

ENTRY LEVEL 3 INTRODUCTION IN RETAIL SKILLS (7519) **CENTRES' INFORMATION**



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Working in a retail environment is as challenging as it is rewarding. The City & Guilds Introduction in Retail Skills is a short qualification which offers learners a background into the retail industry. It provides learners with an introduction to handling stock, looking after customers, discovering the retail workplace and keeping the workplace clean and tidy.

The qualification is ideal for learners who are thinking about entering the retail industry for work and suitable for pre-16 learners.

QUALIFICATION STRUCTURE

There are no formal entry requirements for this qualification. Learners must complete 3 of the 4 units to achieve the full qualification. The units are:

- **Discovering the retail workplace**
- **Introduction to handling stock in a retail environment**
- **Introduction to keeping the work area clean, tidy and safe in a retail environment**
- **Introduction to looking after customers in a retail environment.**

The recommended guided learning hours (GLHs) are 90 hours.

HOW IS THE QUALIFICATION DELIVERED AND ASSESSED?

Learners must be taught in a classroom environment and are assessed through a set of assignments.

PROGRESSION

On completion of this qualification learners will be able to progress to the:

- **Level 1 in Retail Skills (7536)**
- **Level 1 in Retail Knowledge (1013) available Jan 2010**
- **Level 2 in Retail Knowledge (1013).**

Alternatively learners could also progress to the:

- **Awards and Certificates in Introduction to the Hospitality Industry (7107).**
- **Introductory Award/Diploma in Travel and Tourism (4871).**

IS FUNDING AVAILABLE?

The qualification is eligible for funding under the Foundation Learning funding system. For further details please visit <http://www.qcda.gov.uk/8153.aspx>.

APPROVAL ARRANGEMENTS

Fast track approval is available if you are currently delivering the following qualifications:

- N/SVQ in Retail (1008)
- Certificate in Retail (1007)
- Retail Operations (7536)
- Certificate in Retailing (1013).

If you are a new or existing but are not delivering these qualifications, then you will have to go through the standard Qualification Approval process. For further details please contact your local City & Guilds office or visit www.cityandguilds.com.

WHAT'S THE NEXT STEP?

You can find out more by contacting your local City & Guilds office. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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IF YOU'RE ASKED FOR A QUALIFICATION NUMBER, PLEASE QUOTE 7519

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