

Qualification factsheet

Qualification overview

Qualification title	NCFE Level 2 Certificate in Retail Skills		
Qualification number (QN)	600/4164/X		
Total qualification time (TQT):	240	Guided learning hours (GL)	73
Entry requirements:	There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification. Learners must be 16 to undertake this qualification.		

About this qualification

This qualification is a competence-based qualification which requires learners to demonstrate the skills and knowledge required when working in the retail industry.

This qualification is designed for those who would like to work in the retail sector, or those already working in a retail role who wish to progress in their retail career. This qualification aims to:

- prepare learners for work in the retail industry
- confirm competence against the national occupational standards for retail at Level 2

Qualification structure

To be awarded the NCFE Level 2 Certificate in Retail Skills, learners must achieve a minimum of 24 credits.

This qualification consists of one mandatory unit and 77 optional units.

A minimum of 19 credits must be achieved from Level 2:

- 8 credits will come from the mandatory unit in Section 1
- a minimum of 7 credits must come from the Level 2 units in Section 2

A maximum of 9 credits can come from Section 3 and 4, which can include:

- a maximum of 5 credits can come from Section 3 and/or
- a maximum of 9 credits can come from Section 4

Mandatory unit

Unit 01 Work effectively in a retail team

Optional units

Optional units available for this qualification cover areas such as food safety, processing customer orders and visual merchandising. Please refer to the Qualification Specification for more information.

Assessment

The NCFE Level 2 Certificate in Retail Skills must be assessed in line with the following People 1st (formerly Skillsmart Retail) documents:

- People 1st Retail Assessment Principles January 2012
- People 1st Retail Skills Units and Assessment Guidance January 2012

The qualification will be internally assessed through a portfolio of evidence, which is externally quality assured.

Progression opportunities

The objectives of this qualification are to help learners to:

- develop transferable skills valued by employers such as customer service, team work and communication
- develop skills in more specialist areas depending on their area of interest or work, including food and drink, fashion, bakery and gardening

Learners who achieve this qualification could progress to:

- NCFE Level 3 Certificate in Retail Skills (various pathways available)
- NCFE Level 3 Diploma in Retail Skills (various pathways)
- NCFE Level 3 Certificate in Employability Skills
- NCFE Level 3 Diploma in Management
- NCFE Level 3 Diploma in Customer Service



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