

August 2014

## City & Guilds

600/0930/5 Level 2 NVQ Certificate in Sales

### OVERVIEW

- What does this qualification cover?

This qualification covers the skills and knowledge needed for a successful career in a competitive sales environment.

The following areas that can be covered within this qualification:

- Time planning in sales
- Legal and regulatory requirements
- Delivering customer service
- Participate in meetings
- Manage personal development
- Processing sales orders
- Using digital sales channels

All learners will cover the mandatory core units and then a choice of optional units.

This is a Framework qualification.

Who could take this qualification?

Level 2 will suit you if you are moving up the career ladder or looking to develop some specialist skills such as understanding buyer behaviour or face-to-face selling.

This qualification is suitable for anyone from 16 years old or over.

### WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Insurance Business Development Manager
- IT Technical Sales Specialist
- Retail Assistant
- Sales Manager
- Sales Representative
- Travel Agent

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The learner could progress onto other qualifications such as:

Level 3 NVQ Certificate/Diploma in Sales  
Level 3 Certificate in Principles of Sales  
Level 2/3 NVQ Certificate/Diploma in Marketing  
Level 2/3 Certificate in Principles of Marketing  
Level 2/3 Diploma in Business Administration  
Level 2/3 Diploma in Customer Service

#### WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by:

IMRG (Interactive Media in Retail Group)