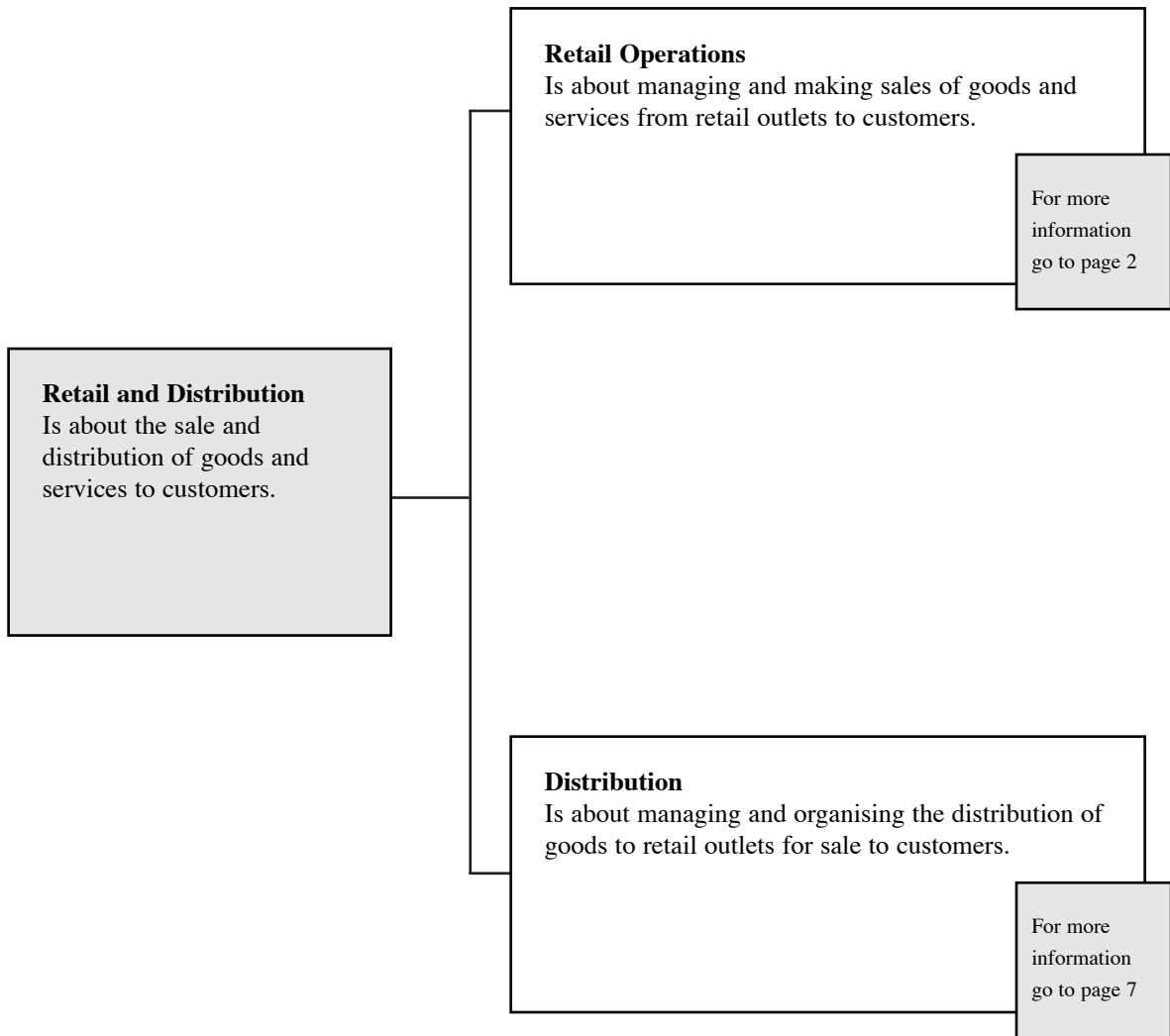


Retail and Distribution

1. career options

