

# Retail Buyer

ANZSCO: 639211

Group C

## About this document

- › The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- › Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- › The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- › Integrity checks may be conducted to verify the qualification and employment claims made in an application.

## Job description

A Retail Buyer selects and buys goods for resale in a retail establishment.

### Occupations considered suitable under this ANZSCO code:

- › Merchandise Planner.

### Occupations not considered suitable under this ANZSCO code:

- › Marketing Specialist
- › Store Manager
- › Retail Manager
- › Sales Support Workers.

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.














### Retail Buyer is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

# Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1– 4):

GROUP C		Criteria for a positive Skills Assessment			
Post-qualification Pathways					
	Minimum comparable Diploma or higher AQF level*	With highly relevant major field of study	Additional highly relevant qualifications**	Highly relevant employment duration***	
1	 +	 +	N/A	+ 	1 YEAR minimum
2	 +	No highly relevant major	+  Minimum AQF Certificate IV level with highly relevant major	+ 	1 YEAR minimum
3	 +	No highly relevant major	+ No additional highly relevant qualifications	+ 	2 YEARS minimum
Pre-qualification Pathway					
	Highly Relevant employment duration***				Minimum comparable Diploma or higher AQF level*
4	 +  Within last 5 years	+ 	With or without highly relevant major field of study	+ 	

\* **AQF Diploma or higher includes:**

- AQF Advanced Diploma
- AQF Associate Degree
- AQF Bachelor Degree
- AQF Graduate Diploma
- AQF Master Degree
- AQF Doctoral Degree

\*\* **Additional qualifications in a highly relevant field of study include those comparable to the following levels:**

- AQF Certificate IV
- AQF Graduate Certificate

\*\*\* **Highly relevant paid employment duration (20 hours or more per week)**

**Pathways 1–3**

minimum years of post-qualification employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

**Pathway 4**

minimum 4 years of relevant employment at an appropriate skill level required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

## Qualification

AQF Diploma or higher qualification. This includes qualifications assessed at AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master and Doctoral level. Highly relevant major fields of study include:

- › Merchandise Planning
- › Marketing
- › Retail Management.

## Employment Tasks

Highly relevant tasks include:

- › monitoring sales data and stock levels, and studying trade, manufacturers' and market information to keep informed of changing market conditions
- › negotiating purchase, promotion and supply arrangements with suppliers
- › designing and implementing pricing, marketing, promotional and display strategies
- › liaising with management on long-term planning and sales promotions
- › establishing working plans according to seasonal and budgetary requirements
- › anticipating consumer trends and determining quantity, style and quality of goods to be purchased.

## Employment Information

Retail Buyers purchase goods to be sold in retail stores. They may purchase goods locally, interstate or overseas. In large department stores, Buyers may specialise in certain types of merchandise (textiles, fashion, hardware or toys, for example). In small businesses, owners normally do their own retail buying after consultation with their staff.

A positive skills assessment for Retail Buyer requires a dedicated retail buying role.

## Supporting Material for Assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

If you are nominating this managerial occupation, you must submit an organisational chart. If you are unable to obtain an organisational chart from your employer, you must provide a statutory declaration outlining the required information and the reasons why you cannot provide the information.

If you are nominating this occupation, and you are self-employed, you are required to provide the following:

- Evidence of self-employment such as sole trading or business registration details and/or official statements issued by your (registered) accountant and/or legal team. The statement from your accountant or solicitor must include the accountant's or solicitor's letterhead, your full name, how long you have been continuously self-employed including official dates in each role, the nature of the business conducted, the signature and contact details of the accountant or solicitor
- Statutory declaration listing your main duties during self-employment;
- Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and/or official taxation records;
- Supplementary evidence, such as contracts with clients or suppliers, client testimonials, evidence of projects completed, etc.

To further support your employment claims, you may also wish to provide supplementary documentation including:

- › Website links related to the company
- › Company Registration
- › Any further online information of relevance to your work
- › Any other documents relevant to your role.

## Further requirements may apply

The requirements outlined in this information sheet is relating to VETASSESS skills assessments for migration purposes. In relation to professionally practising the occupation in Australia, additional accreditation requirements may apply. Applicants are required to perform their own research to determine any additional accreditation requirements.



## Contact us

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