NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

Transformation of Apprenticeship to NVQ - Establishment Assesment Guide

Requirement of Tools , Equipment and others for

SALES REPRESENTATIVE / ASSISTANT

Competency Standards Code : G52S001

Sourse : National Competency Standard

Name , Address of Estblishment & Contact Number	
Date of Assessment :	**District :**

NO	Tools,Equipments & Others	Requirment for the Units									Availability at Establishment (Yes/No)	Remarks
		1	2	3	4	5	6	7	8	9		
1	Binding wires			✓								
2	Calculator / palm top				✓	✓	✓	✓				
3	Colour cards	✓										
4	Communicating equipment		✓		✓		✓			✓		
5	Compliments		✓									
6	Computer and printer							✓				
7	Container / merchandizing box			✓								
8	Credit bills						✓					
9	Daily call sheets					✓						
10	Dealer cards		✓			✓	✓					
11	Delivery vehicles					✓	✓					
12	Dummies	✓										
13	Duster			✓								
14	Free issues of sales items		✓									
15	Glue / binder gum			✓								
16	Guideline books	✓										
17	Gum tape and cello tape			✓								
18	Gun taker			✓								
19	Hammer			✓								
20	Hand carts(trolley)					✓						
21	Invoice books / order books					✓						
22	Itinerary plans				✓							
23	Mobile phone								✓			
24	Nails			✓								
25	Organization brochures / organization prospectus		✓									
26	Organization paid stamps						✓					
27	Outstanding reports						✓					
28	Painting brush (6”)			✓								
29	Pair of scissors			✓								
30	Paper cutter			✓								

NO	Tools,Equipments & Others	Requirment for the Units									Availability at Establishment (Yes/No)	Remarks
		1	2	3	4	5	6	7	8	9		
31	Pliers			✓								
32	Point of sales materials (P.O.S.M.)	✓		✓								
33	Pouch / cash bags						✓					
34	Price lists	✓										
35	Product guarantee cards					✓			✓			
36	Product sample								✓			
37	Promotional materials					✓						
38	Receipt book						✓					
39	Sample box	✓										
40	Service contracts document								✓			
41	Stamps						✓					
42	Stationeries		✓		✓	✓	✓	✓	✓	✓		
43	Still camera			✓					✓			
44	Test certificates	✓										
45	Visiting cards		✓									

Selected Qualification (Package)		Units

forwarded by:	***Recommended by:***
Name of the Officer : ……	*Name of the Officer : ……*
Designation : ……	*Designation : ……*
Signature : ……	*Signature : ……*
Date : ……	*Date : ……*
Official Stamp : ……	*Official Stamp : ……*

Certified by:

Name of the Officer : …… *Designation : ……*

Signature : …… *Official Stamp : ……*

Date : ……