

Purpose Statement

Open Awards Level 1 Award and Certificate in Retail Knowledge (RQF)

The primary purpose of this qualification is to recognise is to support you to progress to the next level of learning and/or develop knowledge and skills in a subject area. These qualifications are designed to enrich your work skills by providing some of the underpinning knowledge and understanding of the National Occupational Standards for the sector. The qualifications also provide you with an opportunity to develop and demonstrate personal qualities and skills which are essential to successful employment within the sector.

Who is it for?

This qualification is if you are interested in working in the retail sector and who do not already have a formal qualification in this area.

What does this qualification cover?

To achieve the Award, you will need to complete 7 credits and commit to approximately 70 hours of learning. To achieve the Certificate, you will need to complete 13 credits and commit to approximately 130 hour of learning.

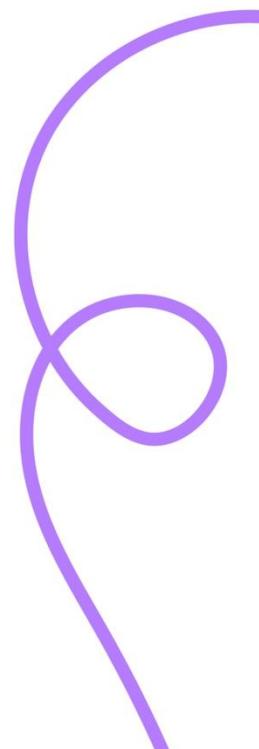
Both qualifications are made up of a range of units from Unit Group A. These units focus on the underpinning knowledge required for a role in the retail sector, including:

- Understanding Customer Service in the Retail Sector
- Understanding the Retail Selling Process
- Understanding the Control, Handling and Replenishment of Stock in a Retail Business

For the Certificate you will be required to complete an additional 2 credits from Optional Unit Group B, including:

- Understanding Retail Consumer Law
- Planning an Enterprise Activity
- Being Responsible for Other People's Money

Units within Optional Unit Group B contain a mix of knowledge-based learning outcomes and practical learning outcomes.



What are the entry requirements?

This qualification is appropriate for those aged 11+. There are no specific prior achievements, and it may be studied alongside other vocational qualifications. As this a knowledge-based qualification, there is an expectation for you to produce some written evidence for your portfolio. It is recommended that you are working at a minimum of Entry Level 3 for written English or working towards this. There may be exceptions to this requirement, and you should discuss any support needs with your tutor/teacher.

What are the assessment methods?

You will be required to produce a portfolio of evidence to demonstrate the required knowledge, skills and understanding of the assessment criteria and that it is your own work. Evidence, within your portfolio of assessment, may include:

- Assignments or projects
- Professional discussion
- Written answers
- Observation of performance

What are the progression opportunities?

The achievement of the qualification will prepare you for progression to the next level of learning in Retail. Examples of this include, but are not exclusive to:

- Level 2 Certificate in Retail Knowledge
- Level 2 Award/Certificate/Diploma in Skills for Further Learning and Employment

At the same time, a level 1 qualification can be your passport to other types of learning, for example:

- An Apprenticeship

An apprenticeship is a programme that combines practical training in a job with study. They are available in all types of sectors, from administration to horticulture, engineering to catering. All apprentices must take either Functional Skills English at Level 2 or GCSE English as part of their studies and by achieving the Level 1 qualification you will be able to evidence that you have got the ability to do this.

Who supports this qualification?

The development of this qualification was supported by Skillsmart Retail and the Sector Skills Council (SSC) for this area.