

Erasmus+

012 Training course for
the educational program

Worker
in wholesale trade



Erasmus+





Erasmus

This project is funded by
the European Union

C. Project of the educational program - modular - general characteristics

Name and address of the applicant

Newport Group, a.s., Lazaretská 23, 81109 Bratislava

1. Name of the educational program

Worker in wholesale trade

Module names and their range

Module: Wholesale enterprise	18 hours
Module: Wholesale operations	52 hours
Module: Evidence in wholesale trade	64 hours
Module: Inventory	42 hours
Module: Damage, liability for damages	24 hours

2. Characteristics of the modular education program

The module learning program is designed for people who are interested in acquiring professional knowledge and practical skills in wholesale trade. The education program is designed in a content, material and personal way so that the successful graduate of the education program acquires comprehensive knowledge and skills and can apply to the labour market.

3. Reasoning of the justness the modular structure

The modular structure of the training program is based on the need to divide content into five separately usable modules according to the needs of potential target groups. The education program is structured into a modular structure so that the learner can only select the modules which a worker needs in the wholesale trade for the profession. The complex knowledge and skills necessary for the performance of a wholesale trade worker's activity are obtained after completing all the modules.

C. Project of the educational program - modular - elaboration of module

Name and address of the applicant

Newport Group, a.s., Lazaretská 23, 81109 Bratislava

1. Name of the educational program

Worker in wholesale trade

Module name

Wholesale enterprise

2. Organizational form of education

Presence

3. Target group

Persons interested in gaining professional knowledge and practical skills in wholesale.

4. Required entrance education:

at least completed primary school

5. Graduate profile

The graduate of module recognizes the basic concepts of wholesale. Understands the importance and functionality of wholesale operations. It recognizes a wholesale segment based on a variety of criteria, and can identify work operations for each type of wholesale trade. Can carry out basic wholesale operations.

6. Methods

Lecture
Practical demonstrations
Professional practice at workplace of professional practice
Professional practice in wholesale enterprise
Individual and group work on project tasks

7. Range of module 18,00 hours

8. Module teaching scheme

Expert guarantor

Marián Pavlák

The name of the professional topic	Number of hours	Theory	Practice	Lecturers
Importance and function of wholesale	4	4	0	Pavlák M., Šimko L.
Classification of wholesale	14	6	8	Pavlák M., Šimko L.
Total	18			

9. Teaching schedule

Importance and function of wholesale

The importance of wholesale

Wholesale functions

Performance of the warehouse

Classification of wholesale

Classification from the point of view of the assortment.

Classification by forms of activity

- delivery wholesale
- line wholesale

- self-service wholesale (cash and carry)
- rack wholesale
- a mobile wholesaler
- sales warehouses

Classification in function of the supply system

- shopping warehouses
- distribution and sorting warehouses
- warehouses for seasonal and long-term storage

Classification of warehouses according to the service function

Classification by type of warehouse

PROFESSIONAL PRACTICE

Model situation training – Operations in wholesale: activities in individual forms of wholesale, wholesale supply systems, wholesale operating functions, wholesale warehouse types

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical realization of activities in particular forms of wholesale

Písomná skúška - test

Written examination – test

Requested success 60%

Practical exam – working-out project assignment: Report of professional experience in wholesale.

Requested success min. 70%.

11. Material and technical provision

Areas

The training program takes place in its own modern training areas with audiovisual equipment. Training facilities include workplaces, the professional equipment of which enables the participants in the training program to acquire practical skills from wholesale.

Technical equipment, teaching aids

Presentation equipment: projector, screen; PC classroom equipment; magnetic board, flipchart + fixes, blocks and stationery for participants.

Work equipment and tools: software, forms.

Study materials

Hudečková E., Goladnová S., Púčiková E., Rosnberg M., Štofilová J.: Obchodná prevádzka pre 1. ročník SOU, SPN

Goladnová S.: Obchodná prevádzka pre 1. ročných stredných odborných učilíšť, SPN

Golandová S.: Obchodná prevádzka pre 2. ročník stredných odborných učilíšť, SPN

C. Project of the educational program - modular - elaboration of module

Name and address of the applicant

Newport Group, a.s., Lazaretská 23, 81109 Bratislava

1. Name of the educational program

Worker in wholesale trade

Module name

Wholesale operations

2. Organizational form of education

Presence

3. Target group

Persons interested in gaining professional knowledge and practical skills in wholesale.

4. Required entrance education:

at least completed primary school

5. Graduate profile

The graduate of module recognizes the basic concepts of wholesale. He is able to perform operations related to the purchase, receipt, storage and dispatch of goods. He is able to use the machinery of wholesale trade. He knows how to perform basic operations with small and medium mechanization.

