs **Theory:** 5hrs **Practical:** 4hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	• Class Room/ Simulated environment

	waste/ materials as per standard operating procedure				

Module 2: Perform Basic CommunicationSkills

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

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Work in Team	**The trainee will be able to:** 1. Treat team members with respect and maintain positive relationships to achieve common organizational goals 2. Listen to instructions carefully & comply with those instructions 3. Provide work related information to team members and identify interrelated work activities to avoid confusion 4. Adopt communication skills, appropriate to work activities and organizational/medical procedures 5. Identify problems and resolve them through	• Importance and application of Work ethics • Explain the importance of Good communication skills (7Cs of effective communication) • Define Workplace dress code • Describe the role of team members and functionality of the teams • Describe team dynamics and stages of team development • Describe Conflict resolution strategies	**Total:** 8hrs **Theory:** 6hrs **Practical:** 2hrs	Consumable • Notebooks • Pen Non Consumable • White board • Multimedia • Internet • Computer system	Class room with multimedia aid and flip charts Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

			Total:8hrs	Consumable	Class room with
	discussion and mutual agreement				
LU2: Follow Supervisor's instructions	**The trainee will be able to:** 1. Carefully listen and note down the instructions of Supervisor 2. Carry out the instructions of the supervisor 3. Report to the supervisor as per organizational SOPs	● Define Reporting techniques	**Total:**8hrs **Theory:**6hrs **Practical:**2hrs	Consumable ● Notebooks ● Pen Non Consumable ● White board ● Multimedia ● Internet ● Computer system	Class room with multimedia aid and flip charts Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)
LU3: Demonstrate Basic IT Skills	**The trainee will be able to:** 1. Create folders and files and learn major	● Explain the importance of Basic computer skills	**Total:**14hrs **Theory:**6hrs	Consumable ● Notebooks Pen Non Consumable	Class room with multimedia aid and flip charts

			Practical:8hrs	• White board	Visit to
	commands of operating system/windows 2. Type text and use major commands such as printing, editing, creating tables and graphs etc 3. Generate office reports using appropriate computer applications 4. Use internet for sending/receiving emails and connecting through social or other media	• Different Types of computer applications for office reports • Types of internet browser • Enlist different types of social media • Explain Internet and E-mailing		• Multimedia • Internet • Computer system	merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

Module 3: Operate Computer Functions (General)

Objective of the module: The aim of this module to get knowledge, skills and understanding to Operate Computer Functions (General).

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

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Set up the computer for use	**The trainee will be able to:** 1. Identify physical components of computer 2. Identify peripheral devices of the computer 3. Connect all components of computer 4. Follow procedures to turn on the computer system	• Basic parts of a computer • Definition of computer • Definition of Drives • Computer component	**Total:** 14hrs **Theory:** 6hrs **Practical:** 8hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system	Class room with multimedia aid and flip charts Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

LU2: Organise files in folder	The trainee will be able to:		Total: 8hrs	Consumable	Class room with
	1. Create folders/subfolders with suitable names	• Importance of organising files and folders on suitable locations	Theory: 2hrs Practical: 6hrs	• Notebooks	multimedia aid and flip charts
	2. Save files in relevant folders.			• Pencils	Visit to
	3. Rename and move folders in different drives.	• Procedure to save the files		• Erasers	merchandiser
				• Sharpeners	establishments
				Non Consumable	EITHER
	4. Move folders and files using drag and drop techniques			• White board	Training Office
				• Multimedia	OR
				• Internet	Access to a
	5. Save folders and files on different media	• Procedure to restore deleted folder and files		• Computer system	commercial office for training
	6. Search for folders/subfolders and files using appropriate tool bars			• PPEs (Safety glasses, Ear muffs/ear plugs, Protective Gloves, Cap, Safety shoes etc.)	purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)
	7. Delete Folder files				
	8. Restore deleted folder files				
LU3: Shut down computer system	The trainee will be able to:		Total: 8hrs	Consumable	Class room with
	1. Save any work to be retained	• Peripheral devices	Theory: 2hrs Practical: 6hrs	• Notebooks	multimedia aid and flip charts
	2. Close open application programs correctly	• Shutting down computer system to ensure computer safety		• Pencils	Visit to
				• Erasers	merchandiser
	3. Shut down computer			• Sharpeners	establishments
				Non Consumable	

	4. Switch off any unused peripheral devices 5. Ensure computer safety			• White board • Multimedia • Internet • Computer system • Safety manuals	**EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

Module 4: Handle the Document

Objective of the module: The aim of this module to get knowledge, skills and understanding to handle the Document

