

# Retail

The National Skills Academy  
**RETAIL**



## Relevant training is crucial if you wish to enjoy a long and successful career in retail.

A founder member of the National Skills Academy for Retail, Leicester College has a proven track record in providing training which allows employees to excel in their chosen career.

Training is delivered by industry experienced staff at our Retail Skills Centre in the heart of Leicester city centre, a centre which is instrumental in improving the workforce of the region.

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### Joel Acheampong, BTEC First Diploma in Retail



Joel has always considered himself to be a business minded person and also enjoys meeting and communicating with new people. So when he left school, he enrolled on the BTEC First Diploma in Retail. He wants to finish college, go to university and own barber shops around the world.

Joel said: "This course has enabled me to develop my communication, customer service and visual merchandising skills. It is a good college, with great tutors who really help you."



### BTEC First Diploma/Certificate: Business (Retail Pathway)

**Location:** Retail Skills Centre  
**Course Code:** A8212  
**Course Length:** One Year  
**Qualification Level:** 2

#### What's it all about?

This course is designed to equip you with the skills and knowledge required to work in a very competitive, fast moving and exciting industry.

#### What does it involve?

The course is made up of four mandatory units which develop your core business skills and knowledge. The remaining units to complete the qualification are specialist, and focus entirely on the Retail sector. The First Diploma is equivalent to four GCSEs grades A\* to C. The Certificate at level 2 is equivalent to two GCSEs grades A\* to C.

Through a range of learning activities and visits to retail organisations and events, you will also enhance your interpersonal skills and personal attributes which are essential for the world of Retail.

#### Are there exams?

No, assessment is continuous.

#### What entry qualifications do I need?

Four GCSEs at grade D, or a level 1 vocational qualification plus GCSE English at Grade D/E.

#### What can I do afterwards?

You can progress on to the BTEC Diploma in Business (Retail Pathway) at level 3, or complete an Apprenticeship in Retail Skills, or an alternative work-based qualification once you are employed. There are a wide range of career options available to you within the Retail sector. There may be the opportunity for you to meet with an employer from the Retail sector to discuss your personal career.

#### What days and times will I be in College?

This course is delivered by the Retail Skills Centre at Leicester College which is a member of the National Skills Academy for Retail. You will study 16 hours a week over four days.

#### Are there any other things I need to know?

There will be a number of opportunities to visit retail organisations and events throughout the course. You will need to be IT literate.

### BTEC Level 3 Diploma: Business (Retail Pathway)

**Location:** Retail Skills Centre  
**Course Code:** A8213  
**Course Length:** Two Years  
**Qualification Level:** 3

#### What's it all about?

This course is equivalent to two A levels, and is ideal for those looking to progress to Higher Education or further training within the retail sector.

#### What does it involve?

The course is made up of four mandatory units which develop your core business skills and knowledge. The remaining units required to complete the qualification are specialist, and focus entirely upon the Retail sector ensuring that you gain a wider understanding of the world of Retail.

This course is designed to advance your skills and knowledge enhancing your career prospects within the Retail sector. Through a range of learning activities and visits to retail organisations and events, you will also enhance your interpersonal skills, and develop your study skills to allow for progression to University or Higher Education courses.

#### Are there exams?

No, assessment is continuous.

#### What entry qualifications do I need?

Five GCSEs at grade C or above including English.

#### What can I do afterwards?

Upon completion, you will be able to progress to further training once you have gained employment, including an Advanced Apprenticeship in Retail Skills. There are a range of careers within the retail sector which will be open to you once you have completed your studies, including trainee retail manager, supervisor, visual merchandiser or human resources.

#### What days and times will I be in College?

This course is delivered by the Retail Skills Centre at Leicester College which is a member of the National Skills Academy for Retail. You will study 16 hours a week over four days.

#### Are there any other things I need to know?

There will be a number of opportunities to visit retail organisations and events throughout the course. You will need to be IT literate.





## Apprenticeship: Retail Skills

**Location:** Workplace  
**Course Code:** A8051  
**Course Length:** One Year  
**Qualification Level:** 2

### What's it all about?

This course is work based and allows you to complement the skills and knowledge learned, developed and used within the workplace with a recognised qualification.

