

# Advanced Apprenticeship in Retail



ENTRY LEVEL: 3

DURATION: APPROX. 6 - 12 MONTHS

building better lives



## Introduction

This is a practical work based course that will provide development and qualifications related to your job role.

## This course is ideal for...

Anyone currently employed in a retail environment with a responsibility for either Management, Sales or Visual Merchandising.

## Course outline

- Level 3 Diploma in Retail (either Sales Professional, Management or Visual Merchandising)
  - Level 3 Certificate in Retail knowledge
  - Level 2 Key skills\* in Application of Number
  - Level 2 Key Skills\* in Communication
- or
- Functional Skills\* Level 2 in Maths & English

## How will I learn?

You'll learn through your day to day work and on-the- job training. You will be assessed on your ability to carry out your responsibilities at work. You will receive flexible, one-one support to make sure you are enjoying your training and reaching your targets.

## What skills and knowledge will I develop?

- Communication
- Practical skills in the retail area you choose
- Knowledge and understanding of systems, procedures, customer care and legislation
- Improved literacy skills
- Improved numeracy skills

## How will I be assessed?

1. Observation of your performance in the workplace supported by discussions and questioning.
2. Online assessments and exams (technical certificate, key skills and/or functional skills).
3. A portfolio of evidence which could be either paper-based or electronic.

## Why choose this course?

This flexible course is tailored to your individual needs. It allows you to develop your competence, confidence and self-esteem. You will also improve your knowledge and understanding of your job role and build sound foundations for a successful career.

You will gain a relevant nationally recognised qualification.

## Will I need any special equipment?

No, your assessor has a digital recorder and laptop which will be used to record assessments.

If an electronic portfolio is chosen access to a computer and the internet will be required.

## How do I apply?

For more information about courses please contact Linda on 01484 434800

or visit [www.cmsvoc.co.uk](http://www.cmsvoc.co.uk) or email [linda@cmsvoc.co.uk](mailto:linda@cmsvoc.co.uk)

\* you can choose between key skills or functional skills