Duration: 150 hrs**.**   **Theory:** 20 hrs.   **Practical:** 130 hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Differentiate between different Documents	**The trainee will be able to:** **1.** Identify Pre-production Documents o Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) **2.** Identify Production Documents o Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet,	• Describe Pre-production process • Explain the use of Pre-production, Production and Post-production process related documents • Explain different Technical and Professional terminologies for documentation • Describe Production process • Explain the purpose of different types of production document (Bill of Material-BOM), Timeline sheet / Production plan sheet, Sample approval sheet, etc.) • Sources of each of production document	**Total:** 70hrs **Theory:** 10hrs **Practical:** 60hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners Non Consumable • White board • Multimedia • Internet • Computer system • Pen	Class room with multimedia aid and flip charts Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

	Sample approval sheet, etc.)
	
	3. Identify Post-production Documents
	  o Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.)
		• Functions of Production documents' content
		
		• Understanding of Post-production process
		  o Define Post-production
		  o Advantages of Post-production
		• Types of pre-production document (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.)
		• Sources of each of Post-production document
		• Functions of Post-production documents' content
		
		Practical Activity:
		1. Segregate Pre-production, Production and Post-production documents from the cluster of documents provided by trainer and prepare separate lists for each process.			

LU2: Interpret different Merchandising Documents	The trainee will be able to:		Total:80hrs Theory:10hrs Practical:70hrs	Consumable	Class room with multimedia aid and flip charts

	1. Interpret given document according to the requirement including:
	 o Purchase Order
	 o Bill of Materials
	 o Tech-Pack
	 o Letter of Credit (LC)
	 o etc.
		• Identifying the possible recipient of content
		   o Define recipient
		   o Explain how to find possible recipient
		 • Explain the use of different documents:
		   o Purchase Order
		   o Bill of Materials
		   o Tech-Pack
		   o Letter of Credit (LC)
		   o etc.
				• Notebooks
				 • Flip charts
				 • Pencils
				 • Erasers
				 • Sharpeners
				 Non Consumable
				 • White board
				 • Multimedia
				 • Internet
				 • Computer system
				 • Pen
				 • Flip board
					Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

	2. Prepare (manually) given document according to the requirement including:
	 o Departmental Requisition
	 o Invoice
	 o Packing List
	 o Quality Testing
		• Explain the use of different documents:
		   o Departmental Requisition
		   o Invoice
		   o Packing List
		   o Quality Testing Checklist
		   o Dispatch List
		   o etc.			

	Checklist o Dispatch List o etc.	**Practical Activity:** 1. Enlist the basic structure/composition of Tech-Pack. 2. Prepare Quality Testing Checklist.			

Module 5: Organise Store Merchandising

Objective of the module: The aim of this module to get knowledge, skills and understanding to Organize store merchandising

Duration: 240 hrs.   **Theory: 40 hrs.**   **Practical: 200 hrs.**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place

LU1: Check Inventory according to given list	**The trainee will be able to:**
	1. Read and understand inventory reports including:
	   o Dispatch sheet
	   o Transfer order
	   o Delivery note
	
	2. Prepare (manually) Product inventory report according to the requirement
		• Explain Inventory management policies
		• Describe the purpose of different inventory reports
		• Explain abbreviations of inventory management
		• Preparing Inventory reports according to the requirement
		   o Dispatch sheet
		   o Transfer order
		   o Delivery note
		
		Practical Activity:
		1. Enlist at least 10 basic abbreviations of inventory management.
		2. Differentiate between Transfer Order and Delivery Note
			Total:100hrs
			Theory:20hrs
			Practical:80hrs
				Consumable
				• Notebooks
				• Flip charts
				• Pencils
				• Erasers
				• Sharpeners
				Non Consumable
				• White board
				• Multimedia
				• Internet
				• Computer system
				• Pen
					Class room with multimedia aid and flip charts Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

LU2: Arrange products according to instructions	The trainee will be able to:		Total: 140hrs	Consumable	Class room with multimedia aid and flip charts
	1. Arrange inventory in layers:	• Explain types of Products for store merchandising (Seasonal, single period and multi-period)	Theory:20hrs	• Notebooks	Visit to merchandiser establishments
	o Last In First Out (LIFO)		Practical: 120hrs	• Pencils	**EITHER**
	o First In First Out (FIFO)	• Explain SKU (Stock Keeping Unit)		• Erasers	Training Office
	o Cross Dock	• Explain Inventory Layers (LIFO, FIFO and Cross Dock)		• Flip charts	**OR**
		o Define inventory layers		• Sharpeners	Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)
	2. Arrange products in shelves in a right order according to instructions	o Explain types of inventory layers		Non Consumable	
				• White board	
		• Explain types of different shelves		• Multimedia	
		o Define shelves		• Internet	
		o Explain use of shelves		• Computer system	
		o Explain types of shelves		• Pen	
		• Describe types of different orders			
		o What is product order			
		o Types of product order			

		Practical Activity:			
		1. Arrange the given products in shelves as per Inventory Layers assign by trainer.			

