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INDUSTRIAL MERCHANDISER



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LEARNER GUIDE

National Vocational Certificate Level 2

Version 1 - November, 2019



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Introduction

Welcome to your Learner's Guide for the *INDUSTRIAL MERCHANDISER* Programme. It will help you to complete the programme and to go on to complete further study or go straight into employment.

The *INDUSTRIAL MERCHANDISER* programme is to engage young people with a programme of development that will provide them with the knowledge, skills and understanding to start this career in Pakistan. The programme has been developed to address specific issues, such as the national, regional and local cultures, the manpower availability within the country, and meeting and exceeding the needs and expectations of their customers.

The main elements of your learner's guide are:

- **Introduction:**
 - This includes a brief description of your guide and guidelines for you to use it effectively
- **Modules:**
 - The modules form the sections in your learner's guide
- **Learning Units:**
 - Learning Units are the main sections within each module
- **Learning outcomes:**
 - Learning outcomes of each learning units are taken from the curriculum document
- **Learning Elements:**
 - This is the main content of your learner's guide with detail of the knowledge and skills (practical activities, projects, assignments, practices etc.) you will require to achieve learning outcomes stated in the curriculum
 - This section will include examples, photographs and illustrations relating to each learning outcome
- **Summary of modules:**
 - This contains the summary of the modules that make up your learner's guide
- **Frequently asked questions:**
 - These have been added to provide further explanation and clarity on some of the difficult concepts and areas. This further helps you in preparing for your assessment.
- **Multiple choice questions for self-test:**
 - These are provided as an exercise at the end of your learner's guide to help you in preparing for your assessment.

INDUSTRIAL MERCHANDISER



Module-I
LEARNER GUIDE
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Module I: 0414001006 Handle the Document

Objective of the module: is to develop advanced knowledge, skills and understanding for differentiate between different Documents and also interpret some of these.

Duration	120 hours	Theory:	24 hours	Practical:	96 hours
Learning Unit	Learning Outcomes	Learning Elements	Materials Required		
LU1: Differentiate between different Documents	<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Identify Pre-production Documents <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> o Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) 	<ul style="list-style-type: none"> • Understanding of Pre-production process • Types of pre-production document (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) • Sources of each of pre-production document • Functions of Pre-production documents <ul style="list-style-type: none"> • Understanding of Production process • Types of production document (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) • Sources of each of production document • Functions of Production documents' content 	<ul style="list-style-type: none"> • Paper • Pencil • Pen • Multimedia • Printer • PC 		

	<p>3. Identify Post-production Documents</p> <p>Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.)</p>	<ul style="list-style-type: none"> • Understanding of Post-production process • 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 	
<p>LU2: Interpret different Merchandising Documents</p>	<p>The student will be able to:</p> <p>P1. Interpret given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) ○ etc. <p>P2. Prepare given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Departmental Requisition ○ Invoice ○ Packing List ○ Quality Testing Checklist ○ Dispatch List ○ etc. 	<ul style="list-style-type: none"> • Identifying the possible recipient of content • Understanding and interpreting given document according to the requirement including: <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) ○ etc. • Filling the given documents: <ul style="list-style-type: none"> ○ Departmental Requisition ○ Invoice ○ Packing List ○ Quality Testing Checklist ○ Dispatch List ○ Etc. 	<ul style="list-style-type: none"> • Paper • Pencil • Pen • Multimedia • Printer • PC

Examples and illustrations

Cost Sheet

https://www.google.com/url?sa=i&source=images&cd=&ad=rja&uact=8&ved=2ahUKEwin-c_oxfblAhXp6eAKHbm0B4wQjRx6BAgBEAQ&url

cost sheet: for explanation and practice of cost sheet above mentioned types of performas given to trainees to practice cost sheet

