



# RETAIL APPRENTICESHIPS

An insight in to a range of qualifications and training opportunities,  
designed to support any retail associated business and their employees

**Retailer Level 2**

**Retail Team Leader Level 3**

**Retail Manager Level 4**

From educating jobseekers with the skills required to succeed in gaining employment, through to working with students on their completion of a Degree Level Apprenticeship, Qube Learning will provide support to both employers and Students, at all stages of their journey.

Our 'Steps to Success' are built to ensure we can get each student started at the right level. This includes developing English, Maths and digital skills knowledge, short classroom interventions and eLearning that teach new skills.



## SECTOR-BASED WORK ACADEMY PROGRAMMES

Sector-based Work Academy Programmes (SWAPs) are delivered in partnership between Qube Learning, the Employer, and Jobcentre Plus. SWAPs are designed to help meet your immediate and future recruitment needs, as well as to recruit a workforce with the right skills to sustain and grow your business.

SWAPs are a way to create a skilled workforce for your business, while helping those who are ready for work, and receiving benefits, to secure employment.

**A SWAP can last up to six weeks, with placements having three main components:**

- Pre-employment training – relevant to the needs of your business sector.
- Work experience placement – of great benefit to the individual and a business.
- A guaranteed job interview.

If you are unable to offer all three components, Jobcentre Plus staff may be able to work with you to overcome this, such as enabling you to join together with other Employers in a consortium approach.

### Benefits

- Recruit staff with the right training and skills from the outset, developed through fully-funded pre-employment training.
- The Programme gives an opportunity to provide work experience placements for potential employees, to ensure they are suited to that type of role and your company.
- The work experience placements allow developmental opportunities for existing employees, for example, by working on their mentoring, supervisory and coaching skills.
- Reduces the risks within the overall process of recruiting new employees.
- An opportunity for positive publicity, to show how like-minded businesses are working together to meet their social responsibilities.

# Traineeships

## What are they?

**A Traineeship is designed to support 16-24 year olds on their chosen career path. They provide young people with a chance to succeed, with a placement that will give them substantial and meaningful workplace experience and that gives employers the opportunity to shape a talented potential employee.**

### What do Traineeships include?

At its core, a Traineeship is work preparation training, English and Maths and a high quality work experience placement.

At Qube Learning, our Traineeships can last from seven to 12 weeks, and include:

- Work preparation training.
- English and Maths support (if required).
- A work experience placement of seven to 12 weeks, with an Employer.
- In addition to these core elements, we can work with Employers to add additional content to meet the needs of your business.

**FULLY FUNDED**

**There's no costs to an Employer for Traineeships.**

However, providing support with expenses, such as transport and meals, is encouraged.

# Apprenticeships

**An Apprenticeship is a programme of learning that is designed to enhance an individual's level of competency and confidence, by developing their practical skills and knowledge. It can be used to upskill existing employees, or to bring fresh talent into an organisation.**

## **What do Apprenticeships include?**

Each Apprenticeship programme has its own 'Standard', linked to a specific occupation - these are rigorous, challenging and require the Apprentice to undertake a minimum of one year's training, followed by an End-Point Assessment (EPA).

## **The Apprenticeships Levy**

The Apprenticeship Levy, introduced by the government, puts Employers 'in the driving seat', in terms of designing Apprenticeships in England.

The Apprenticeship Levy requires some Employers to pay into a Levy pot:

- Employers with a paybill in excess of £3 million will pay into an Apprenticeship Levy, at a rate of 0.5% of their annual wage bill.
- Employers with a paybill less than £3 million are required to contribute towards the cost of Apprenticeship training and assessment. The Government will fund 95% of the agreed price, and the Employer will pay 5%.