Module 6: Manage Waste Materials at Workplace

Objective of the module: The aim of this module to get knowledge, skills and understanding to Manage Waste Materials at Workplace

Duration: 120 hours **Theory:** 20 hours **Practical:** 100 hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Characterize the final waste	**The trainee will be able to:** 1. Understand the composition of waste. 2. Sort the generated waste (Fabric waste, Chemical waste, Paper waste, etc.) at workplace 3. Maintain record of reusable materials	• Types of generated waste (Fabric waste, Chemical waste, Paper waste, etc.) at workplace • Recycle & reusable materials • Segregate the scrap according to material (Fabric, lining, inter-lining/fusing, thread, paper, card sheets, pigment and dyes, chemicals, etc.) • Follow safety precautions related to waste handling	**Total:** 70hrs **Theory:** 10hrs **Practical:** 60hrs	Consumable • Notebooks • Pencils • Erasers • Sharpeners • Pen Non Consumable • White board • Multimedia • Internet • Computer system	Class room with multimedia aid and flip charts Visit to merchandiser establishments **EITHER** Training Office **OR** Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)

LU2: Arrange Waste Materials at Workplace for the appropriate disposal procedure	The trainee will be able to:		Total:50hrs Theory:10hrs Practical:40hrs		Class room with multimedia aid and flip charts
	1. Arrange waste material for disposal	• Importance of waste control benefits		• Notebooks	Visit to merchandiser establishments
	2. Plan green waste management practices	• Waste reduction techniques		• Pencils	**EITHER**
		• Explain the processes of waste disposal (Shredding, Baling, incineration (burning) or Land filling, etc.)		• Erasers	Training Office
				• Sharpeners	**OR**
				• PPE's	Access to a commercial office for training purposes (for example textile industry, leather industry, shoe industry, fan manufacture, electrical manufacture)
		• Understand Eco-friendly raw material			
		• Understand Eco-manufacturing measures		• White board	
				• Multimedia	
				• Internet	
				• Computer system	
				• Pen	

General assessment guidance for *Textile 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 Textile Merchandiser include:

- Work performances, for example perform basic communication, maintain personal health, hygiene and safety, perform basic computer operations, and dispose the waste materials.
- Demonstrations, for example organize store merchandizing, handling documents
- Direct questioning, where the assessor would ask the student how to perform personal safety at work place, how they can communicate work place policy and

procedures, how they can handle documents, what are the benefits of organizing store merchandising

- Paper-based tests, such as multiple choice or short answer questions on communication at work place policy and procedures, handling documents, organizing store merchandizing
- Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Textile Merchandiser include:

- Work products, such as preparing and handling documents, perform some procedures of store merchandising

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 documentation or organizing procedures of store merchandiser are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that documentation activity. An interview about the organization of store merchandizing would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of preparing documents in words has been assessed, another assessor (e.g. 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 *Trainee Merchandiser*

This curriculum consists of 06 modules:

- **Module 1:** Maintain Personal Health, hygiene and safety
- **Module 2:** Perform Basic Communication Skills
- **Module 3:** Perform Basic Computer Operations
- **Module 4:** Handle the Documents
- **Module 5:** Organise Store Merchandising
- **Module 6:** Manage Waste Materials at Workplace

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 25 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 to 15 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.

Curriculum _ Textile & Apparel Merchandising (Level 2)

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 no	Description	Quantity
1	Computer with internet	26
2	White board	1
3	Multimedia	1

List of Consumable Supplies

Sr no	Material	Quantity
1	Note book	25
2	Flip chart	25
3	Pencil	25
4	White sheets	25
5	Eraser	25
6	Sharpener	25
7	Pen	25

Credit Values

The credit value of the National Certificate Level 2 in Textile Merchandizing 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. Maintain Personal Health ,Hygiene and Safety Guidelines	30	3
B. Perform Basic Communication Skills	30	3
C. Perform Basic Computer Operations	30	5
D. Handle the Documents	150	15
E. Organise Store Merchandising	240	24
F. Dispose the Waste Materials	120	12