

YISHUN SECONDARY SCHOOL
RETAIL OPERATIONS SOW SUMMARY
SECONDARY 3 NORMAL TECHNICAL 2022

Retail Operations (RO) Curriculum			
<p>The primary aim of RO is to: Develop in students the basic functional skills and knowledge in a variety of retail store scenarios. Students will learn how to perform point-of-sale operations, handle sales activities, perform stock control operations, handle merchandise display, and apply good housekeeping practices. Develop students' good working attitudes and safe working habits.</p>			
Term 1	Unit	Lesson objectives	Learning outcome & Assessment
Week 1	Setting class rules & routines, admin		Weighted Assessment
Week 2 [Unit 1.1]	1.1.1 1.1.2	Describe the retailing process Types of Retail Stores	
Week 3	1.1.3	Demonstrate grouping of merchandise	
Week 4 [Unit 1.2]	1.2.1 1.2.2 1.2.3 1.2.4 & 5	Importance of good housekeeping Housekeeping activities Areas to perform housekeeping activities Cleaning tools	
Week 5 – 6 [Unit 1.3]	1.3.1 1.3.2 1.3.3 1.3.4 & 1.3.5	Channels of distribution Important documents – PO, DO, Invoice Check merchandise received Reasons for rejecting merchandise Procedure for handling goods returned to supplier	
Week 7	1.3.6 & 1.3.7	Importance of proper handling of merchandise & guidelines for handling	
Week 8	1.3.8	Packing merchandise	
	1.3.9	Storing merchandise	
Week 9 [Unit 1.4]	1.4.1 1.4.2 1.4.3 1.4.4	Tagging merchandise Importance of tagging merchandise Guidelines for price tagging General information on price tags Types of common price tags	
Week 10	1.4.5 1.4.6	Factors to consider when selecting price tags Steps involved in performing price tagging	
March Holiday Assignment			
Term 2	Unit	Lesson objectives	Learning outcome & Assessment
Week 1& 2 [Unit 1.5]	1.5.1 1.5.2 1.5.3	Inventory control Stock check & stock-take Purpose of stock check & stock-take	Weighted Assessment

	1.5.4 1.5.5 1.5.6	Usefulness of stock record card When stock record cards are updated Update stock record card	
Week 3 & 4	1.5.7 1.5.8 1.5.9	Handling stock replenishment Importance of prompt replenishment of stock Check shelves to determine type & quantity of stock to replenish Remove expired or damaged stock	
Week 5	Practice for Practical Paper 2 [Focus on Station 1 & 2] Practice papers - theory		
Week 6 to 7	Practice for Practical Paper 2 [Focus on Station 1 & 2] Practice papers – theory WA2 (Week 6-7) Unit 1.1 to Unit 1.5		
Week 8 to 10	Practice for Practical Paper 2 [Focus on Station 1 to 3] Revision for WA / Other School papers		
June Holiday Assignment			
Term 3	Unit	Lesson objectives	Learning outcome & Assessment
Week 1 to 2	Practical in RO room/Theory revision		Practical Practice
Week 3 to 4			
Week 5 to 6			
Week 7 to 8	Practical/ Theory/ Research		
Week 9 to 10			
September Holiday Assignment			
Term 4	Unit	Lesson objectives	Learning outcome & Assessment
Week 1	Revision for Paper 3		EOY
Week 2			
Week 3 - 4			
Week 5 - 7			
	EOY		