

## LEVEL 4

# BUYING & MERCHANDISING ASSISTANT

## WHAT DOES A BUYING & MERCHANDISING ASSISTANT DO?

Buying and Merchandising Assistants primarily support buying and merchandising teams in ensuring products, stock and goods are available at the right time and place. Buying assistants support the selection, sourcing and onboarding of products, assisting in managing supplier relationships, coordinating sampling testing and evaluation processes and ensuring documents are accurately aligned with commercial agreements. Merchandising assistants monitor performance and availability of products, stock and goods by collating, distributing and analysing relevant data. They identify trends, demand patterns and anomalies, using a range of business tools and systems. Together, they work collaboratively to help achieve organisational or departmental targets for sales, margin, and efficiency.



### DURATION

**18 months**



### SKILLS ENGLAND STANDARD & ASSESSMENT PLAN

**L4 BMA Standard**



### FUNDING

**£6,000**

## WHAT NEEDS TO BE COMPLETED PRIOR TO END-POINT ASSESSMENT?

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths (if applicable)
- A Portfolio of Evidence
- A Project Proposal

## WHAT ARE THE GATEWAY REQUIREMENTS?

The employer, training provider and apprentice make the decision to take the apprentice through Gateway. The apprentice must achieve all the required on-programme elements before they enter Gateway and are ready for End-Point Assessment.

## END-POINT ASSESSMENT

There are two parts to this End-Point Assessment, which can be completed in any order.

### 1 WORK-BASED PROJECT INCLUDING A PRESENTATION WITH QUESTIONING

The Work-based Project is compiled after the apprentice has gone through Gateway, when a project proposal is submitted. The project should be completed within a maximum of 3 months. Apprentices will prepare and deliver a presentation based on the project that covers the knowledge, skills and behaviours assigned to this assessment method. The presentation is followed by a Q&A session with questions prepared by the Independent End-Point Assessor (IEPA). This assessment method is graded as Fail, Pass or Distinction.

### 2 PROFESSIONAL DISCUSSION

The Portfolio of Evidence, which is not directly assessed, provides a structure for the Professional Discussion. The apprentice must submit their Portfolio of Evidence to EFI Awards at Gateway. They should provide at least one piece of evidence for each of the minimum knowledge, skills and behaviours in the Assessment Plan. The Independent End-Point Assessor (IEPA) will ask questions relevant to the Portfolio of Evidence and grades this as Fail, Pass or Distinction.

## GRADING



### DISTINCTION

Distinction in all assessment methods



### PASS

Pass in all assessment methods



### FAIL

Fail within any of the assessment methods

## COMPLETION AND CERTIFICATION

We'll activate certification once the apprentice has successfully completed all EPAs, and the IEPA/ IQA has verified this. Working with the apprenticeship certificate issuing authority, we'll ensure the apprentice receives their certificate.

## NEXT STEPS

Apprenticeships are funded up to and including level 6, and there are plenty to choose from. For a Level 4 Buying / Merchandising Assistant, a Level 6 Assistant Buyer / Merchandiser might be a natural progression. For more information, get in touch with the EFI Awards team to discuss your options: [info@efiawards.co.uk](mailto:info@efiawards.co.uk)