6. Methods

Lecture

Practical demonstrations

Professional practice at workplace of professional practice

Professional practice in wholesale enterprise

Individual and group work on project tasks

7. Range of module 52,00 hours

8. Module teaching scheme

Expert guarantor

Marián Pavlák

The name of the professional topic

	Number of hours	Theory	Practice	Lecturers
Wholesale operations	32	8	24	Pavlák M., Šimko L.
Mechanization in the wholesale trade	20	4	16	Pavlák M., Šimko L.
Total	52			

9. Teaching schedule

Wholesale operations

purchase of goods

- selection of assortment
- determination of quantity
- selection of suitable manufacturers / suppliers

- formulation of demand
- orders

Receipt of goods

- taking over the goods
- unloading of the goods

Storage of goods

- ways of storing goods
- care for the quality of goods

Expedition of goods

- expedition procedure
- delivery plans

PROFESSIONAL PRACTICE

Model situation training – Operations in wholesale: the purchase of goods, the receipt of goods, the storage of goods and the dispatch of goods

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: Practical training - purchase, receipt, storage and dispatch of goods in the wholesale

Mechanization in the wholesale trade

Classification of mechanization devices

- small mechanization (manual)
- medium mechanization
- great mechanization

System of the conveyor and conveyor lines

Pallet fork-lift trucks

Mechanization racks

Automated warehouse systems

PROFESSIONAL PRACTICE

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical training of basic operations with mechanical means in the operation of wholesale

Písomná skúška - test

Written examination – test

Requested success 60%

Practical exam - demonstration of knowledge, practical skills in work related to operations in the warehouse - purchase, receipt, storage and dispatching of goods in compliance with the principles of hygiene, Occupational Health and Safety and Fire protection.

Requested success min. 70%.

11. Material and technical provision

Areas

The training program takes place in its own modern training areas with audiovisual equipment. Training facilities include workplaces, the professional equipment of which enables the participants in the training program to acquire practical skills from wholesale.

Technical equipment, teaching aids

Presentation equipment: projector, screen; PC classroom equipment; magnetic board, flipchart + fixes, blocks and stationery for participants.

Work equipment and tools: software, forms.

Study materials

Hudečková E., Goladnová S., Púčiková E., Rosnberg M., Štofilová J.: Obchodná prevádzka pre 1. ročník SOU, SPN

Goladnová S.: Obchodná prevádzka pre 1. ročných stredných odborných učilíšť, SPN

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C. Project of the educational program - modular - elaboration of module

Name and address of the applicant

Newport Group, a.s., Lazaretská 23, 81109 Bratislava

1. Name of the educational program

Worker in wholesale trade

Module name

Evidence in wholesale trade

2. Organizational form of education

Presence

3. Target group

Persons interested in gaining professional knowledge and practical skills in wholesale.

4. Required entrance education:

at least completed primary school

5. Graduate profile

The graduate of module recognizes the importance and principles of evidence. He can keep inventory records, cash records. He will know the basics of other records.

6. Methods

Lecture

Practical demonstrations

Professional practice at workplace of professional practice

Professional practice in wholesale enterprise

Individual and group work on project tasks

7. Range of module 64,00 hours

8. Module teaching scheme

Expert guarantor

Marián Pavlák

The name of the professional topic	Number of hours	Theory	Practice	Lecturers
Importance and principles of recording	8	4	4	Pavlák M., Šimko L.
Registry of stocks	20	4	16	Pavlák M., Šimko L.
Registry of funds	24	8	16	Pavlák M., Šimko L.
Other records	12	4	8	Pavlák M., Šimko L.
Total	64			

9. Teaching schedule

Importance and principles of recording

Recording and keeping records

Papers of recording

- by content - internal and external
- by number of recorded operations - individual, collection

Basic principles for performing of records

PROFESSIONAL PRACTICE

Model situation training – Recording and performing of records

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: Practical training of basic activities in performing of records

Records of stocks

Recording of inventory of goods

Final size of stocks

Recording of packaging (returnable packaging)

Evidence of long-term tangible assets - property acquisition, property wear and disposal

PROFESSIONAL PRACTICE

Model situation training – Registry of stocks

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: Practical training of stock records

Record of funds

Money book

Basic revenue classification

- incomes for goods
- wage records
- records of attendance

Recording of accidents at work

- occupation accident

Other records

- goods in window
- health cards
- measuring instruments and scales with control records

- fire-fighting equipment and control records
- archive

PROFESSIONAL PRACTICE

Model situation training – Recording and performing of records: record of funds

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical training of cash registers

Other records

Evidence of employees

- personal records
- incomes for goods
- incomes for paid services
- other incomes

Basic classification of expenditure

- hand off incomes
- purchase of returnable packaging
- other expenditures

PROFESSIONAL PRACTICE

Model situation training – Recording and performing of records: record of funds

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical training of employees' records, occupation accident and other records in the wholesale

Písomná skúška - test

Written examination – test

Requested success 60%

Practical exam – demonstration of knowledge and practical skills in work related to recording in wholesale in compliance with the principles of hygiene and Occupational Health and Safety and Fire protection.

Requested success min. 70%.

11. Material and technical provision

Areas

The training program takes place in its own modern training areas with audiovisual equipment. Training facilities include workplaces, the professional equipment of which enables the participants in the training program to acquire practical skills from wholesale.

