

**SKILLS FRAMEWORK FOR RETAIL
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Retail Sourcing					
TSC	Merchandise Buying					
TSC Description	Design and implement merchandise buying plans according to market and consumer trends, merchandise ranges, stock levels and sources of supply					
TSC Proficiency Description	Level 1	Level 2	Level 3 RET-RSC-3002-1.1	Level 4 RET-RSC-4002-1.1	Level 5 RET-RSC-5002-1.1	Level 6
			Analyse and monitor merchandise ranges and sources of supply and contribute to the decision-making processes within merchandise buying plan	Develop and implement merchandise buying plan according to market and consumer trends.	Design and drive merchandise buying plan according to market and consumer trends.	
Knowledge			<ul style="list-style-type: none"> Types of retail positioning Types of retail formats Advantages of alignment of retail business formats and retail positioning Advantages of merchandising strategies pertaining to pricing, products, branding, product ranges and assortments Importance of segmenting target markets Key considerations for consumer behaviours 	<ul style="list-style-type: none"> Types of retail positioning Types of retail formats Advantages of alignment of retail business formats and retail positioning Advantages of merchandising strategies pertaining to pricing, products, branding, product ranges and assortments Importance of segmenting target markets Key considerations for consumer behaviours 	<ul style="list-style-type: none"> Merchandise strategies and plans Government legislation, regulation, policies, practices, procedures and guidelines in relation to merchandise buying Financial, costing and accounting issues relevant to merchandise buying Types of retail positioning Types of retail formats Advantages of alignment of retail business formats and retail positioning Advantages of merchandising strategies pertaining to pricing, products, branding, product ranges and assortments Importance of segmenting target markets Key considerations for consumer behaviours 	
Abilities			<ul style="list-style-type: none"> Implement the merchandise buying plan Maintain relationships with suppliers to ensure timely delivery, accuracy of order fulfilment, follow-up on new product launches, marketing and promotional activities 	<ul style="list-style-type: none"> Develop buying plan in accordance with category management plans and/or merchandising buying Manage and negotiate with suppliers on product costing for normal promotions, delivery 	<ul style="list-style-type: none"> Develop merchandise buying strategies in alignment with merchandise and category strategies, sales targets, profits and/or profit margins Develop guidelines for supplier interaction and 	

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			<ul style="list-style-type: none"> Resolve operational issues raised by store operations, supply chains (warehousing and delivery) and suppliers Collate data about the merchandise buying budgets and supplier performance against the performance metrics 	<p>terms, new product launches, marketing and promotional activities</p> <ul style="list-style-type: none"> Manage merchandise buying budgets Liaise with marketing department for promotional activities Determine required stock levels according to peak seasons, special events and supplier lead time Adjust merchandise ranges and sources of supply according to required stock levels 	<p>relationship building</p> <ul style="list-style-type: none"> Develop performance metrics for suppliers in terms of timely delivery, accuracy of order fulfilment, sales performance of supplier's products, product quality and/or promotional support Lead review with suppliers in terms of category and product mix, sales targets, performance metrics, supplier's categories, product and promotional plans Set strategies to improve contribution of different product lines Establish merchandise quality standards with suppliers according to legal and customer requirements 	
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