

# Course Specification

## Retail Programme

### NVQ Level 3

#### Entry Requirements

No formal qualifications are required although individuals must be employed in a retail role. Individuals should demonstrate a committed and enthusiastic approach and be sufficiently motivated to achieve the qualification.

#### Awarding Body

The awarding body is City & Guilds: All City & Guilds qualifications are designed to recognise skills used in the workplace.

#### Programme Content

Retail NVQ Level 3 is made up of 1 mandatory unit plus 5 optional units.

#### Duration and Format

This is a 36-week development programme. Individuals will be expected to fully participate in all sessions and will have access to learning centre facilities and supporting workshops within the programme.

#### Mandatory Units:

Unit 301 Work effectively in your retail organisation

#### Optional Units:

A wide variety of optional units to select from covering all aspects of retail.

#### About the Qualification

Retail NVQ Level 3 is a nationally recognised competence based qualification demonstrating that you have achieved a certain level of skill and competence in retail.

It is aimed at Professionals in this field who want to be assessed on performance in the workplace as an alternative to courses and examinations.

National Vocational Qualifications are designed to meet the standards set by industry in particular occupational areas. They are designed to cover various aspects of a job or area of work, assessing the skills actually used in the workplace.

#### Assessment Guidelines

Individuals will be assessed by observation in the workplace and by completion of a portfolio of evidence. Candidates will normally be expected to complete within 12-16 months of registration.