

# Purpose Statement

## Level 2 Award/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. It is also suitable for you if you are working in an entry level role in the retail sector and want to improve your knowledge and skills to support your progression.

### What does this qualification cover?

To achieve the Certificate, you will need to complete 18 credits and commit to approximately 180 hours of learning.

You will need to complete 10 units from Mandatory 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 How A Retail Business Maintains Health and Safety on its Premises

You will then have a choice of 8 credits from Optional Unit Group B. Credits can be chosen from units across the range of:

- General Retail
- Beauty and Fashion Retail
- Food
- Garden Centre
- News Agency and Alcohol Sales

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 Level 1 for written English or working towards this. There may be exceptions to this 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 Science. Examples of this include, but are not exclusive to:

- Level 3 Certificate in Retail Knowledge
- Level 3 Diploma in Retail Skills

The achievement of the qualification could also support to progress into employment within the retail sectors. Suitable roles may include:

- Sales Assistant
- Cashier
- Stock Control Assistant

## **Who supports this qualification?**

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