



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 the retail sector.

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



## Course duration

There is the option to take a Level 2 or Level 3 apprenticeship in Retail.

The time for completion of each course is 1 year.

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



## Qualifications gained

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



## Campus

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



# Course breakdown

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

## **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

A photograph of a person's hands holding a white sign with the text "We're open" written in a black, cursive font. The person is wearing a blue and white striped shirt and a dark jacket. The background is blurred, showing what appears to be a retail or office environment with orange and white elements.

We're  
open



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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 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.



## Student support

The College's Student 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

Check out our website and social media channels for up-to-date information on the courses we offer, qualifications required and how to apply.



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[www.guernseycollege.ac.gg/wp/apprenticeships](http://www.guernseycollege.ac.gg/wp/apprenticeships)



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