\$ -							
Buyer :		Delivery :		Order date :			
Style :		S-Range :		Merchandise :			
Order :		Unit Price :	\$0.00	Item :			
P. O. :		Amount L/C :	\$ -	Quantity :		Pcs	
Ref. :		Terms :	F.O.B	Target :	\$0.00	Cost	\$0.00
COSTING SHEET							
Sl. No	Fabric Description	Supplier	Quantity / Pc	Cons / Dz	Unit Price	Units	Amount
1	100% Ctn S/J 180 GSM (Solid)			0.00	\$0.00	Kg	\$0.00
2							
3	100% Ctn 1X1 Rib 250 GSM (solid)			0.00	\$0.00	Kg	\$0.00
Total Fabric Value							\$0.00
Sl. No	Accessories Description	Supplier	Quantity / Pc	Quantity / Dzn	Unit Price	Units	Amount
1	Main Label -		1	12	\$0.00	/Dz	\$0.00
2	Size Label		1	12	\$0.00	/Dz	\$0.00
3	Care Label		1	12	\$0.00	/Dz	\$0.00
4	Hang Tag+Sticker		1	12	\$0.00	/Dz	\$0.00
5	Hang Tag string		1	12	\$0.00	/Dz	\$0.00
6	Poly Bag		1	12	\$0.00	/Dz	\$0.00
7	Elastic 3cm		1	12	\$0.00	/Dz	\$0.00
8	Lace at bottom		1	12	\$0.00	YDS	\$0.00
9	Carton + sticker			1	\$0.00	/Dz	\$0.00
10	Sewing Thread		1	12	\$0.00	/Dz	\$0.00
11	Others		1	12	\$0.00		\$0.00
Total value for Accessories							\$0.00
Total value for Accessories with 5% Excess							\$0.00
TOTAL SUMMARY COSTING							
Total Fabric Cost							\$0.00
Total Accessories Cost							\$0.00
Washing Cost	Type Of Washing #	Garment Wash					\$0.00
Lab Test/DZ							\$0.00
Print Cost (Discharge)							\$0.00
Embroidery Cost	Stitch						\$0.00
C/M							\$0.00
Total Price / Dozen							\$0.00
Commission [00%]							\$0.00
FINAL PRICE PER PIECE							\$0.00

Teck-Pack

(<https://www.google.com/url?sa=i&source=images&cd=&ved=2ahUKEwistbWzxPbIAhVBAWMBHb6kAvMQjRx6BAqBEAQ&url>)

Tech pack : for explanation and practice of tech pack above mentioned types of performas given to trainees to practice tech pack

TODDLER DRESSES TECH PACK									
SEASON	FALL 2011	DATE	4/26/11	FABRICATION	BODY: 100% COTTON CONTOURDY LINDG: 100% POLY				
STYLE #	DR-2533	DESIGNER	KR	FABRIC DESIGN	PRINTED				
DESCRIPTION	SLEEVELESS PLEATED FRONT DRESS								
SAMPLE REQUEST FORM									
MEASUREMENTS	3T (inches)	1ST FIT	APPROV SPEC	SKETCH					
BODY LENGTH FROM HPS (LHP)	20 1/2								
ACROSS SHOULDERS	8 1/2								
ACROSS FRONT 3 1/2" BLW HPS	8 1/4								
ACROSS BACK 3 1/2" BLW HPS	8 3/4								
CHEST 1" BELOW ARMHOLE ***	22								
ACROSS EMPIRE 1 1/4" BLW HPS ***	22								
HIP 11" BLW HPS TOTAL ***	32								
BOTTOM SWEEP ***	44								
SHOULDER DROP FROM HPS	1/2								
NECK WIDTH (HPS TO HPS)	5 3/4					<table border="1"> <tr> <td>HARDWARE & TRIM</td> <td>1PC DTM BODY INVISIBLE ZIPPER 9 1/2", (B/C)</td> </tr> <tr> <td>COLORS</td> <td>LILAC DOT</td> </tr> </table>		HARDWARE & TRIM	1PC DTM BODY INVISIBLE ZIPPER 9 1/2", (B/C)
HARDWARE & TRIM	1PC DTM BODY INVISIBLE ZIPPER 9 1/2", (B/C)								
COLORS	LILAC DOT								
FRONT NECK DROP FROM HPS TO SEAM	3 1/4								
BACK NECK DROP	1 3/4								
COMMENTS:			*** TOTAL CIRCUMFERENCE MEASUREMENT						
<small>NOTE: GRADE SHEETS REMAIN HIDDEN UNTIL FINAL SPECS ARE APPROVED! To unhide in Excel 2007/2010 (PC): In the Cells Group of the Home Tab, choose FORMAT> HIDE & UNHIDE> UNHIDE SHEET and select the desired GRADE sheet. To unhide in older versions Excel 2003, 2003 (PC), 2004, 2008, 2011 (Mac): select FORMAT>SHEET>UNHIDE from the top menu and select desired GRADE sheet.</small>									