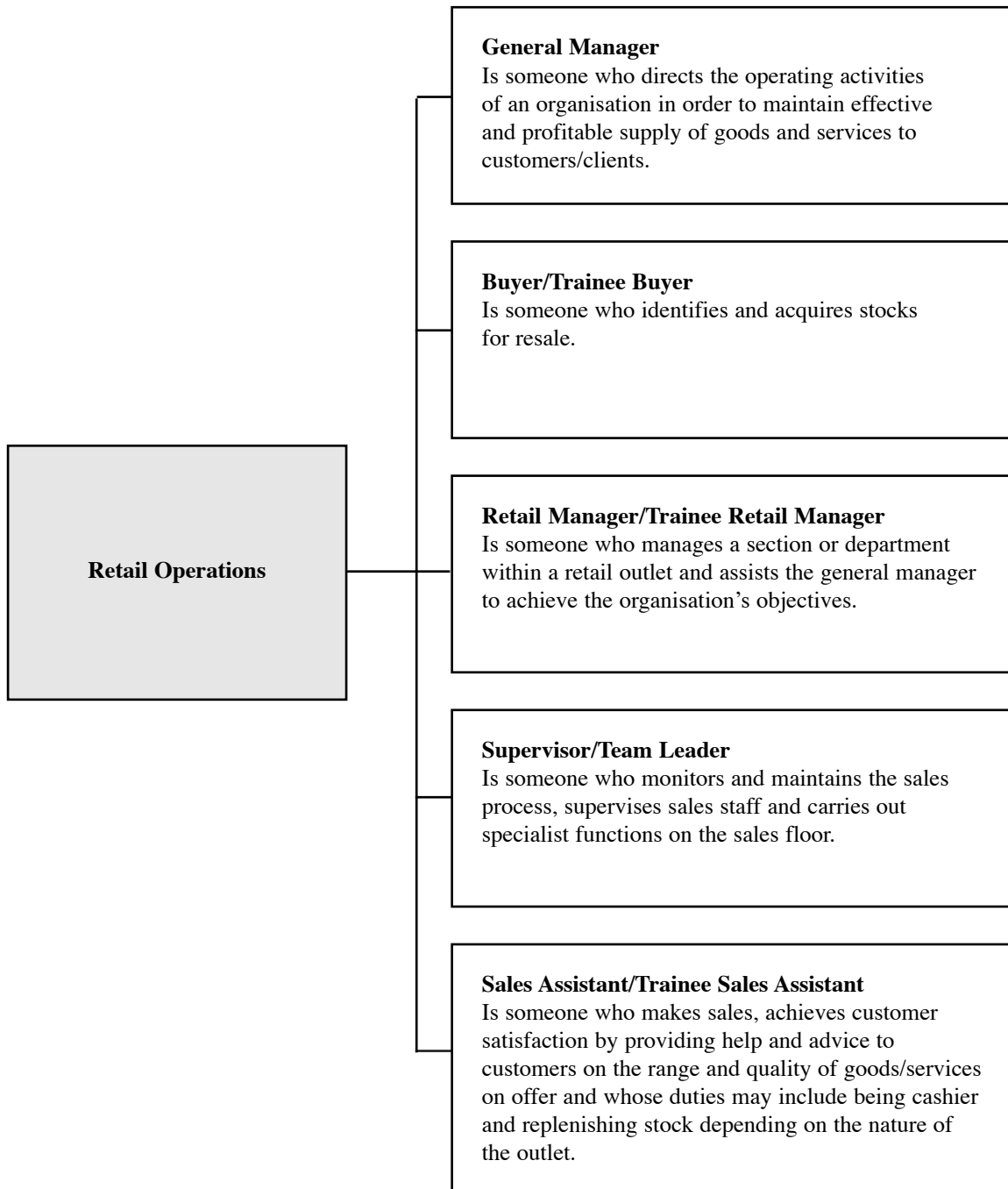


Other career areas related to Retail and Distribution include:

