

Apprenticeships

Find your inner Superhero

Buying and Merchandising Assistant – Level 4



Overview

This occupation is typically found in the retail sector, across a range of different types of companies and employers such as those selling direct to the public / customer and those selling to trade. It is also found across different types of retail operation, including those who trade from traditional stores, those who are exclusively on-line, and those who operate through a variety of channels.

Buying Assistants will support new product selection and development and ensure that these new products are accurately added to the employer's product portfolio in line with the supplier agreement. They will normally be responsible for the testing and delivery of product samples.

Merchandising assistants collate, distribute and analyse sales and performance reports, identifying trends, trading patterns and highlighting anomalies.

They communicate and escalate findings appropriately, supported by a range of business solutions. They may also place supplier orders and maintain product availability across the business and for monitoring products to ensure on time delivery and availability to agreed locations.

Buying and Merchandising Assistants work collaboratively to continue to the delivery of department / company sales and profit targets. They will normally report to a more senior member of the Buying or Merchandising team, this may vary with the size of the employer.

In this occupation, individuals would typically interact with a wide range of internal and external colleagues, including but not limited to, their wider buying and merchandising teams, designers, manufacturers, suppliers, distribution centres, stores, marketing, finance and IT Departments. This is normally an office-based role, but may involve remote working, travel to stores, trade fairs, supplier meetings etc.

Length of Programme:
18 Months

Generic Modules Include:

- Critical Path
- Engagement with internal and external functions
- Continuous Improvement Cycle
- Teamwork and Collaboration
- Coaching and Mentoring of new Colleagues
- Develop Stakeholder Network



Buying Modules:

- Manage the ordering, delivery, testing and showcasing of samples
- Product Lifecycle
- Product Database
- Competitor / Market Analysis
- Range Building

Merchandising Modules

- Manage Suppliers and Key Stakeholders
- Manage Orders
- Understanding mid-term product range forecasts
- Data Analysis to identify opportunities to improve sales and profit performance
- Range Building (inputting financial targets and data analysis)

Benefits:

- Stepping stone to a career within Buying & Merchandising
- Knowledge Builder – helps understanding the knowledge and skills required to work successfully within the Buying and Merchandising Departments
- Earn as you learn
- Government Recognised Qualification - equivalent to a Higher BTEC Qualification

End Point Assessment:

End Point Assessment or EPA as its known 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. For this qualification the EPA consists of the following:

- Work Based Project including a presentation with questioning
- Professional Discussion, underpinned by a portfolio of evidence