

Retail

Buy into your future



Introduction

The Guernsey Apprenticeship offers you the opportunity to earn a salary and gain a nationally recognised technical, professional or vocational qualification in a job you love. You will need to have secured employment before applying or look at the 'Apprenticeship Vacancies' on our website.

This course is aimed at those wishing to pursue a career within the retail sector.

Working closely with your employer, it allows you to learn, develop and practise the skills required for progression in the sector.

Qualifications

- Level 2 Certificate in Retail Skills or
- Level 3 Certificate in Management and Leadership
- Certificate of Apprenticeship

Course duration/location

The time for completion of each course is one year.

You will attend College at Coutanchez Campus one day a week for off-the-job training

Course breakdown

Level 2 Certificate in Retail Skills

- Assemble visual merchandising displays
- Protect own and others' health and safety when working in a retail environment
- Work effectively in a retail team
- Deal with customer queries and complaints in a retail environment
- Organise and monitor the storage of stock in a retail environment

Level 3 Certificate in Management and Leadership

- Key principles of management and leadership
- Improving your own management and leadership performance
- Coaching skills in team leading and management
- Recruiting and selecting staff
- Appraising and developing staff
- Principles of budgets and financial information

Who can apply

Apprenticeships are available to all.

You will be assessed for suitability for this apprenticeship using a range of diagnostic assessments with support and guidance offered where necessary.

As a guideline, candidates should have the following previous qualifications:

Level 2 entry - a minimum of four GCSEs at grade D/3 or equivalent.

Level 3 entry - a minimum of five GCSEs at grade C/4 or equivalent, one of which must be maths.

However, all candidates will be considered and assessed on an individual basis and supported in any initial study required before starting the course.

If you have not achieved maths or English at C/4/Level 2, you will study these subjects to support progression and achievement of your Level 2 Apprenticeship. Failure to complete English and maths at Level 2 will prevent you achieving your overall apprenticeship.

If you are following a Level 3 Apprenticeship, you will already have maths Level 2 but will need to complete Level 2 English. Failure to complete English Level 2 will prevent you from achieving your overall apprenticeship.

Assessment method

You will be assessed throughout the duration of the apprenticeship in the following ways:

- ePortfolio
- Observation
- Written assignments
- Witness testimony
- Presentations
- Blog
- Project work

The onward journey

These courses are designed to support apprentices into a range of retail supervisory and management roles.

Additional learning support

The College's Learner Support Services are available to provide support and help to make a success of your apprenticeship journey.

The College also works in partnership with Careers Guernsey whose advisors can support you in helping to choose the right next step for you and your future plans. They can support you in preparing for apprenticeship job interviews and any applications you may make.

Please visit their website for more information at careers.gg.



For more details or how to apply, please contact
E: apprenticeships@gcfe.net

Course information correct at time of publication. Courses offered may be subject to change.

E apprenticeships@gcfe.net

W college.tgi.ac.gg



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