3. Business, Administration and Management

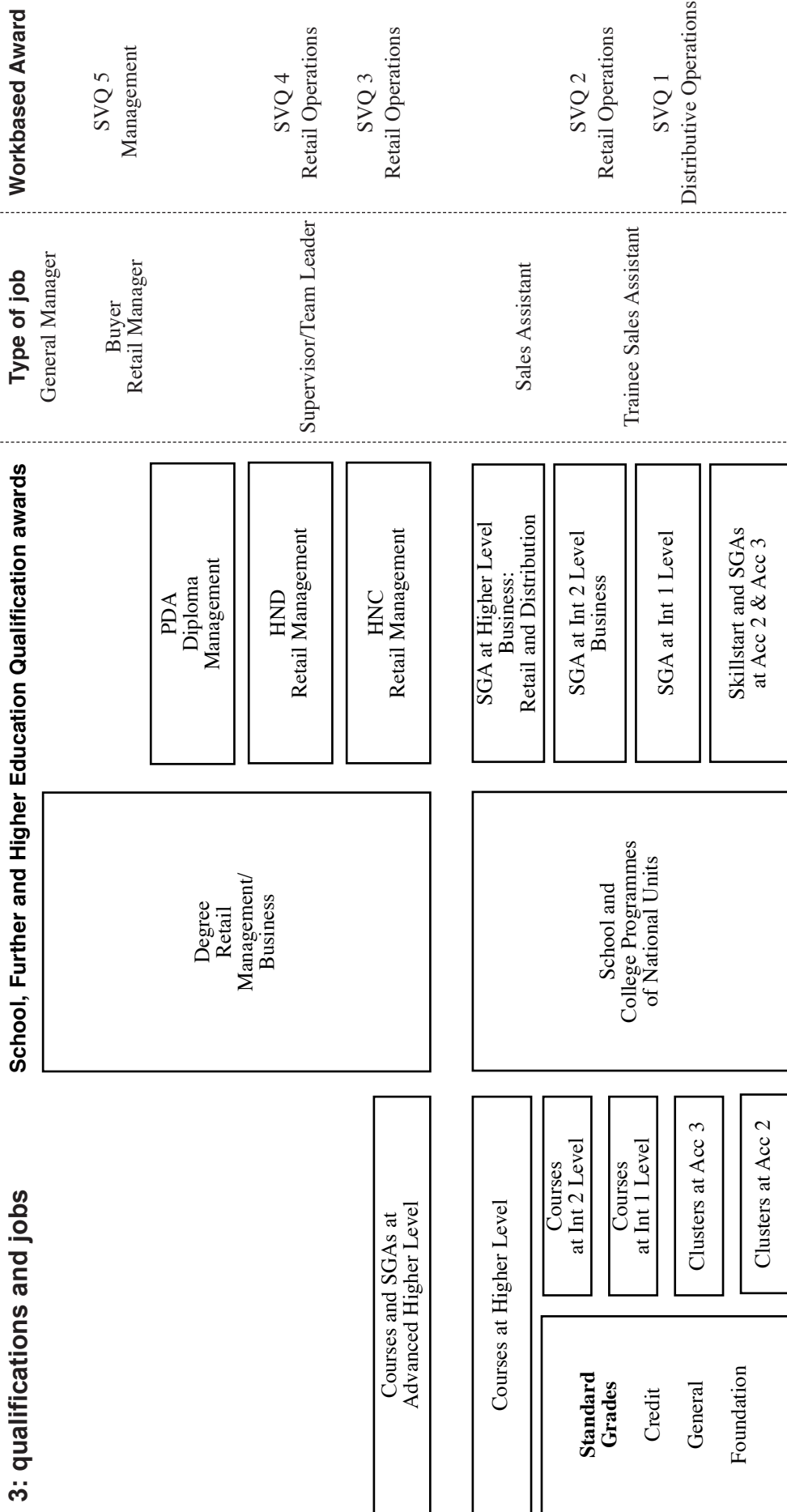
Retail Operations

2. jobs and careers



Retail Operations

3: qualifications and jobs



This diagram outlines the main qualifications in the Retail Operations area. A full list of all SQA qualifications is on the following pages. People can progress vertically from one qualification to another, eg from a Course at Int 1 to a Course at Int 2. In addition people can progress diagonally from one level of Standard Grade to a higher level of Course or Scottish Group Award (SGA), eg from Standard Grade at General level to Courses or SGAs at Int 2 level.

In this diagram, SVQs and PDAs in the Vocational sector are placed according to current practice and usage in illustrating the relationships and pathways between qualifications, jobs and careers.

Retail Operations

4. qualifications

HND

Administration and Information Management
Business Administration
Fashion: Design and Production with Retail
Retail Management

HNC

Business Administration
Consumer and Management Studies
Fashion: Design and Production with Retail
Retail Management
Retail Management: Betting and Gaming
Visual Merchandising and Display

PDA

Diploma
Management

SGA

Higher

Business: Retail and Distribution

Int2

Business

GSVQ III

Business (with optional modules in Distribution, Retail, Selling, Customer Services)

GSVQ II

Business (with optional modules in Distribution, Retail, Selling, Customer Services, Purchasing)

SVQ 5

Management

SVQ 4

Dairy Retailing
Management
Retail Operations
Sales Management

SVQ 3

Customer Service
Dairy Retailing
Floristry
Retail Operations
Selling
Supervisory Management
Vehicle Selling
Sales

