



## Advanced Apprenticeship in Retail Skills

### INTRODUCTION

This qualification will allow candidates to apply knowledge, understanding and skills to a national occupational level required by employers, thus proving competency in their job role.

This qualification has been designed for department, section and team leaders, specialist sales advisors, owners/managers. With this in mind the qualification offers 3 pathways for the candidate: Sales Professional, Management or Visual Merchandising.

Learners must complete 6 units to gain the full qualification, which will be endorsed, related to the pathway chosen. There is one mandatory unit covering behaviours, working effectively in your retail organisation, plus 5 optional units covering areas of management, stock management, product expertise, sourcing, merchandising, management and leadership, finance and administration, developing people, customer service, organisational effectiveness, visual merchandising and product expertise. A maximum of one unit can be taken from Level 2 to form part of this qualification.

Progression can be made from this qualification to a Higher Level qualification in Retail; alternatively it could lead to promotion within the Industry sector.

### WHAT WILL I DO

In addition to the above you will be expected to complete a Certificate in Retail Knowledge 3 (technical certificate) and functional skills at level 2 or higher.

Functional Skills are practical skills in English, Mathematics and ICT that enables everyone to work confidently, effectively and independently in life and at work.

A Functional Skill qualification in English @ Level 2 will show that you are competent in writing documents on complex subjects, making presentations, reading and summarising information as well as spelling, punctuation and grammar, in Mathematics @ Level 1 will show you can understand practical problems, select & apply maths in an organised way and use checking procedures, in ICT @ Level 1 or 2 will prove you can use ICT systems, find & select information, develop, present & communicate information.

Functional Skills have been produced as a response to calls from employers for more people to have these skills and they therefore form an integral part of an apprenticeship framework. They are the key to success that will open doors to learning and work.

Delivery of Functional Skills within the framework can happen in two ways:

- a) an apprentice attends day release, their functional skills will be delivered at college on that day.



b) an apprentice does not attend college for their main qualification, they will need to attend college for a block week for each Functional Skill required for their framework. Dates of these block weeks will be discussed with the apprentice and their employer at sign up and they will be booked in advance.

## HOW LONG WILL IT TAKE

This programme is delivered via worked-based assessments for approximately 18 months. This is a roll on/off course so therefore candidates will be able to start the course at any time throughout the year.

## ENTRY QUALIFICATIONS

Entry to the course will be considered in relation to the candidate's previous knowledge and experience. Also GCSEs at grade D or above in English and Maths or equivalent qualifications are required, as well as a good reference and good communication skills.

Retail Advanced Apprentices must be employed for a minimum of 30 hours a week (including day release) at a workplace which has to be approved for Health and Safety purposes by the Apprenticeship Team. Employers must be willing to sign up to the training agreement and have to be prepared for the Training Adviser to visit the workplace every 8-12 weeks for training reviews and regular Health and Safety checks.

## WHERE COULD IT LEAD

There are many different career opportunities to progress to within the retail sector. Successful completion of this Apprenticeship could enhance progression within the company and employment opportunities. Retail skills are crucial to business success, qualified staff will add to that success.

## FEES

Employers may have to pay a contribution for those over the age of 19. For more information please enquire within the Apprenticeship Team.

## ADDITIONAL COSTS

For all Apprenticeships the Learner is required to be paid at least the Apprenticeship minimum wage (Currently £2.50 per hour).

## HOW TO APPLY

**You can apply for this course using an application form from WBL Tel: 01205 365701 or download from [www.boston.ac.uk](http://www.boston.ac.uk).**

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.



ARE YOU OUR NEXT APPRENTICE? - EARN WHILE YOU LEARN

