



Australian Government

SIRRM009 Plan merchandise buying trips

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to plan buying trips for the purpose of sourcing new products, materials or suppliers. It requires the ability to develop a buying trip itinerary, plan key activities and identify new product and supply opportunities that meet organisational and consumer needs.

This unit applies to senior personnel working in a diverse range of sectors and business contexts. They operate with independence and are responsible for making a range of operational business decisions.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Merchandise Management

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Plan buying trip.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1. Access and review a merchandise strategy to determine buying trip objectives.

1.2. Obtain buying trip briefs and budgets.

1.3. Consult with cross-functional teams and seek the input of relevant personnel into buying trip planning.

1.4. Undertake pre-trip research to identify key buying trip activities and destinations that reflect buying trip objectives.

- 1.5. Research local culture, customs and market related to merchandise purchasing and supply, as required.
- 1.6. Determine supplier and product information and samples to be sourced during the buying trip.
- 1.7. Develop a buying trip itinerary and schedule, and seek required approval.
- 1.8. Make required bookings and arrange buying trip resources.
2. Undertake buying trip.
 - 2.1. Assess products and suppliers that reflect merchandise strategy and buying trip objectives.
 - 2.2. Determine feasibility and suitability of products and suppliers based on merchandise strategy and budgets.
 - 2.3. Identify opportunities for new products and suppliers that meet organisational objectives and customer demands.
 - 2.4. Obtain product and supplier information and acquire any required samples.
3. Report on buying trip.
 - 3.1. Document outcomes of the buying trip according to organisational requirements.
 - 3.2. Share trip insights and samples with relevant personnel and gain their feedback.
 - 3.3. Make recommendations and determine actions to be taken following the buying trip.
 - 3.4. Evaluate financial and productivity effectiveness of the buying trip.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria, are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	perform simple calculations to determine the estimated profitability of products.
Initiative and enterprise skills to:	identify opportunities during a buying trip that enhance merchandise performance.
Technology skills to:	access information relevant to the planning of buying trips using digital technologies and systems.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRRM009 Plan merchandise buying trips

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- review a merchandise strategy to identify merchandise needs and document one buying trip plan detailing:
 - buying trip objectives
 - key activities and destinations
 - buying trip budget
 - buying trip itinerary and schedule
 - key trip resources and booking requirements
- undertake buying trip activities and prepare a buying trip report that details:
 - product and supplier insights
 - product and supplier feasibility
 - product alignment to organisational and customer needs
 - recommendations for merchandise buying
 - reflection on cost-effectiveness and productivity of trip.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in the elements and performance criteria of this unit:

- common objectives of merchandise buying trips:
 - find new suppliers
 - diversify range
 - find new products
 - gain trend insights
 - sample collection
 - analyse competitors
 - place orders
 - negotiate pricing
 - evaluate supplier performance
- considerations to be made when planning and undertaking buying trips:
 - transportation and accommodation

- local customs and holidays
- language and communication
- trip budgets
- product budgets
- travel bookings
- appointment scheduling
- logistics to transport goods
- exchange rates
- time efficiencies
- critical path
- legal and compliance requirements
- common buying trip destinations:
 - supplier factory visits
 - trade fairs
 - retail destinations
- techniques to determine suitability and feasibility of products and suppliers
- formats for preparing buying trip reports.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
 - organisational merchandising strategy
 - buying trip budgets
- sources of information relevant to the planning of buying trips.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors, and:

- have worked in the retail industry for at least three years where they have applied the skills and knowledge within this unit of competency.

Links

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