







**Skills**Funding
Agency

Education Funding Agency

#### Retail Apprenticeships

Poultec has a track record of successfully delivering Apprenticeships for more than 10 years. Not only can we deliver the training required but we can also assist the employer in the recruitment of the Apprentice. Poultec offers both the Level 2 Intermediate Apprenticeship and the Level 3 Advanced Apprenticeship which includes the following qualifications;

#### Level 2 Intermediate Apprenticeship

- Level 2 Diploma in Retail Skills
- Level 2 Certificate in Retail Knowledge
- Level 1 Functional Skills English & Maths

#### Level 3 Advanced Apprenticeship

- Level 3 Diploma in Retail Skills Management
- Level 3 Certificate in Retail Knowledge
- Level 2 Functional Skills English & Maths



**Apprenticeships** 



## Level 2 Diploma

#### Level 2 Diplomas In Retail

The Level 2 Diploma in Retail Skills is the primary qualification of the Level 2 Intermediate Apprenticeship. Units within the Diploma are selected to ensure that they fit around the learner's workplace and are selected in consultation with both the employer and the learner. The Level 2 Diploma is delivered at the learner's place of work to minimise disruption and portfolio work is generated in an on-line format.

#### Units available include;

- Visual Merchandising and Display
- Stock Control
- Product Knowledge
- Customer Focus

This qualification can help you to progress in a wide range of retail roles including:

- Sales Assistant
- Supervisor





## Level 3 Diploma

#### Level 3 Diplomas In Retail

The Level 3 Diploma in Retail Skills Management is the primary qualification of the Level 3 Advanced Apprenticeship. Units within the Diploma are selected to ensure that they fit around the learner's workplace and are selected in consultation with both the employer and the learner. The Level 3 Diploma is delivered at the candidate's place of work to minimise disruption and portfolio work is generated in an on-line format.

Units available include;

- Transaction Process
- Prevention of Wastage and Loss
  - Produce Staffing Schedules

This qualification can help you to progress in a wide range of retail roles including:

■ Department Manager ■ Store Manager



#### Retail Traineeships

A Traineeship is a programme to support young people moving from education onto an Apprenticeship or into employment. The programme is aimed at 16-19 year olds who are not employed and have little work experience but are focused on gaining employment.

The Traineeship is tailored but typically could include a selection of;

- Level 2 Certificate in Retail Knowledge
- Level 1 Award in Employability Skill
- Functional Skills in Maths and English









### Other Services

# Poultec offers a range of services for employers which are tailored to complement our core training delivery. These include;

#### Consultancy

Poultec's team of Retail specialists are able to offer advice, guidance and assistance in developing practical resources in areas such as;

- Policy Development / Procedure Manuals
- Preparation for Audits / Compliance
- Staff Development Programmes

#### Team Building

Poultec offers a suite of team leading courses designed to challenge the individual as well as the group as a whole. Facilities include

- High Ropes
- Segways
- Climbing Wall
- Archery
- Bocarts and more...

#### Mobile Learning Vehicles

Poultec has invested in three training vehicles, enabling our tutors to take state-of-the-art learning and support facilities to any location. Each vehicle is a tailor-made learning environment, which can also be used for a variety of other purposes.

- The IT Vehicle is ideally suited for delivering IT based training in both the community and the workplace and contains high specification laptop computers which provide workstations for ten students and one tutor.
- **The Hospitality Vehicle** is a fully-functioning commercial kitchen on wheels.
- The Information Vehicle has been developed as a resource for providing information advice and guidance but can also double as a classroom or mobile office / meeting room.



Training is available in... | Business & Administration | Butchery | Customer Service | Contact Centre | Engineering | Food & Drink Manufacturing | Hair & Beauty | Hospitality & Catering | Information Technology | Leadership & Management | Poultry Production | Retail | Warehousing

Tel: 01362 850983 | www.poultec.co.uk | Email: enquiries@poultec.co.uk

Main Centre: South Green Park, Mattishall, Dereham, Norfolk, NR20 3JY