Technical equipment, teaching aids

Presentation equipment: projector, screen; PC classroom equipment; magnetic board, flipchart + fixes, blocks and stationery for participants.

Work equipment and tools: software, forms.

Study materials

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C. Project of the educational program - modular - elaboration of module

Name and address of the applicant

Newport Group, a.s., Lazaretská 23, 81109 Bratislava

1. Name of the educational program

Worker in wholesale trade

Module name

Inventory

2. Organizational form of education

Presence

3. Target group

Persons interested in gaining professional knowledge and practical skills in wholesale.

4. Required entrance education:

at least completed primary school

5. Graduate profile

The graduate of module knows key inventory skills. He knows procedures in inventory. He can determine the inventory result and process the results in the inventory.

6. Methods

Lecture

Practical demonstrations

Professional practice at workplace of professional practice

Professional practice in wholesale enterprise

Individual and group work on project tasks

7. Range of module 42,00 hours

8. Module teaching scheme**Expert guarantor**

Marián Pavlák

The name of the professional topic**Number of hours****Theory****Practice****Lecturers**

Inventory	8	4	4	Pavlák M., Šimko L.
Inventory procedures	24	4	20	Pavlák M., Šimko L.
Settlement of differences, errors in inventory process	10	4	6	Pavlák M., Šimko L.
Total	42			

9. Teaching schedule

Inventory

Concept and meaning of inventory

Types of inventory

- in terms of scope
- in terms of time

Inventory Commission

PROFESSIONAL PRACTICE

Model situation training – Inventory

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical inventory training

Inventory procedures

Checking the actual quantity of the goods and packaging at the warehouse / store

Comparison of actual status with accounting status and calculation of possible differences

Finding the causes of differences

Settlement of possible differences

PROFESSIONAL PRACTICE

Model situation training – Inventory

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical inventory training

Settlement of differences, errors in inventory process

The inventory commission procedure after inventory completion

Concepts: deficit, surplus, consistency

Uncaused differences

Contents of inventory listing

Common mistakes in inventory

PROFESSIONAL PRACTICE

Model situation training – Inventory

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: practical training of inventory procedure and settlement of inventory differences

Písomná skúška - test

Written examination – test

Requested success 60%

Practical exam – demonstration of knowledge and practical skills in work related to inventory in wholesale respecting the principles of hygiene, Occupational Health and Safety and Fire protection.

Requested success min. 70%.

11. Material and technical provision

Areas

The training program takes place in its own modern training areas with audiovisual equipment. Training facilities include workplaces, the professional equipment of which enables the participants in the training program to acquire practical skills from wholesale.

Technical equipment, teaching aids

Presentation equipment: projector, screen; PC classroom equipment; magnetic board, flipchart + fixes, blocks and stationery for participants.

Work equipment and tools: software, forms.

Study materials

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C. Project of the educational program - modular - elaboration of module**Name and address of the applicant**

Newport Group, a.s., Lazaretská 23, 81109 Bratislava

1. Name of the educational program

Worker in wholesale trade

Module name

Damage, liability for damages

2. Organizational form of education

Presence

3. Target group

Persons interested in gaining professional knowledge and practical skills in wholesale.

4. Required entrance education:

at least completed primary school

5. Graduate profile

The graduate of module knows expressions from field of damage and liability for damage. Understands individual terms. He can independently evaluate objective liability for damage. He knows to prevent the damage.

6. Methods

Lecture

Practical demonstrations

Professional practice at workplace of professional practice

Professional practice in wholesale enterprise

Individual and group work on project tasks

7. Range of module 24,00 hours

8. Module teaching scheme

Expert guarantor

Marián Pavlák

The name of the professional topic**Number of hours****Theory****Practice****Lecturers**

Damage, prevention of damage

12

4

8

Pavlák M., Šimko L.

Liability for damage

12

4

8

Pavlák M., Šimko L.

Total**42****9. Teaching schedule****Damage, prevention of damage**

The concept of damage in the wholesale trade

Causes of damage

Types of damage

Employers 'and employers' responsibilities to prevent damage

PROFESSIONAL PRACTICE

Model situation training – Damage, prevention of damage

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: prevention of damage in the performance of work in wholesale

Liability for damage

Objective responsibility

Compensation of damages

Material liability – Responsibility for the deficit in the values entrusted

Liability for loss of items

Liability for failure to fulfil obligations with the obligations to avoid damage

Liability of the businessman or organization for damage

Liability of the businessman or organization for damage to deferred belongings

Liability of the businessman or organization for avert damage

Liability of the businessman or organization for the damage caused by occupational accidents and occupational diseases

PROFESSIONAL PRACTICE

Model situation training – Liability for damage

Occupational Health and Safety and Fire protection

Execution of professional practice in wholesale: responsibility for damages in the course of work

Písomná skúška - test

Written examination – test

Requested success 60%

Practical exam – working-out project and defending the project: report of professional experience in wholesale

Requested success min. 70%.

11. Material and technical provision

Areas

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