

THE NZQA NATIONAL
CERTIFICATE IN:**RETAIL (LEVEL 3)****Save Time and Money!**

Instant Education Solutions' unit standard delivery packages are a complete teaching and assessment solution for institutions assessing the NZQA National Certificate in Retail Level 3 (Version 1).

NCR (L3) PACK

(60 credits of which a minimum must be at Level 3 or above)

Each Folder Includes:

- Teaching Guide
 - Assessment Guide with answers and Assessment Schedule
 - Learner workbook with unlimited reproduction rights for up to four sites
 - NZQA Assessment Standard and Accreditation and Moderation Action Plan
- You have everything you need to start teaching.*

The Teaching and Assessment Guide includes special notes for teachers, and red letter answers for activities, so you always know what is going on. You can photocopy the Learner Workbook as many times as you like – saving money and time.

COMPULSORY STANDARDS

(11 Standards totalling 46 credits)

| Unit | L | C | Title |
|-------|---|---|--|
| 406 | 2 | 4 | Maintain and take care of stock |
| 422 | 3 | 3 | Create in-store displays in a retail or distribution environment |
| 11967 | 3 | 4 | Manage redundant and obsolescent stock in a retail or distribution environment |
| 11968 | 2 | 4 | Maintain and integrate knowledge of legislation applicable to sale of goods and services |
| 11986 | 4 | 4 | Establish and maintain stock levels in a retail or distribution environment |
| 11999 | 4 | 4 | Demonstrate product knowledge in a specified department in a retail or distribution environment |
| 22012 | 4 | 8 | Manage in a retail environment |
| 25000 | 2 | 3 | Demonstrate knowledge of security systems and procedures used in a retail or distribution environment |
| 25682 | 4 | 4 | Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice |
| 25802 | 3 | 4 | Implement loss prevention policies and procedures in a retail or distribution environment |
| 26859 | 3 | 4 | Apply knowledge of business performance measures to sales situations |

ELECTIVE STANDARDS**Group One**

At Level 3 or above. A minimum of 1 Standard from the people development and coordination domain of the business operations and development subfield. Instant offers the following:

| | | | |
|-------|---|---|---|
| 18336 | 4 | 5 | (Assessment Only) Demonstrate and apply knowledge of team-building skills |
| 18337 | 4 | 5 | Plan, organise, and evaluate training and development activities for a workplace team |
| 23395 | 4 | 3 | (Assessment Only) Participate in staff selection processes |

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THE NZQA NATIONAL
CERTIFICATE IN:**RETAIL (LEVEL 3)***Resources for the NZQA National Certificate in Retail Level 3 (Version 1), continued...*

ELECTIVE STANDARDS

*Continued...***Group Two**

The balance to achieve a minimum of 60 credits of which 40 must be at Level 3 or above from the selection below:

| | | | |
|-------|---|---|---|
| 4098 | 4 | 6 | Use standards to assess candidate performance |
| 7108 | 4 | 8 | Deliver on-job training for adult trainees |
| 11097 | 3 | 3 | Listen to gain information in an interactive situation |
| 11817 | 3 | 4 | Serve customers face to face in a wide range of contexts |
| 11831 | 3 | 6 | Apply skills and qualities of a salesperson in a retail or distribution environment |
| 11956 | 3 | 3 | Prepare a float and reconcile sales records and takings in a retail or distribution environment |
| 18203 | 4 | 3 | Verify evidence for assessment |

**RETAIL (LEVEL 3)
SPECIAL PACKAGE DEAL**• **COMPLETE PACK**

15% off each unit

Up to 15 folders. 11 Compulsory Standards, plus approximately 4 Elective Unit Standards.

Approximate Pricing

| Folder & CD | CD Only |
|------------------------|----------------|
| \$4,800 | \$3,900 |

Examples prices only – prices will vary according to the units chosen. All prices exclude postage and GST.