VETASSESS

Information sheet

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
- Merchandise Buyer
- Merchandise Analyst

Occupations not considered under this ANZSCO code:

- Marketing Specialist
- Store Manager/Retail Manager
- Stock Manager
- Sales Support Workers
- Visual Merchandiser
- Buyers Assistant
- Product Developer/Designer
- Stock Allocator
- Merchandiser (employed by a supplier)

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 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	AQF	+		+	N/A	+	1 YEAR minimum	
2	AQF	+	No highly relevant major	+	AQF Minimum AQF Certificate IV level with highly relevant major	+	1 YEAR minimum	
3	AQF	+	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	3 YEARS minimum + 1 YEAR minimum Within last 5 years	+			With or without highly relevant major field of study	+	AQF	

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C** . Please note that in order to achieve a successful Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

For example, an applicant for the occupation Program or Project Administrator completed a non-relevant AQF Diploma qualification in April 2024 and later completed an AQF Certificate IV in Project Management in May 2026. The applicant commenced employment with the organisation in May 2024 and remains employed there.

Under Pathway 2, the applicant satisfies the minimum educational requirement for a Group C occupation through the AQF Diploma qualification. Accordingly, employment is counted from the completion date of the Diploma qualification, meaning employment from May 2024 onwards may be considered toward both the required Qualifying Period (QP) and any remaining eligible period for the points test.

As the later Certificate IV qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only one year of QP is required, and that employment may be counted from the post-Diploma period rather than from the Certificate IV qualification completion date.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher with or without a highly relevant major field of study to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Qualification

*This includes qualifications assessed at AQF Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

Highly relevant major fields of study include:

- Merchandise Planning
- Marketing
- Retail Management
- Business

Employment

Highly relevant tasks include, but are not limited to:

- Monitoring sales data and stock levels, and studying trade, suppliers, and market information to keep informed of changing market conditions.
- Negotiating cost price, product purchase, quantities, deliveries, promotion, trading terms and other supply arrangements with suppliers.
- Designing and implementing pricing, marketing, promotional and visual display strategies.
- Liaising with management on long-term product planning and sales promotions.
- Establishing merchandise financial plans according to seasonal, trend, event and budgetary requirements.
- Researching and predicting consumers trends and determining quantity, style and quality of goods to be purchased.
- Deciding on product types, quantities, timing and locations across the retailers' multi-channel distribution network.
- Deciding on the deletion and clearance strategies of excess or expired stock through discounting whilst maintaining Gross Profit targets.
- Involved with the setting and achieving of the financial revenue, stock investment and Gross Profit targets for the retailer.

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.