



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The National Certificate: Wholesale and Retail Distribution, level 2, is an entry level occupational qualification. It is aimed at individuals working in distribution in the wholesale and retail sector and in mail order retail, in different types and sizes of organisation and SMME.

It offers a solid foundation in the main areas of wholesale and retail distribution, maintaining, counting, moving and packing stock, maintaining a safe and secure environment, the important concepts of the industry and communication and numeracy.

The qualification offers a career path and progression to level 3 qualifications in other areas of Wholesale and Retail Distribution and business.

## Target Audience

The programme is aimed at individuals entering the industry and those already working in wholesale and retail distribution, seeking a formal qualification.

It prepares delegates for work in wholesale, distribution centres, retail and mail order retail. It is also suitable for individuals working in broader business and transport and logistics-related environments in administration, warehousing and storage.

## Entry Requirements

- Competency in Communication (English) at NQF Level 1.
- Competency in Mathematical Literacy at NQF Level 1.

## Workplace Requirements

- Access to appropriate workplace environments.
- Active support by a mentor or supervisor.
- Access to a PC, software and the internet.

## Wholesale & Retail

# NC: Wholesale & Retail Distribution

### W&R SETA Certification

SAQA ID: 49280

NQF Level: 2

Credits: 151

## Course Delivery & Assessment

We use in-classroom and in-workplace practical training, observation and on-the-job coaching and mentoring to embed skills.

You will need to:

- Attend all lectures and sessions and complete practical workplace experiential learning.
- Demonstrate theoretical and practical understanding of programme content.
- Participate in and contribute in group activities.
- Compile and submit a Portfolio of Evidence (PoE).

To receive the NC: Wholesale and Retail Distribution, level 2, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the qualification, you will be able to:

- Communicate both verbally and in writing.
- Understand and use mathematic and complete basic calculations.
- Perform stock related functions including receiving stock, maintaining stock balances and distributing stock from a distribution centre or warehouse.
- Define the main concepts of the wholesale and retail sector.
- Maintain a safe and secure wholesale and retail environment.
- Manage time and work processes.
- Behave in a professional manner.
- Process payments at a Point of Sale (POS) and record transactions.



## Course Content

### NC: Wholesale and Retail Distribution Accreditation Body: W&R SETA

SAQA ID: 49280 | Learning Programme ID: NA  
NQF Level: 2 | Credits : 151

#### Core Modules

- Count stock for a stock take
- Define the core concepts of the wholesale and retail environment
- Move, pack and maintain stock in a distribution centre or warehouse
- Pick stock in a distribution centre or warehouse

#### Fundamental Modules

- Access and use information from texts
- Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- Demonstrate understanding of rational and irrational numbers and number systems
- Identify, describe, compare, classify and explore shape and motion in 2 and 3-dimensional shapes in different contexts
- Maintain and adapt spoken communication
- Use language and communication in occupational learning
- Use mathematics to investigate and monitor the financial aspects of personal and community life
- Work with a range of patterns and functions and solve problems
- Write for a defined context

#### Elective Modules

- Complete basic business calculations
- Behave in a professional manner in a business environment.
- Manage time and work processes within a business environment
- Maintain a safe and secure wholesale and retail environment
- Receive stock in a distribution centre or warehouse
- Maintain stock balances in a distribution centre or warehouse
- Process Payment at a Point of Sale (POS)
- Record transactions
- Distribute stock from a distribution centre or warehouse



info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

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