Unit Title:	**Manage budgets for visual merchandising projects**
OCR unit number:	72
Sector unit number:	C.27
Level:	3
Credit value:	10
Guided learning hours:	46
Unit reference number:	T/503/5704

Unit purpose and aim

This unit assesses the occupational competence of visual merchandising specialists who are responsible for managing the budgets of visual merchandising projects.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand the importance of controlling expenditure on visual merchandising projects	1.1 explain the importance to the organisation of controlling expenditure on visual merchandising projects
2 Understand the concept of 'value for money' when managing visual merchandising projects	2.1 explain what 'value for money' means when managing visual merchandising projects 2.2 explain why 'value for money' does not just mean paying the lowest prices
3 Be able to agree costs with decision makers for visual merchandising projects	3.1 calculate estimates of the costs of proposed visual merchandising projects 3.2 prepare business cases for visual merchandising project budgets that show how value for money will be achieved 3.3 present budget proposals to decision makers in ways that attempt to persuade them to adopt the proposals 3.4 negotiate budgets with decision makers in ways that attempt to keep them committed to the project's aims
4 Be able to control costs for visual merchandising projects	4.1 explain to colleagues the cost limits they must work within on visual merchandising projects 4.2 maintain accurate records of project expenditure in line with organisational procedure 4.3 identify unacceptable discrepancies in project expenditure

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Learning Outcomes	Assessment Criteria
	4.4 take action to resolve any discrepancies in project expenditure when this falls within own authority 4.5 report unacceptable discrepancies in project costs to the designated person when resolving such discrepancies is not within own authority 4.6 identify areas where value for money could have been improved within budget limits for the project
5 Be able to keep colleagues informed on expenditure on visual merchandising projects	5.1 keep colleagues informed on expenditure on visual merchandising projects

Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

If the assessor is unable to make judgements about the specialist skills and knowledge covered by this unit, expert witness testimony must be sought from a person with suitable current experience, to confirm the candidate's competence.

The candidate may have undertaken formal visual merchandising training that may contribute to the evidence for this unit.

The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles'*. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

Guidance on assessment and evidence requirements

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

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National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.C337, SSR.C338

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✔	Representing	✔	Use ICT systems	✔
Reading	✔	Analysing	✔	Find and select information	✔
Writing	✔	Interpreting	✔	Develop, present and communicate information	✔

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .