

# Mobility Units for Industrial Clerks

**VET Description: Industrial Clerk**

**Type of VE: Dual System**

**Country: Germany**

## Description

**The following micro units can be used within geographical mobilities to ensure the compliance with ECVET principles.**

**According to the duration of the work placement one or more micro units can be chosen.**


## Contact

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Name of the Unit:	<b>Prepare a supplier selection and order release for clients</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion, Procurement		EQF-level: 4	DQR-level: 4
Description of the Unit: Preparing enquiries, preparing a list of suppliers, sending enquiries to selected suppliers, analyzing bids and preparing tables for the comparison of bids			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe internal and external sources for supplier selections</li> <li>describe the legal meaning of bids and enquiries</li> <li>describe relevant elements of bids for economic appraisal</li> <li>determine relevant information for enquiries and bids</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>select suppliers for given products using internal and external sources</li> <li>request bids using the telephone or Outlook</li> <li>prepare tables including selected bids for comparison using Word</li> <li>compare offers based on quantitative calculations</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks self-consistently and efficiently</li> <li>present results to managers</li> </ul>	
Additional information: The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany. This task refers as well to the part "Procurement"			
Developed by: Berufliche Schule Schlankreie in cooperation with Unilever UK			




Name of the Unit:	<b>Develop time schedules for order releases</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Developing time schedules of orders depending on delivery dates tacking into account relevant data like delivery time, production time and product release			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe the relevant data for the development of time schedules</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>determine times of transportation based on different transportation routes</li> <li>determine production time based on given resources</li> <li>prepare Excel sheets for time schedules</li> <li>calculate dates for order release exactly</li> <li>present and explain Excel sheets to managers</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks self-consistently and efficiently</li> </ul>	
Additional information : The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany. Concerned is the part "Procurement" as well.			
Developed by: Berufsschule Schlankreye in cooperation with Unilever UK			




Name of the Unit:	<b>Develop concise information materials of given products for the marketing or other procurement offices abroad</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE) Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Collecting product data and pictures for an onepage presentation using Powerpoint.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe relevant details of product descriptions</li> <li>describe the handling of Powerpoint</li> <li>describe requirements of marketing presentations</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>select product descriptions and suitable pictures of given products for presentation purposes</li> <li>prepare tables with relevant product details using Excel</li> <li>develop onepage presentations for international use using Powerpoint</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks self-consistently and efficiently</li> </ul>	
Additional information : The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.			
Developed by: Berufsschule Schlankreya in cooperation with Unilever UK			




Name of the Unit:	<b>Request suggestions and information for possible promotion items</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Collecting data of given products for promotion activities, contacting other procurement and development departments abroad and asking for ideas and proposals for promotion activities, preparing presentations with the results for international use			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe given product portfolios</li> <li>identify responsible departments for international promotion activities</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>prepare plans for promotion activities</li> <li>collect data in contact with other procurement and development departments</li> <li>check ideas for promotion activities</li> <li>develop ideas for the promotion of given products</li> <li>prepare presentations for international use</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with clients and colleagues to get required information for the given task</li> <li>carry out given tasks self-consistently and efficiently</li> </ul>	
Additional information : Duration The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.			
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Name of the Unit:	<b>Prepare order details and carry out orders</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Preparing Excel sheets including all relevant details for a purchase decision. Carrying out orders using SAP.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe the purchase process including SAP requirements</li> <li>describe the handling of Excel</li> <li>describe the handling of SAP module for order releases</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>request purchase order numbers according to SAP requirements</li> <li>collect data and prepare sheets with relevant information</li> <li>allocate the results to responsible departments</li> <li>carry out orders for given products using SAP</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks self-consistently and efficiently</li> </ul>	
Additional information : The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) and Procurement for Industrial Clerk in Germany.			
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Name of the Unit:	<b>Compare and check product samples of selected suppliers</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Taking pictures of the received samples. Measuring and comparing the samples. Preparing checklists including information of aberration and failures.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe the requirements concerning the product quality</li> <li>describe the process of evaluation of samples and feedback to suppliers</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>check samples concerning given criteria</li> <li>prepare information materials including pictures, product details and checklists for suppliers</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks self-consistently and efficiently</li> </ul>	
Additional information: The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) and Procurement for Industrial Clerk in Germany.			
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Name of the Unit:	<b>Carry out competitive analyses</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Planning the steps for competitive analyses. Preparing standards for the analyses of given products. Preparing sheets for the competition analyses. Searching comparable products on the internet. Carrying out comparisons of selected products based on calculated key data.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
<ul style="list-style-type: none"> <li>• He/she is able to:</li> <li>• describe a given product portfolio as basis for competitive analyses</li> <li>• describe criteria for competitive analyses</li> <li>• describe research processes for competitive analyses</li> <li>•</li> </ul>	<p>He/she is able to:</p> <ul style="list-style-type: none"> <li>• prepare Excel &amp; Power Point sheets for competition analyses</li> <li>• investigate competitor products on the internet</li> <li>• calculate key data for competition analyses</li> <li>• present the results of competition analyses</li> </ul>	<p>He/she is able to:</p> <ul style="list-style-type: none"> <li>• communicate adequately with managers and colleagues to get required information for the given task</li> <li>• carry out given tasks independently and efficiently</li> </ul>	
<p>Additional information :</p> <p>The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.</p>			
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Name of the Unit:	<b>Assisting with management of a packaging relaunch</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Managing the process of packaging relaunches. Checking the layout proposal for new packages using specific design software. Checking in detail product data, quality of the packaging layout and completeness of the packaging data. Checking the feedback of all involved parties to keep relaunch on time.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe the process of packaging relaunches</li> <li>describe the handling of a given design software</li> <li>explain the role of the involved parties</li> <li>describe important criteria for checking a packaging layout</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>compile relevant information from responsible departments</li> <li>check packaging layouts according to given product data using design software</li> <li>coordinate the design matching using a specific software</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks independently and efficiently</li> </ul>	
Additional information : The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.			
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Name of the Unit:	<b>Carry out product testings</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE) Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Preparing selected products for a scheduled testing session. Preparing the agenda and questionnaires for the testing. Testing products. Discussing changes based on the testing results. Writing a improvement proposal based on testing results.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe the process of product testings</li> <li>describe criteria for product testing</li> <li>describe product attributes</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>prepare testing sessions according to an agreed agenda</li> <li>prepare products for testing</li> <li>prepare questionnaires using Excel</li> <li>advice test persons regarding product attributes</li> <li>collect and valuate data</li> <li>develop improvement proposals of the testing results</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>support persons during testing sessions</li> <li>carry out given tasks independently and efficiently</li> </ul>	
Additional information : The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.			
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Name of the Unit:	<b>Assist the process of developing new communication strategies</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE)</b> <b>Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Preparing current sales messages of selected products. Supporting meetings for the development of new communication strategies.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>• explain the background of communication and advertising messages</li> <li>• describe relevant target groups for given products</li> <li>• describe strategic aims</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>• compile information about communication and advertising messages for given products</li> <li>• prepare overviews of current communication and advertising messages</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>• contribute to discussions with own ideas</li> <li>• communicate very effectively with managers and colleagues</li> <li>• organize his/her work efficiently</li> </ul>	
Additional information: The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.			
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Name of the Unit:	<b>Prepare basic data for packaging relaunches</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE) Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: Analyzing the requirements for the improvement of packaging layouts. Collecting data of products selected for packaging relaunches. Preparing documents including product pictures, descriptions concerning the way of preparation and advance notices. Providing documents to responsible departments.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>describe quality characteristics of products and packaging layouts</li> <li>describe the handling of Excel</li> <li>describe the handling of scanner</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>compile relevant information packaging layouts</li> <li>prepare documents including pictures, product data, tips of ways of preparation and advance notices for packaging relaunches</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>communicate adequately with managers and colleagues to get required information for the given task</li> <li>carry out given tasks independently and efficiently</li> </ul>	
Additional information : The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerk in Germany.			
Developed by: Berufsschule Schlankreya in cooperation with Unilever			



Name of the Unit:	<b>Managing a continuous improvement process for sales promotion</b>		
Reference to the qualification:	<b>Industriekaufmann/-frau (DE) Industrial Clerk</b>		
Area of work tasks: Marketing/ Business Processes and Markets / Sales promotion		EQF-level: 4	DQR-level: 4
Description of the Unit: He/she is able to analyze the current sales promotion process, to organize the communication, to analyze the feedback and moderate problem solving meetings. He/she is able to document and disseminate the results and to implement it in the sales promotion department.			
<b>Knowledge</b>	<b>Skills</b>	<b>Competence</b>	
He/she is able to: <ul style="list-style-type: none"> <li>to describe the structure of retail services</li> <li>to explain given processes of sales promotion at the POS</li> <li>to describe moderation techniques for meetings</li> <li>to explain the handling of online platforms, Powerpoint, Word and Excel</li> <li>to describe the structure of reports</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>to organize communication processes</li> <li>to analyze complex processes</li> <li>to present processes and targets for optimization for colleagues</li> <li>to collect and analyze statistic data</li> <li>to analyze critical points of processes</li> <li>to facilitate meetings concerning process optimization</li> <li>to write reports</li> </ul>	He/she is able to: <ul style="list-style-type: none"> <li>organize a continuous improvement process for sales promotion based on information from responsible colleagues</li> <li>present a promotion process and the instruments for controlling the process and performance of supermarkets effectively</li> <li>moderate meetings to find solutions for improvement activities. He</li> <li>work motivated and creative with colleagues and managers</li> </ul>	
Additional information : This Unit was developed for a (140 h) 3 weeks mobility. The Unit refers to the General Training Plan (Business Processes and Markets) and the Learning Field (Marketing) for Industrial Clerks in Germany. Tasks to be carried out during the mobility phase: The task starts with an analysis of the current sales promotion process. Meetings are to be prepared. The responsible teams have to be informed about the feedback and improvement process as well as about the targets. After that all team members can try out the instruments for the store check. The communication has to be organized and the feedback analyzed. Within further meetings problem solving has to be moderated. Finally reports have to be written and spread to all team members as help for optimal store checks. The whole process has to be documented and implemented in the sales promotion department.			
Developed by: Berufsschule Schlankreye in cooperation with Unilever UK			