

**CORE CONCEPTS IN A WHOLESALE AND RETAIL ENVIRONMENT**

**WORKPLACE LOGBOOK**

**114895**



|  |  |
| --- | --- |
| **LEARNER NAME AND SURNAME:** |  |
| **LEARNER ID NUMBER:** |  |
| **EMPLOYER CONTACT NAME:** |  |
| **EMPLOYER CONTACT NUMBER:** |  |
| **DATE OF SUBMISSION TO ASSESSOR:** |  |
| **ASSESSOR EVALUATION OUTCOME (RM/RNYM)** |  |





**CONTACT DETAILS**

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## Website: [www.fetcolleges.co.za](http://www.fetcolleges.co.za/)

Click on “Public FET College” and select ‘click here’ for a list of Public TVET Colleges and their contact details

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### ICONS



|  |  |
| --- | --- |
| **ACTIVITY 1** | **LEARNER ACTIVITIES** |
| red-basket | **WORKPLACE ACTIVITY** |
| http://www.clipartbest.com/cliparts/4i9/9p8/4i99p8kiE.jpeg | **GROUP WORK ACTIVITIES** |
| http://tbn0.google.com/images?q=tbn:G5EiZBeQvxSQcM:http://www.mybloodfirst.com/images/exclamation.jpg | **THINK/ TIPS/REMEMBER** |
| http://tbn0.google.com/images?q=tbn:FVR2NaLwWx6bjM:http://3quarksdaily.blogs.com/3quarksdaily/images/brainstorming.gif | **BRAINSTORMING SESSIONS** |
| Poster, Art Print Of Black And White Wise Professor Owl Reading An Alphabet Book | **KNOWLEDGE QUESTIONNAIRE** |
| http://tbn0.google.com/images?q=tbn:KTDpPke5q0Et9M:http://school.discoveryeducation.com/clipart/images/look---.gif | **OBSERVATION ACTIVITIES** |
|  | **LEARNING OUTCOMES** |
|  | **EXAMPLE** |

#### red-basketWORKPLACE ACTIVITIES GUIDELINES

This WORKPLACE LOGBOOK contains activities that you need to **do in your own workplace**.

The tasks will require from you to **insert or create evidence** that will show that you completed the activity in your own workplace.

You need to do **ALL** the Workplace Activities successfully to be deemed competent for the unit standard.

You may request assistance from your Workplace Supervisor/Manager/Coach

The Workplace Coach/Manager/Supervisor **must sign off the activities** in the WORKPLACE LOGSHEET as satisfactory when you are done with them. It should be signed off on a daily/weekly basis.

The **Assessor** will sign acknowledgement of receipt of this Workplace Logbook. A Desktop evaluation will be done of the evidence by the Assessor

You will not be allowed to proceed to the SUMMATIVE ASSESSMENT unless ALL your WORKPLACE ACTIVITIES meet requirements.

#### red-basketWorkplace Activity 1 (Total 9 – 3 marks per department)

Together with your Workplace Coach, identify at least 3 departments within YOUR STORE. List the functions that they carry out to support sales.

Tabulate your answer.

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **OPERATIONAL FUNCTIONS**  (List their responsibilities) | **SUPPORT FUNCTIONS**  (How do they assist sales) |
|  |  |  |
|  |  |  |
|  |  |  |

#### red-basketWorkplace Activity 2 (8)

Investigate the stock and supply principles as they are used at YOUR STORE. Discuss how YOUR STORE responds to each principle. Consult with your store’s Stock Clerks, Order Clerks or Buyer.

Capture your answers in the table provided in your Learner Workbook.

|  |  |
| --- | --- |
| **Principles of effective stock & supply** | **Explanation of OWN STORE practice** |
| 1. Effective stock and supply management | (2) |
| 2. Sufficient supply levels | (2) |
| 3. Maximum and minimum stock levels | (2) |
| 4. Excess stock | (2) |

|  |  |  |
| --- | --- | --- |
| **Workplace Activity 3 (12)**  After consultation with your Workplace Manager/s, describe the Flow of Goods Process within YOUR STORE. Use the headings provided in the table below. **(6x2=12)** | | |
|  | **Flow of Goods Process** | **OWN STORE Procedures** |
| 1. Ordering |  |
| 2. Receiving |  |
| 3. Pricing |  |
| 4. Merchandising |  |
| 5. Advertising |  |
| 6. Promotion |  |
| **7 |** L E A R N E R W O R K P L A C E L O G B O O K : 1 1 4 8 9 5 | | |



#### red-basketWorkplace Activity 4 (12)

* 1. Set up an appointment with the Chief Cashier of YOUR STORE:

Insert Name and Surname (1)

* 1. Discuss and document YOUR STORE’s petty cash procedures. (4) You can **tabulate** your answer, **draw a flow chart** or write a **Step by Step reference chart**
  2. Complete a petty cash voucher using your store’s template (4)
  3. Complete a change requisition slip using your store’s template (3)

**NOTE:** Insert the completed documents after this task as well as your answers for

4.1 and 4.2 that you did on separate paper

### WORKPLACE LOGBOOK FOR 114895: WHOLESALE AND RETAIL TERMS AND CONCEPTS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WORKPLACE TASK NUMBER** | **WORKPLACE**  **Activity and/or TASK COMPLETED**  **Yes No** | | **DATE OF COMPLETION** | **APPROXIMATE TIME SPENT IN WORKPLACE IN AREA OF OUTCOME** | **Evidence inserted** | | **LEARNER SIGNATURE** |
| **EXAMPLE:** | **🗸** |  | **12/07/2014** | **2,35** (indicating 2 hrs.  and 35 min) |  | **🗸** | **Joe Soap** |
| 1. Identify at least 3 departments within YOUR STORE. List the functions that they carry out to support sales. Tabulate your answer. |  |  |  |  | Completed table  Own workplace related |  |  |
| 2. Investigate the stock and supply principles as they are used at YOUR STORE. Discuss how YOUR STORE responds to each principle. |  |  |  |  | Tabulated answer as per provided table |  |  |
| 3. Describe the Flow of Goods Process within YOUR STORE. Use the headings provided in the table below |  |  |  |  | Completed table |  |  |
| 4. Set up an appointment with the Chief Cashier of YOUR STORE: Insert Name and Surname  Discuss and document YOUR STORE’s petty cash procedures. Complete a petty cash voucher using your store’s template Complete a change requisition slip using your  store’s template |  |  |  |  | Chief Cashier Name and Surname.  Noted cash procedures Completed: petty cash voucher and requisition slip |  |  |
| **WORKPLACE COACH/DEPARTMENT MANAGER OR SUPERVISOR NAME AND** |  | | | **WORKPLACE COACH/DEPARTMENT**  **MANAGER OR** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME** |  | **SUPERVISOR SIGNATURE** |  |
| **DATE OF SIGINING OFF:** |  |  | |