Letter of Credit

<https://www.google.com/url?sa=i&source=images&cd=&ved=2ahUKEwjRqNKbxvblAhWwAmMBHYrACj4QjRx6BAgBEAQ&url=https%3A%2F%2F>
E)

Letter of credit: The above mentioned link will explain and provide the proceedings of letter of credit and also provide practice material for trainees

PERFORMANCE LETTER OF CREDIT

Date of Issue:

Credit Number:

Applicant:

Beneficiary: The City of Orlando ("CITY")
400 South Orange Avenue
Orlando, Florida 32801

Amount:

Expiry Date:

On this date, the ____ day of _____, _____, we hereby issue in your favor this Irrevocable Direct-Pay Letter of Credit (hereinafter referred to as "LETTER"), which is available upon presentation to us at the above address by your sight draft(s) drawn on the _____ Bank, (City) _____, (State) _____, and accompanied by the following documentation:

- I. An Affidavit from the CITY Engineer, or the CITY Director of Public Works or his designee, that:
 - a) _____ has failed to construct the improvements and fulfill its obligations in accordance with the development plans and specifications dated the ____ day of _____ within the time therein specified,
 - b) _____ has, at any time during the performance period as specified in Section 65.551 failed to perform all or any part of the obligations required by the development's plans or specifications, within the time specified,

INDUSTRIAL MERCHANDISER



Module-J
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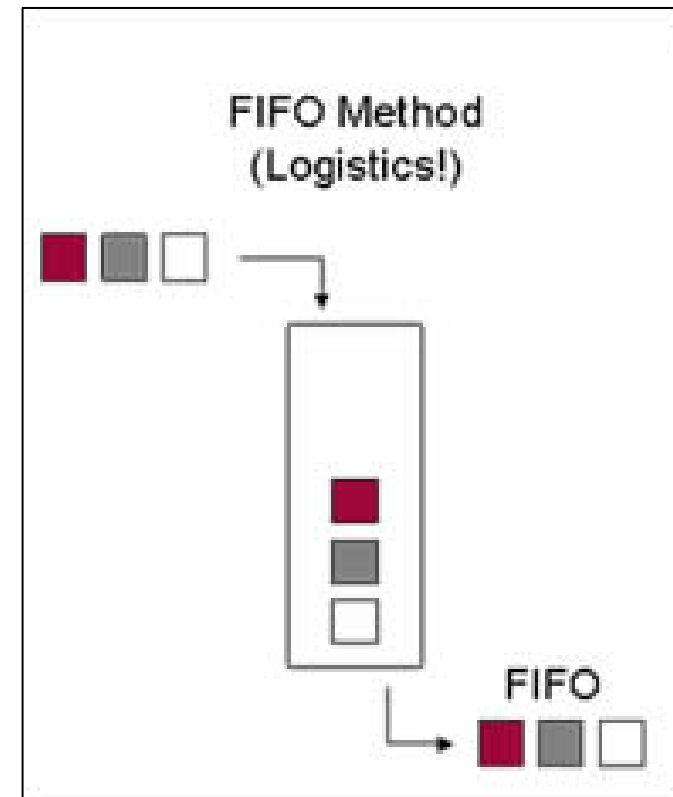
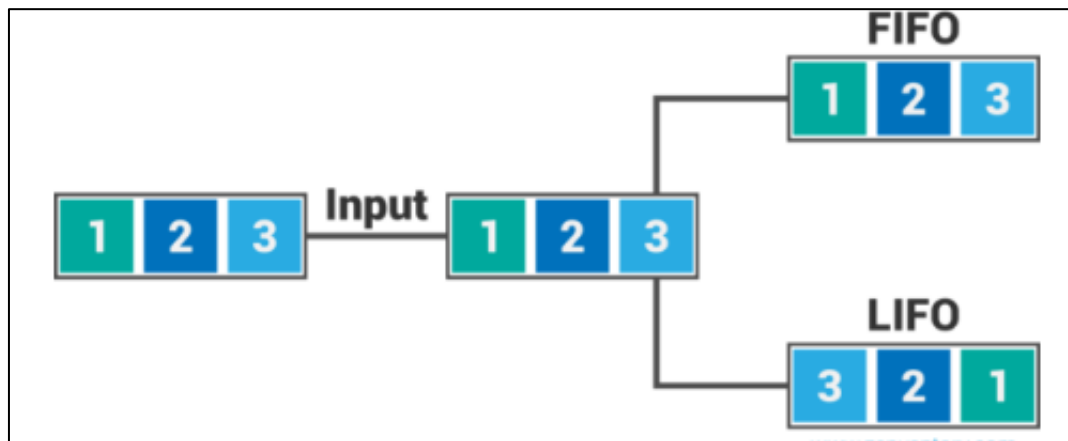
Module J: 0414001007 Organise Store Merchandiser

