

Checklist
Describing training functions for advance approval of vocational credit transfer for
Retail Sales Assistant

Name of trainee:

Civil Reg. No.:

Address:

Formal education:

Name of school/college in Denmark:

Name of company:

Address:

Telephone:

PLEASE FILL IN PRIOR TO EMPLOYMENT

Period of employment: from: _____ to: _____

In the work practice period, the trainee must be trained within the vocational areas described on the following pages.

The company confirms that training will take place in accordance with the specifications given.

Date and signature

Please send the checklist to OPU-Sekretariatet, Bindslevs Plads 1, DK-8600 Silkeborg, piu@piu.dk

PLEASE FILL IN UPON COMPLETION OF THE EMPLOYMENT

At the end of the trainee's employment period, the trainee must present the checklist once more to the company for final confirmation.

It is hereby confirmed that the training has been provided in accordance with the specifications.

Date and company signature

Signature of trainee

Please hand over the checklist to the trainee.

Checklist Retail Sales Assistant

Introduction

The Danish Vocational Education and Training Programme (VET) in Denmark is part of the overall Danish youth education system, and aims at developing both the theoretical, practical and personal skills of young people. One of the main characteristics of the VET-programme is that it combines academic studies at school with practical training in a company. The practical training may take place wholly or partly in companies outside of Denmark (EU or EFTA countries).

Requirements

Salary - must be paid according to National law on the labour market for trainees.

Social security - the trainee must be covered according to National law on the labour market.

Vacation - approx. 20-25 days of vacation per employment year.

Training in Denmark - the trainee has to return to Denmark for short periods of theoretical instruction at the vocational college. During these periods, the trainee's salary will be covered from national sources in Denmark. Information about the precise dates for these college-based training periods can be obtained from the trainee or his or her vocational college.

When commencing employment the trainee must receive a brief introduction to the company about:

- Staff policies and rules, including company organisation
- Target groups, customers and competitors
- Information about products, suppliers and terms of sale
- The concept and the concept development of the shop
- The rules of the working environment
- Measures against shoplifting, including staff security
- Measures against work damages

The introduction enables the trainee to act in accordance with company practice.

The introduction is compulsory and you hereby confirm that the trainee has received or will receive the introduction.

Date:

Signature and company stamp:

Below you will find an overview of the possible work functions for the trainee. Please tick the work functions that the trainee will work with. Functions are divided into three levels:

Level 1: The trainee has been informed about the company's practice and is able to perform elements of the function under supervision.

Level 2: The trainee is able to perform the function routinely in collaboration with others.

Level 3: The trainee is able to perform the function unsupervised from start to finish and to pass on relevant information to others.

Please note, that you cannot tick the levels marked with grey.

Concept				
		1	2	3
These functions are compulsory, please tick the level that the trainee will achieve				
1	Assortment mix within selected product groups			
2	Knowledge of new trends			
These functions are optional				
3	Knowledge of the concept of the company			
4	Campaign plans			
5	Marketing and advertising			
6	Customer data base, assortment of goods, concept and concept development in the field of e-trade			
Sales				
		1	2	3
These functions are compulsory. Please tick the level that the trainee will achieve				
7	Customer care and service			
8	Handling of complaints			
9	Display and presentation of products			
10	Sales promotion			
11	After-sales service and warranties			
12	Terms and conditions of sale, including guarantees and warranties			
13	Optimizing sales and profit of the sales			
14	Signage practice			
These functions are optional				
15	Personal sales and interviewing techniques			
16	Pricing of products			
17	Telephone operation and assistance			
18	Layout of sales premises, including furniture, use of lighting, colours and materials			
19	Decoration of sales area, windows and forecourt			
20	Servicing e-trade customers			
21	Sales promotion in the field of e-trade			
22	Terms and conditions of sale and delivery in the field of e-trade			

Knowledge of the products

		1	2	3
These functions are compulsory. Please tick the level that the trainee will achieve				
23	Knowledge of the products, including instructions for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Description of the contents, product information, product origin and their impact on the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Assesment of stock on hand within selected product groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Handling of goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
These functions are optional				
27	Adjustment, fitting and repairing of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Craftsmanship in the making of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Selection of suppliers and supplier agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The shop

		1	2	3
These functions are compulsory. Please tick the level that the trainee will achieve				
30	Tidying and stocking shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Operation of checkout terminals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Tidying and cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Registration and reception of goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Ordering practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Handling of packing material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Internal information, communication and cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Sales data and sales statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Stocktaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Shrinkage analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
These functions are optional				
40	Cash statements and cash reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Optimizing the profit and reducing the costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Purchasing budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Logistics in relation to e-trade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Cash flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Stock control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	The IT system in the shop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>