### What does it involve?

The programme combines competence-based and knowledge-based qualifications and is delivered in the workplace. It comprises the following elements:

- Retail Skills level 2 (Certificate or Diploma)
- Certificate in Retail Knowledge level 2
- English and maths level 1 – exemptions may apply for this element.

Those undertaking the Apprenticeship will gain either the Certificate or Diploma in Retail Skills level 2 depending upon the number of credits accumulated from the units chosen.

### Are there exams?

Assessment is continuous and some multiple choice tests are included.

### What entry qualifications do I need?

You must be employed to complete this qualification.

### What can I do afterwards?

The Apprenticeship programme is suitable for all retail operational staff, sales professionals, visual merchandisers, specialist or first line managers, and is an ideal course for those who are starting a career within the Retail sector.

### What days and times will I be in College?

All of our Apprenticeships are delivered in the workplace. The usual duration of the training is nine to twelve months.

### Are there any other things I need to know?

This course is delivered by the Retail Skills Centre at Leicester College which is a member of the National Skills Academy for Retail.

## Apprenticeship: Warehousing and Storage

**Location:** Workplace  
**Course Code:** A8056  
**Course Length:** One Year  
**Qualification Level:** 2

### What's it all about?

This course is work based and allows you to complement the skills and knowledge learned, developed and used within the workplace with a recognised qualification. It would suit Warehouse Operatives within the supply chain operation and is specifically designed for those who are involved in the movement and storage of goods.

### What does it involve?

The programme combines a competence-based and knowledge-based qualifications which are delivered in the workplace. It comprises the following elements:

- Warehousing and Storage NVQ level 2
- Certificate in Warehousing and Storage Principles level 2
- English and maths level 1 – exemptions may apply for this element.

Those undertaking the Apprenticeship will complete all elements of the programme as outlined above and will study employment rights and responsibilities.

### Are there exams?

Assessment is continuous and some multiple choice tests are included.

### What entry qualifications do I need?

You must be employed to complete this qualification.

### What can I do afterwards?

Those who complete the Apprenticeship can progress on to any related higher level qualification through Leicester College. Career progression can be enhanced through the completion of this training programme.

### What days and times will I be in College?

All of our Apprenticeships are delivered in the workplace. The usual duration of the training is nine to twelve months.

### Are there any other things I need to know?

This course is delivered by the Retail Skills Centre at Leicester College which is a member of the National Skills Academy for Retail.



## Advanced Apprenticeship: Retail Skills

**Location:** Workplace  
**Course Code:** A8052  
**Course Length:** One/Two Years  
**Qualification Level:** 3

### What's it all about?

This course is work based and allows you to complement the skills and knowledge learned, developed and used within the workplace with a recognised qualification.

### What does it involve?

The programme combines competence-based and knowledge-based qualifications and is delivered in the workplace. It comprises the following elements:

- Retail Skills level 3 Diploma
- Certificate in Retail Knowledge level 3
- English and maths level 1 – exemptions may apply for this element.

The competence-based element of the programme requires a number of units be completed, each attracting a designated number of credits. The units chosen are tailored for a variety of job roles such as senior sales assistant, manager or visual merchandiser.

### Are there exams?

Assessment is continuous and some multiple choice tests are included.

### What entry qualifications do I need?

You must be employed to complete this qualification. The Advanced Apprenticeship programme is suitable for senior sales assistants, visual merchandisers or those in a supervisory or management position with the store.

### What can I do afterwards?

You can progress on to a range of higher level qualifications available through Leicester College. Career progression within the retail sector can be enhanced through the completion of this training.

### What days and times will I be in College?

All of our Apprenticeships are delivered in the workplace. The usual duration of the training is twelve to eighteen months.

### Are there any other things I need to know?

This course is delivered by the Retail Skills Centre at Leicester College which is a member of the National Skills Academy for Retail.

**Bursary funding**  
**Need financial help to attend College?**  
Find out about bursary funding for 16 to 19 year olds on page 188.

**Travel**  
**How will you be travelling to College?**  
Find out about subsidised bus passes on page 7.