

Level 2 NVQ Certificate in Sales (QCF)

This qualification is designed for people who work in a sales environment, either performing direct or indirect sales functions. The qualification covers a range of functions including developing a sales strategy managing sales territories and teams face-to-face and telephone selling.

What does it comprise of?

To achieve a Level 2 NVQ Certificate in Sales (QCF), learners must attain a minimum of **twenty two credits**

- A minimum of thirteen credits at Level 2
- Nine credits from the mandatory units in Group A
- A minimum of four credits from Group B Optional Units (maximum 8 credits)
- A maximum of five credits from Group C Optional Units

Mandatory Units Group A (nine credits)		
Unit Title	Credit Value	Level
Time planning in sales	2	2
Complying with legal, regulatory and ethical requirements in a sales or marketing role	2	2
Deliver reliable customer service	5	2

Optional Units B – (minimum of four credits)		
Selling face to face	4	2
Selling by telephone in bound	4	2
selling by telephone outbound	4	2

Optional Units Group C (minimum of five credits)		
Inputting and accessing sales or marketing data in information systems	2	2
Processing sales orders	2	2
Preparing and delivering a sales demonstration	3	2
Selling at exhibitions	5	2
Monitoring sales deliveries	2	2
Supporting customers in obtaining finance for purchases	3	2
Generating and qualifying sales leads	2	2
Meeting customers' after sales needs	3	2
Manage personal development	4	2
Participate in meetings	2	2
Communicate information and knowledge	3	2
Obtaining and analysing sales-related information	4	3
Obtaining and analysing competitor information	3	3
Buyer behaviour in sales situations	3	3
Communicating using digital marketing/sales channels	4	3

Assessment

Each of the units is made up from specific elements applicable to a sales role, for example know how to deliver a reliable customer service. Assessment takes place through evaluation of workplace performance, presenting evidence, witness testimony and questioning etc. A portfolio of evidence is produced which demonstrates that the candidate can perform to the level described. Participants will have a dedicated Assessor who will help assemble the portfolio and prepare them for assessment.

To complete the Apprenticeship in Sales learners must complete the following components:

- Level 2 Certificate in Principles of Sales(QCF)
- Key Skills to include Application of Number Level 1 and Communication Level 1
- Personal Learning and Thinking Skills
- Employment Rights and Responsibilities

How long will it take?

There are no fixed periods for completion, however depending on experience most participants complete within 6 to 12 months

Progression

Learners may progress onto Level 3 Sales Diploma, which forms part of an Apprenticeship frame-work.

How to participate

Our centre will provide you with advice on how to access the programme, methods of delivery and eligibility for funding.

For more information please call: 0330 088 0888

Smart Training & Recruitment

info@smarttar.co.uk

www.smarttar.co.uk