SVQ 2

Amusements
Customer Service
Dairy Retailing
Dry Cleaning
Floristry
Hire of Goods and Services
Licensed Bookmaking
Licensed Gaming (Bingo)
Retail Operations
Retail Sales Delivery
Retailing
Selling
Selling and Distributing, Meat, Poultry and Related Products
Vehicle Selling
Sales

SVQ 1

Amusements
Distributive Operations
Dry Cleaning
Floristry
Hire of Goods and Services
Licensed Gaming (Bingo)
Retailing
Vehicle Valeting

Retail Operations

5. notes on entry to jobs and careers

As people's careers progress in this area, management skills become an important part of their job. Management Charter Initiative qualifications are now available to allow progression.

Entry routes

- ◆ **School leavers** — with no formal qualifications may find employment as trainees. In some sectors employers may then offer them training leading to the award of an SVQ.

Increasingly, HNC, HND or degree level qualifications are required.

- ◆ **Adult entry** — adults with no previous experience may be able to find employment as sales assistants. All relevant work and life experience are taken into account for entry courses.

There are a range of part-time courses available for people in employment leading to HN awards and degrees.

SVQ access

SVQs in retail operations are designed to be assessed in the workplace and are most suitable for people in employment or on training schemes offering work placements.

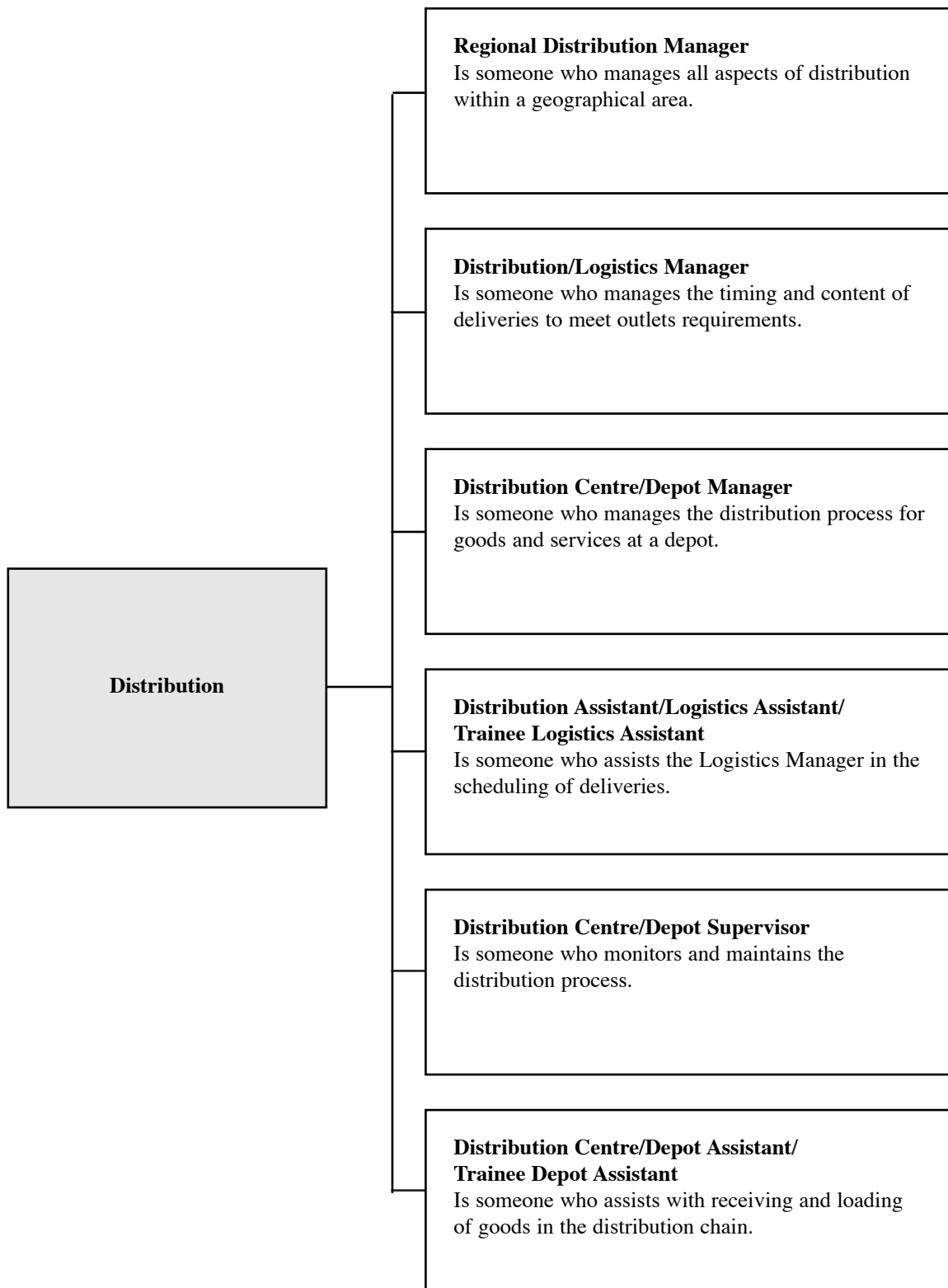
Entry requirements

- ◆ Entry straight from school is possible with no formal qualifications. Good communication skills are important, and some Standard Grades will be an advantage.
- ◆ Entry to an SGA ranges from no formal qualifications to four Standard Grades. English useful.
- ◆ HNCs/HNDs usually require an appropriate SGA or one or two Highers usually including English (or English based subject), and two or three Standard Grades
- ◆ Degree courses usually require three or four Highers usually including English (Maths preferred for some courses), and Standard Grade Maths and English; or appropriate HNC/HND.

Note — entry requirements vary between institutions. Check prospectuses before applying.

Distribution

2. jobs and careers



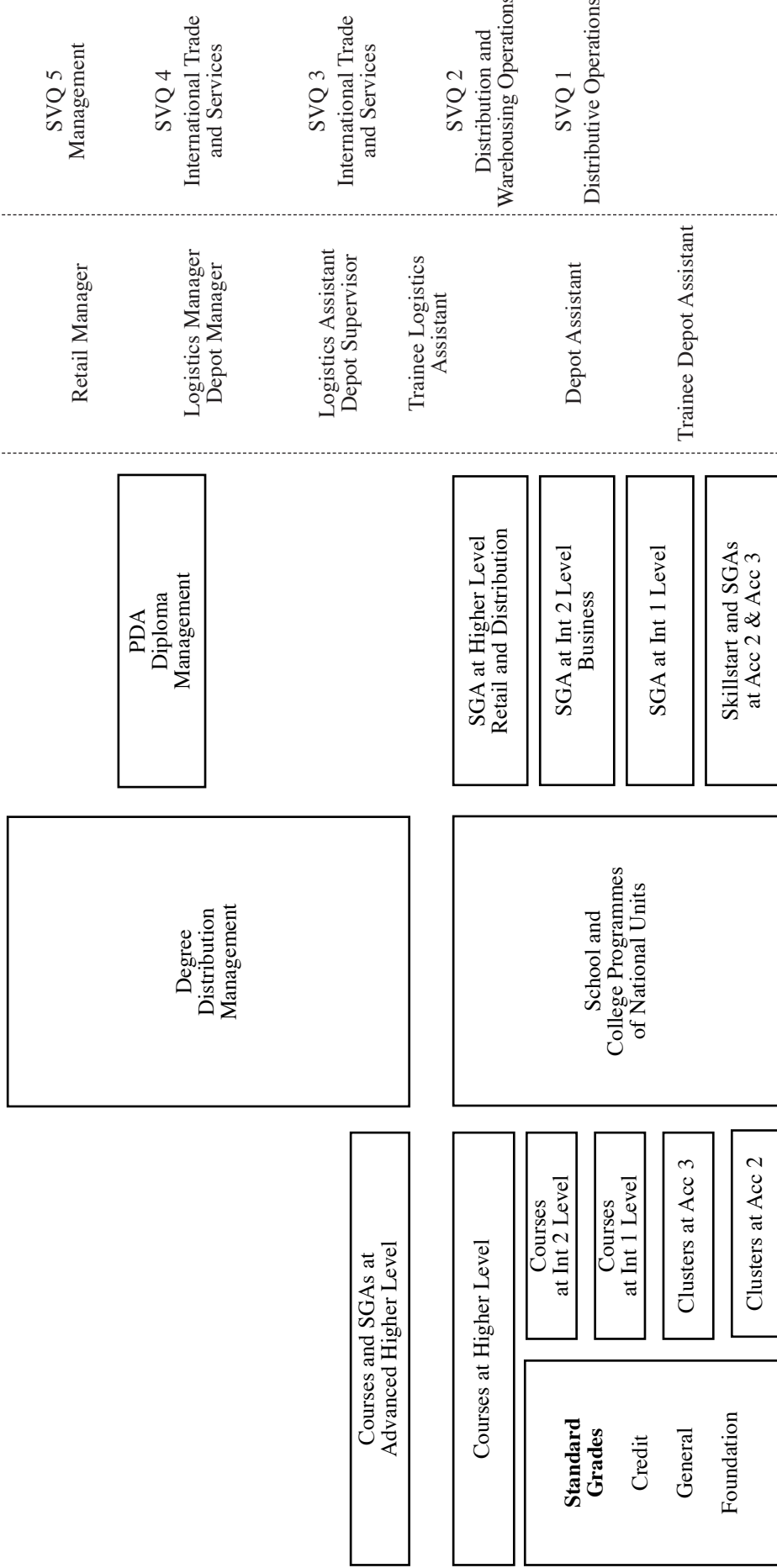
Job titles will vary from organisation to organisation. Job opportunities may be with manufacturers, retailers and specialist haulage and forwarding firms.

