

RETAIL SKILLS LEVEL 3

Factsheet



These qualifications allow candidates to learn, develop and practise the skills required for career progression in retail as a sales professional or manager.

Entry Requirements

There are no mandatory entry requirements for this apprenticeship. The qualification are for those who want to develop their skills further, perhaps to move in to a management role.

Description

An apprenticeship is a framework of qualifications which may include:

- Level 3 diploma in retail skills (sales professional/management)
- Functional skills in maths and English at level 2
- Level 3 certificate in retail knowledge

Guided learning hours

Level 3 diploma in retail skills - 181-241 hours (approx.).
Functional skills in maths and English at level 2 - 90 hours (approx.).
Level 3 certificate in retail knowledge – 106 hours (approx.).
Examples of this are on-the-job work experience, 1-2-1 learning and group teaching.

Duration

12 months

Mandatory units

- Work effectively and support others in a retail organisation

Examples of optional units

- Keep stock on sale at required levels in retail environment
- Display stock to promote sales to customers in a retail environment
- Help customers to choose products in a retail environment
- Process payment for purchases in a retail environment
- Give customers a positive impression of yourself and your organisation
- Protect own and other's health and safety when working in a retail environment

Methods of recording study

Your qualification will be completed via paper based portfolio with interactive learning.

Diploma

The apprenticeship requires the development of underpinning knowledge (theory) and observations in the workplace to demonstrate competence. You will complete the mandatory units (10 credits) and a selection of optional units to achieve the minimum 43 credit requirements.

Follow on courses

Level 4 higher level apprenticeship in management.

Further information

If you would like advice on other work-based learning programmes, methods of delivery and eligibility for funding please contact one of our team on:

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