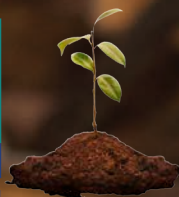




# Siyaya<sup>®</sup>

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*Helping you grow*



**NATIONAL CERTIFICATE:**  
WHOLESALE AND RETAIL DISTRIBUTION  
LEVEL 2

(SAQA reg. 49280)



# NATIONAL CERTIFICATE: Wholesale and Retail Distribution Level 2 (SAQA reg. 49280)

## 1. PURPOSE

The purpose of this Certificate is to equip learners to understand and acquaint themselves with the underlying principles of all of the major areas related to distribution within the Wholesale & Retail Sector, thus enabling them to become more effective employees. The Certificate further aims to provide career paths through various levels and areas of the Wholesale and Retail Environment thus promoting the notion of quality lifelong learning. The Certificate in Wholesale and Retail Distribution, NQF Level 2, is designed to meet the needs of the learners who are already employed and involved in Wholesale, Distribution or Mail Order Retail within the Wholesale and Retail field. Additionally, however, it may also allow access to, and meet the needs and aspirations of the youth and unemployed who wish to pursue a career in these areas, or in fields where this learning may be useful. This furthermore includes adult learners who want to enter the arena or develop their careers in one or more of the related sub-fields. As this Certificate may form part of a learning pathway it may allow mobility to persons operating at any level in the field.

This Certificate provides learners with a grounding in all areas of Distribution. This may enable them not only to increase their productivity within the Wholesale and Retail Sector but also to apply their learning in various other business environments.

## 2. RATIONALE FOR THE QUALIFICATION

This Qualification reflects some of the needs of the Wholesale and Retail Sector both now and in the future as it was developed following much discussion with Wholesalers, Distribution Centres and Mail Order Houses. The impact of this Certificate on society and the economy is reflected in the multiple job roles and careers within three distinct arenas that can stem from the Qualification.

The added value of the skills, knowledge and understanding developed by the Certificate will result in greater productivity resulting from the improved performance by the learner, due to the integration of the learning which may have taken place in the workplace.

This Qualification may articulate vertically with all other Qualifications registered within the envisioned learning pathway (currently NQF Levels 2-5). Possibilities for vertical articulation outside of the Wholesale and Retail Environment include (for example):

- Certificate: Basic Administration (ID 20356) at NQF Level 3
- Certificate: Retailing (ID 22956) at NQF Level 3
- National Certificate: Contact Centre Support (ID 21793) at NQF Level 3

Possibilities for horizontal articulation outside of the Wholesale and Retail Environment include:

- Certificate: Accommodation Operations and Services (ID 22915) at NQF Level 2
- Certificate: Reception Operations and Services (ID 22914) at NQF Level 2

## 3. LEARNER ACCESS

Learners accessing this Qualification will have demonstrated competence in relevant communication and mathematical literacy at NQF Level

## 4. QUALIFICATION RULES

In this Qualification the credits are allocated as follows :

Fundamental:	36 credits (30 %)
Core:	39 credits (33 %)
Elective:	45 credits (37 %)



## Description of the modules, learning objectives and their relationship to the Unit Standards

### Module 1: Numeracy 1

**Unit Standards:** Apply basic knowledge of statistics and probability to influence the use of data (9009); Use mathematics to investigate and monitor the financial aspects of personal and community life (7469).

- Data, statistics
- Budgeting

### Module 2: Core concepts

**Unit Standards:** Define the core concepts of the Wholesale and Retail Environment (114895); Complete basic business calculations (117887).

- Core concepts of the Wholesale and Retail Environment
- Business finance basics

### Module 3: Work processes

**Unit Standards:** Behave in a professional manner in a business environment (14359); Manage time and work processes within a business environment (14342); Maintain a safe and secure Wholesale and Retail Environment (114912).

- Behave in a professional manner
- Manage time
- Maintain Safe and secure Wholesale and Retail Environment

### Module 4: Numeracy 2

**Unit Standards:** Demonstrate an understanding of rational and irrational numbers and number systems (7480); Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional figures (9008); Work with a range of patterns and functions and solve problems (9007).

- Arithmetic basics
- Shapes
- Patterns and problem solving



### **Module 5: Stock receiving**

**Unit Standards:** Receive stock in a DC/warehouse (117901);  
Move, pack and maintain stock in a DC/warehouse (117898);  
Maintain stock balances in a DC (117897).

- Receive stock in a DC/warehouse
- Move, pack and maintain stock in a DC/warehouse
- Maintain stock balances in a DC

### **Module 6: Stock picking and counting**

**Unit Standards:** Pick stock in a DC/warehouse (117899);  
Count stock for a stock-take (114891).

- Pick stock in a DC/warehouse
- Count stock for a stock-take

### **Module 7: Communication**

**Unit Standards:** Access and use information from texts (8963);  
Maintain and adapt oral communication (8962);  
Use language and communication in occupational learning programs (8967);  
Write for a defined context (8964).

- Access and use information from texts
- Maintain and adapt oral communication
- Use language and communication in occupational learning programs
- Write for a defined context

### **Alternative Electives:**

- **Cashier /Stock Controller: Process payment at a Point of Sales (POS)**
  - Record transactions
- **Distribution: Distribute Stock from a DC/warehouse**
  - Description of assessment of competencies per learning outcome (per module)

	Module Name	US #	Unit Standard Title	Level	Core/ Fundamental/ Elective	Credit
1	Numeracy 1 (Budget)	9009	Apply basic knowledge of statistics and probability to influence the use of data	2	Fundamental	3
		7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	Fundamental	2
2	Core Concepts	114895	Define the core concepts of the Wholesale and Retail Environment	2	Core	10
		117887	Complete basic business calculations	2	Elective	5
3	Work Management	14359	Behave in a professional manner in a business environment	2	Elective	5
		14342	Manage time and work processes within a business environment	2	Elective	4
		114912	Maintain a safe and secure Wholesale and Retail Environment	2	Elective	10
4	Numeracy 2	7480	Demonstrate an understanding of rational and irrational numbers and number systems	2	Fundamental	3
		9008	Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional figures	2	Fundamental	3
		9007	Work with a range of patterns and functions and solve problems	2	Fundamental	5
5	Stock receiving	117901	Receive stock in a DC/warehouse	3	Elective	15
		117898	Move, pack and maintain stock in a DC/warehouse	2	Core	12
		117897	Maintain stock balances in a DC	3	Elective	8
6	Stock picking and counting	117899	Pick stock in a DC/warehouse	2	Core	12
		114891	Count stock for a stock-take	2	Core	5
7	Communication	8963	Access and use information from texts	2	Fundamental	5
		8962	Maintain and adapt oral communication	2	Fundamental	5
		8967	Use language and communication in occupational learning programs	2	Fundamental	5
		8964	Write for a defined context	2	Fundamental	5
Alternative electives						
		114894	Process payment at a Point of Sales(POS)	2	E	10
		114889	Record transactions	2	E	8
		117891	Distribute Stock from a DC/warehouse	3	E	12



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or contact us directly on 0861 00 99 04.

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