

## Factsheet 12

### Retail

National Apprenticeship Service

#### Overview

Retail is a dynamic and evolving career choice, three million people are employed across the UK with this sector creating more jobs than any other sector over the last five years<sup>1</sup>.

The number of people employed in the UK retail workforce is forecast to increase by 6% over a ten year period (between 2007 and 2017<sup>2</sup>).

Retail is a developing industry that is both interesting and accommodating, irrespective of age or skill levels.

Retail jobs can be financially rewarding, offering training and skills development opportunities. The average wage of a retail sales assistant is £11-15k with that of a retail sales supervisor being in the region of £15-20k.

#### What is an Apprenticeship

An Apprenticeship is a mix of real work and learning. Apprentices earn a wage and get experience whilst working towards a number of qualifications. An Apprenticeship follows a Level 2 programme and can lead onto an Advanced Apprenticeship which is a Level 3 programme.

#### Example Job Roles as an Apprentice

Retail Assistant within;

- Clothing, Footwear and Electrical Stores
- Supermarkets
- Chemists
- Mail Order
- Salon

#### Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- competence based element
- technical element
- skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.

<sup>1</sup> www.smartretail.com <sup>2</sup> Working Futures III, November 2008

## Competence Element

**Apprenticeship** – NVQ level 2 Retail Operations

**Advanced** – NVQ level 3 Retail Operations  
*3 pathways: Sales, Professional Management, Visual Merchandising*

## Technical Element

**Apprenticeship** –  
Certificate in Retail Operations Level 2 or  
Certificate in Retail Beauty Consultancy

**Advanced** –  
Certificate in Retail Operations or Visual  
Merchandising Level 3

## Skills Element

**Apprenticeship** –  
Communication Level 1  
Application of Number Level 1

**Advanced** –  
Communication Level 2  
Application of Number Level 2

## Apprenticeships Available

- Apprenticeship (6-12 months) ✓
- Advanced Apprenticeship (18-24 months) ✓
- Higher Apprenticeship ✗

## Progression Routes

- Advanced Apprenticeship
- Further Education
- Higher Education
- Supervisory and management positions

## Already Employed?

Are you currently employed but not working towards qualifications? Speak to your employer about converting to an Apprenticeship and ask them to call 08000 150 600 for more information.

## For more information and to Apply

Visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.smartretail.com](http://www.smartretail.com)

If you require further advice or support on Apprenticeships please contact your local Connexions or Careers Advice Service.