Objective of the module: is to get knowledge, skills and understanding to Organize store merchandising

Duration 180 hours **Theory:** 36 hours **Practical:** 144hours

Learning Unit	Learning Outcomes	Learning Elements	Materials Required
LU1: Check Inventory according to given list	<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Read and understand inventory reports including: <ul style="list-style-type: none"> o Dispatch sheet o Transfer order o Delivery note 2. Prepare Product inventory report according to the requirement 	<ul style="list-style-type: none"> • Concept of Inventory and Inventory requirements • Understanding of Inventory reports (Dispatch sheet, Transfer order, Delivery note) • Recording product detail and respective quantity in report • Cross checking record with physical product before handing over to concern department 	<ul style="list-style-type: none"> • Paper • Pencil • Pen • Multimedia • Printer • PC
LU2: Arrange products according to instructions	<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Arrange inventory in layers: <ul style="list-style-type: none"> o Last In First Out (LIFO) o First In First Out (FIFO) o Cross Dock 2. Arrange products in shelves in a right order according to instructions 	<ul style="list-style-type: none"> • Concept of Inventory Layers • Explaining Last In First Out (LIFO) • Explaining First In First Out (FIFO) • Explaining Cross Dock • Concept of Product shelving • Arranging products in shelves according to the given instructions 	<ul style="list-style-type: none"> • Paper • Pencil • Pen • Multimedia • Printer • PC

Examples and illustrations



<https://www.google.com/imgres?imgurl=https%3A%2F%2Fwww.zenventory.com%2Fwp-content%2Fuploads%2F2015%2F12%2FFIFO-LIFO-300x138.png&imgrefurl=https%3A%2F%2F8>

LIFO/ FIFO: The above mentioned link will explain and provide the proceedings of LIFO/FIFO and also provide practice material for trainees

Video Samples for Learning Activity:



Inventory Assumptions (FIFO, LIFO, AVERAGE METHOD)

https://www.youtube.com/watch?v=9ruxEEf_xZM



FIFO, LIFO, Weighted Average

<https://www.youtube.com/watch?v=ZjakL6RQLio>

Test Yourself (Multiple Choice Questions)

MODULE I Handle the Documents

- Question 1** Which one is pre-production document
- A Quotation
 - B Purchase order
 - C Insurance sheet
 - D Packing list
- Question 2** Which one is production document
- A Purchase order
 - B Fabric inventory
 - C Trim and inventory report
 - D Timeline sheet
- Question 3** The list of raw materials needed to be sourced to make a garment and make it ready for shipment as per buyer's requirement.
- A Bill of Material
 - B Purchase order
 - C Time line sheet
 - D Sales order
- Question 4** The production order consists of :
- A The description of style and style number
 - B Sizes
 - C order quantity
 - D All of above
- Question 5** It consists of all the technical information regarding the specific garment style
- A Bill of material
 - B Order quantity
 - C Tech pack
 - D Production order

MODULE Organize store merchandising

- Question 1** The array of finished goods or goods used in production held by a company.
- A** Inventory
 - B** Supplies
 - C** Good sold
 - D** Production
- Question 2** A summary of items belonging to a business, industry, organization, or home.
- A** Management of things
 - B** Inventory
 - C** Inventory items
 - D** Inventory reports
- Question 3** The items that contain the quantity of the material to move and specifies the source and destination storage bins.
- A** Transfer order
 - B** Inventory item
 - C** Bill of material
 - D** Products sold
- Question 4** A delivery note is a document sent with a shipment of goods it has:
- A** Bill of products
 - B** List of products in package
 - C** Bill of material
 - D** Process sheet of products
- Question 5** The last unit of goods purchased is the first one to be used or sold is called:
- A** LIFO
 - B** FIFO
 - C** Cross Dock
 - D** None of above

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