



Buy into  
your future

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.





## What we offer

This course is aimed at those wishing to pursue a career within Retail Management.

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



## Course duration

This apprenticeship has 3 pathway options, each one dictates the length of the apprenticeship. These are:

Level 2 for 1 year

Level 3 for 1 year

Levels 2 and 3 for 2 years

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



## Qualifications gained

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



## Campus

Off-the-job learning will take place at Les Ozouets Campus, Guernsey College of Further Education.



# Course breakdown

***Please see an example of the course content below.***

Year 1

***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
- Give customers a positive impression of yourself and your organisation

Year 1

***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
- Supporting organisational change initiatives
- Recruiting and selecting staff
- Appraising and developing staff

or

Year 2



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# Assessment methods

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.





## 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 4 GCSEs at grade D/3 or equivalent.

**Level 3** entry - a minimum of 5 GCSEs at grade C/4 or equivalent, including English.

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 your maths and English qualifications, you will be required to complete a functional skills programme through the College, before completion of the course.

Entry to the Level 3 qualification will be dependant on the successful completion of the Level 2 Certificate or equivalent, as detailed above.



## Student 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](http://careers.gg).



## Get in touch

For further details please contact our Apprenticeship Team on: (01481) 737500, [apprenticeships@gcfe.net](mailto:apprenticeships@gcfe.net)

Or visit: [guernseycollege.ac.gg/wp/apprenticeships](https://guernseycollege.ac.gg/wp/apprenticeships)