

Apprenticeships

Find your inner Superhero



Assistant Buyer and Assistant Merchandiser - Level 6

Programme 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 / consumer 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.

The purpose of the occupation is to understand the brand and customer in order to source, select, maintain and deliver the right products to meet demand and business objectives. Using effective business forecasting, risk and opportunity analysis, creativity and business insight, they anticipate and shape customer demand and market trends. The overarching purpose of the merchandiser is to maximise sales and profit by ensuring that the right products are available to customers in the right place at the right time and in the right quantities. They achieve their objectives by developing and implementing buying and merchandising strategies to ensure current and future customer demand is researched, anticipated and satisfied. They anticipate and prepare for new markets through customer insight and research activities, and they contribute to company profit through efficient, effective and sustainable buying and merchandising.

In this occupation, they will typically be responsible for the management of a team. They will be responsible for an assigned 'assortment' or product range.



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Core Modules Include:

- Apply detailed knowledge of UK and / or global markets to select and develop an appropriate product and service range.
- Through effective leadership, develop and contribute to departmental buying and merchandising strategy to ensure overarching organisation objectives are met and that products and services meet the needs of the customer.
- Drive sales and profitability through effective negotiations with suppliers on key deliverables such as: capacity, cost price and flexibility, re-buys, cancellations, delivery dates, lead times, promotion support etc
- Manage and collaborate with key internal stakeholder functions to agree appropriate promotional strategies and other activities to maximise the success and profitability of the allocated assortment.
- Lead, coach, manage, motivate and develop self and team members to achieve personal and business success.

Assistant Buyer Modules Include:

- Ensure department is set up to maximise sales and profitability by using techniques such as pricing strategies, product trends, product design and appropriate routes to market
- Ensure they and their team deliver in an ethical, sustainable and legal way in the sourcing of product ranges, aligned to the overall strategy of the business
- Analyse and evaluate overall performance of the Buying function, against the original strategy and business plan, identifying lessons to learn for future business cycles.
- Ensure ranges are sourced to comply with relevant safety and quality standards. Oversee the process to identify and rectify any failures in safety and / or quality.

Assistant Merchandiser Modules Include:

- Uses analysis to develop range framework identifying commercial opportunities. Collaborate with the buying team to input into or create a plan to deliver a commercial assortment that maximises sales and margin
- Trades effectively delivering to sales and profit targets whilst identifying and taking relevant actions, to account for market and performance factors
- Analyse and evaluate overall performance of the merchandising function, against the original strategy and business plan, identifying lessons to learn for future business cycles in order to maximise sales
- Ensure the availability of appropriate product range to meet customer demand and expectations across all delivery channels. This to be achieved, through detailed forecasting, and management of the WSSI, supplier interaction and critical path management



Key Information

Qualification	Level 6 Assistant Buyer and Assistant Merchandiser Apprenticeship - equivalent to a degree
Duration	This qualification typically takes 24 months
Entry Requirements	<p>The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grades 4-7.</p> <p>Apprentices without Maths and English will be required to complete Functional Skills at level 2 prior to taking the end point assessment.</p>
Role Suitability	This apprenticeship is suited to individuals looking to begin or develop a career in a variety of positions in buying and merchandising including: Merchandising Assistant, Merchandising Admin, Buying Assistant, Buying Admin Assistant
Key Responsibilities	Sourcing, selecting, maintaining and delivering the right products to meet demand and business objectives.
Delivery	Blended approach of remote and face to face visits.
Assessment	<p>For this qualification the EPA consists of the following:</p> <ul style="list-style-type: none"> • Work Based Project including a presentation with questioning • Professional Discussion, underpinned by a portfolio of evidence
Progression	Individuals that successfully achieve this apprenticeship standard will be well placed to progress within the industry into leadership or buyer and merchandiser management roles.



Northern Training Academy are committed to ensuring employers and apprentices have everything they need before the programme begins.

Apprenticeship Support Team

Our dedicated support team provide monthly status updates for learners and line managers to highlight progression and engagement, with additional meeting support where necessary.

Learning and Development Coaches

An industry experienced and professional coach who will guide Apprentices through the programme.

With monthly visits, one- to-one calls, workshops and our e-portfolio delivery will ensure that Apprentices are meeting learning targets and professional development outcomes.

Programme Support:



Induction Support:

- On boarding and start of learner journey



On Programme Support:

- Regular 1-to-1 Progress Reviews
- Tuition from industry expert coach
- Learner Support and Engagement
- L2 Maths and English Support where required



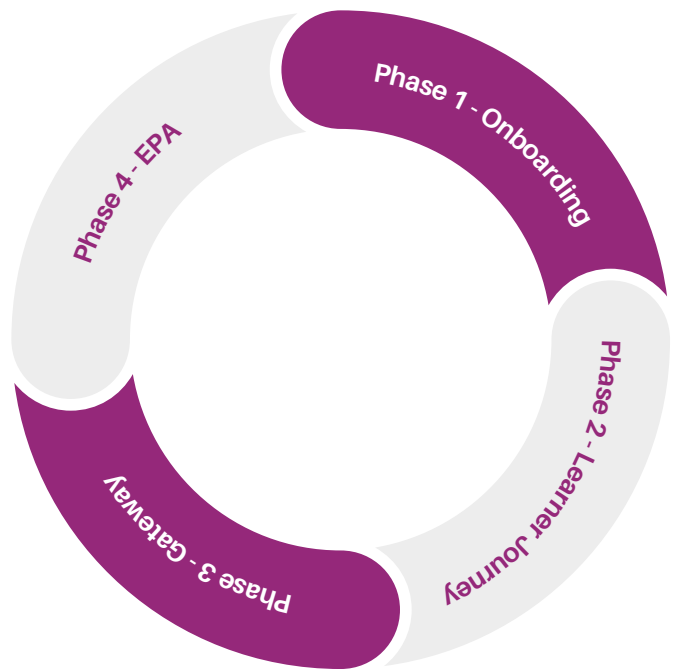
End Point Assessment Support:

- Gateway Review
- EPA Booking
- EPA Support





Programme Outline:



Off the Job Training:

- Planned tasks and research
- Further reading
- Session attendance
- Online learning
- Industry training and events



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