Distribution

3: qualifications and jobs

School, Further and Higher Education Qualification awards

Workbased Award



This diagram outlines the main qualifications in the Distribution area. A full list of all SQA qualifications is on the following pages. People can progress vertically from one qualification to another, eg from a Course at Int 1 to a Course at Int 2. In addition people can progress diagonally from one level of Standard Grade to a higher level of Course or Scottish Group Award (SGA), eg from Standard Grade at General level to Courses or SGAs at Int 2 level.

In this diagram, SVQs and PDAs in the Vocational sector are placed according to current practice and usage in illustrating the relationships and pathways between qualifications, jobs and careers.

Distribution

4. qualifications

PDA
Diploma
Management

SGA
Higher
Business: Retail and Distribution
Int 2
Business

GSVQ III
Business (with optional modules in Distribution, Retail, Selling and Customer Services)

GSVQ II
Business (with optional modules in Distribution, Retail, Selling and Customer Services Cluster)

National Course
Higher
Retail and Distribution

SVQ 5
Management

SVQ 4
Distribution and Warehousing Operations
International Trade and Services
Management
Wholesaling, Warehousing and Stores

SVQ 3
Distribution and Warehousing Operations
International Trade and Services
Supervisory Management
Vehicle Parts Distribution and Supply
Wholesaling, Warehousing and Stores

SVQ 2
Distribution and Warehousing Operations
International Trade and Services
Organising Road Transport Operations
Storing Goods for Distribution by Road
Transporting Goods by Road
Vehicle Parts Distribution and Supply
Wholesaling, Warehousing and Stores

SVQ 1
Assisting in Road Haulage and Distribution Operations
Distributive Operations
Vehicle Parts Distribution and Supply
Wholesaling, Warehousing and Stores

Distribution

5. notes on entry to jobs and careers

Entry routes

- ◆ **School leavers** — with no formal qualifications may find employment as trainees. They may then be offered training leading to the award of a SVQ.
- ◆ **Adult entry** — it may be possible for adults without previous experience to obtain lower level jobs such as depot assistant. Scheduling and recording techniques used within the industry are becoming increasingly sophisticated due to advances in information technology and additional regulations relating to storage and transport of goods. Further training will, therefore, often be necessary.

Centres take into account all relevant work and life experience when considering applications for courses.

There are a range of part-time courses available which lead to both HN awards and degrees.

Professional qualifications are awarded by the Chartered Institute of Purchasing and Supply (CIPS) and the Institute of Logistics.

SVQ access

SVQs in this occupational area are designed to be assessed in the workplace and would therefore be suited to those in employment.

Those qualified to a higher level should also consider the SVQs in Management.

Entry requirements

- ◆ Entry direct from school is possible with no formal qualifications. Some Standard Grades will be an advantage.
- ◆ Entry to an SGA ranges from no formal qualifications to four Standard Grades. English and Maths useful.
- ◆ HNCs/HNDs usually require an appropriate SGA or one or two Highers and Standard Grade English and Maths.
- ◆ Degree courses usually require three or four Highers usually including English (Maths preferred for some courses), and Standard Grade Maths and English; or appropriate HNC/HND.

Note — entry requirements vary between institutions. Check prospectuses before applying.