**Costs to the employer for an Apprenticeship depend on whether the employer is a Levy paying or Non-Levy paying payer.**

**For further information, please visit [www.qube-learning.co.uk](http://www.qube-learning.co.uk)**

## **CORE RETAIL APPRENTICESHIP MENU**

### **Retailer Level 2**



This Apprenticeship has been developed by Retailers, to ensure individuals working in a Retail environment are gaining the skills and knowledge needed, to be a competent and confident Retailer. This can be their first step in a rich and fulfilling career in the Retail sector. Your Apprentice will undergo a 13-month Apprenticeship training programme, at Level 2, during which, the focus is on developing the following key skills: Marketing, Communication, Financial, Sales and Promotion, Product and Services, Brand and Reputation, Merchandising, Stock, Technology, Team, Performance, Legal, Governance and Diversity.

### **Retail Team Leader Level 3**



This Apprenticeship has been developed by Retailers, to ensure individuals working in a Retail environment are gaining the skills and knowledge needed, to be a competent and confident Retail Team Leader. This can be their first step to supervising or managing teams. Your Apprentice will undergo a 15-month Apprenticeship training programme, at Level 3. Apprentices will demonstrate a range of excellent team leading, customer service, product knowledge and industry relevant knowledge, skills and behaviours. The Apprenticeship Standard's 'knowledge, skills and behaviours' are developed over the course of the programme, via scheduled learning interventions, planned to support the Student to learn, practice and prepare for End-Point Assessment.

### **Retail Manager Level 4**



This Apprenticeship has been developed by Retailers, to ensure managers working in a Retail environment, are gaining the skills and knowledge needed within a Retail setting, forming part of their continued personal development.

Your Apprentice will undergo an 18-month Apprenticeship training programme, at Level 4. Progression from this Apprenticeship would be into a Retail Store Manager, Senior Retail Manager, or Area Manager position.

**Please turn over for a list of supplementary Apprenticeships, associated with the Retail sector**

**Supported by  
National  
Apprenticeship  
Service**

  
**Education & Skills  
Funding Agency**

  
**European Union  
European  
Social Fund**





**Qube Vision is the eLearning Course catalogue from Qube Learning.**



In today's competitive employment market, many people are choosing to enhance their prospects, by gaining new skills and knowledge, outside of work, however, busy lifestyles play a part, for most! Alongside an Apprenticeship, Qube Vision is a great solution to self-paced and online learning, giving you or your workforce access, wherever and whenever required. All of the Qube Vision Courses are managed and developed by industry experts. With this professional approach and focus, you can be confident that the vital skills and knowledge required to support any Student, will be gained.

Our Management Courses and Programmes are perfect for aspiring Managers, striving to provide outstanding leadership to their team! They will support Managers with their day-to-day duties, such as managing change, leading diverse teams and striving to provide outstanding leadership.

In addition to these, our Retail Courses are all designed for professionals, to support those in the Retail sector to recognise the positive impact they can have on their own career, their Employer, personal health and the environment, in line with industry expectations. All Courses and Programmes will support Students with the knowledge needed to support skills, actions and behaviours in the workplace, ultimately building towards career development and supporting Retail sector success.

**For more information, visit [www.qube-vision.com](http://www.qube-vision.com)**

# SUPPLEMENTARY RETAIL APPRENTICESHIP MENU

## BUSINESS SERVICES

**Customer Service Practitioner L2**

**Customer Service Specialist L3**

**HR Support L3**

**Business Administrator L3**

**Business & Administration L4**

**Data Analyst L4**

## WAREHOUSING & LOGISTICS

**Supply Chain Warehouse  
Operative L2**

**LGV Driver L2**

**COMING SOON...**

**Express Delivery Operative L2**

**Transport and Warehouse  
Operations Supervisor L3**

## LEADERSHIP AND MANAGEMENT

**Team Leader/Supervisor L3**

**Associate Project Manager L4**

**Operations / Departmental  
Manager L5**

**Chartered Manager L6**



[www.qube-learning.co.uk](http://www.qube-learning.co.uk)  
01235 83 38 38  
[tellmemore@qube-learning.co.uk](mailto:tellmemore@qube-learning.co.uk)

