



**Qualification Specification**  
**Gateway Qualifications Entry Level Diploma In**  
**Skills for Retail (Entry 3)**

**Version 1.1**



This qualification specification covers the following qualification:

Qualification Title	Qualification Number
Gateway Qualifications Entry Level Diploma In Skills for Retail (Entry 3)	600/9045/5

**Please note that this qualification is due to be withdrawn and will have an Operational End Date of 31/7/2021 and a Certification End Date of 31/7/2022.**

### About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre.

If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911 211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

Website: [www.gatewayqualifications.org.uk/recognition](http://www.gatewayqualifications.org.uk/recognition)

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## 1. Qualification Information

### 1.1 About the qualification

The qualification has been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

The qualification is intended to provide learners with a broad introduction to the retail sector, equipping learners with underpinning knowledge and skills specific to the sector alongside a range of transferable employability skills. They are designed to support progression to further learning and ultimately to work in retail or other related sectors.

The Skills for Retail qualifications form part of a suite of 'Skills for...' qualifications that cover a number of sectors and are available at Entry 3, Level 1 and Level 2. The employability skills units are common across the suite, enabling easy transfer of credits between qualifications and supporting opportunities for cross-faculty working.

The qualifications have been developed with the support of a number of further education colleges, training providers and adult and community learning providers. They have been designed to be consistent with the principles for study programmes for 16-19 year olds but are also relevant, particularly in the case of the smaller qualifications, for adults including the unemployed. These qualifications are also suitable for pre 16 learners.

### 1.2 Objective

The Gateway Qualifications Skills for Retail Qualifications are categorised as having the following objectives:

- prepare learners to progress to a qualification in the same sector or a related area at a higher level or requiring more specific knowledge, skills and understanding
- prepare learners for employment in the sector or a related sector.

### 1.3 Key Facts

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Entry Level Diploma In Skills for Retail (Entry 3)	37	370	198

**Total Qualification Time** is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of

education or training.

#### 1.4 Funding

For information regarding potential sources of funding please visit the following websites;  
The Education Funding Agency <http://www.education.gov.uk/aboutdfe/executiveagencies/efa>  
The Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/>  
or, contact your local office.

#### 1.5 Achievement methodology

The qualification will be awarded to learners who successfully achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

#### 1.6 Geographical Coverage

The qualification has been approved by Ofqual to be offered in England.

#### 1.7 Progression Opportunities

These qualifications are designed to enable progression into further learning at the same level (e.g. from an award to a certificate) or to further learning at a higher level (e.g. from Entry 3 to Level 1). The strong focus on transferable employability skills means that learners could move within or between sectors as they progress. Some learners may be able to progress directly into employment, particularly where work-based training will be offered, but it is expected that most learners will build on the skills and knowledge gained from these qualifications through further learning before entering employment.

#### 1.8 Relationship with other frameworks

The Qualifications in Skills for Retail link to the National Occupational Standards for Retail and wholesaling. They provide some of the underpinning knowledge and practical and skills that will support progression to a relevant competency based qualification.

## 1.9 Equality, diversity and inclusion

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.





### 3 Learner Entry Requirements

#### 3.1 Age

The approved age range for the qualification is:

Qualification Title in full	Age range
Gateway Qualifications Entry Level Diploma In Skills for Retail (Entry 3)	16-18, 19+

#### 3.2 Prior Qualifications

There are no prior qualification requirements for the qualification.

#### 3.3 Prior Skills/Knowledge/Understanding

There are no prior skills, knowledge or understanding requirements for the qualification. However, learners will benefit from having functional skills, at least at one level below that of the qualification (e.g. at least Entry 3 for the Level 1 qualifications).

#### 3.4 Restrictions

There are no restrictions to entry for the qualification.

#### 2.5 Access to qualifications for learners with disabilities or specific needs

1. Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.
2. Gateway Qualification has a duty to permit a reasonable adjustment where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled. Please refer to the [Reasonable Adjustments and Special Considerations Policy](#) for further details.

## **2.6 Additional Rules/Guidance**

There are no additional rules or guidance relating to learner entry requirements for these qualifications.

### 3 Achieving the Qualification

#### 3.5 Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library. Please refer to the Appendix for details of barred units.

Workplace assessment is required for some of the level 1 Retail units. This must be carried out in line with the guidance available from the Learning Provider's section of Skillsmart Retail's website ([www.skillsmartretail.com](http://www.skillsmartretail.com)).

The assessment guidance for each unit makes it clear whether workplace assessment is a requirement for that unit.

#### Gateway Qualifications Entry Level Diploma in Skills for Retail (Entry 3)

To achieve the Gateway Qualifications Entry Level Diploma in Skills for Retail (Entry 3), Learners must complete the two mandatory units from Group M, totalling 6 credits. In addition, they must complete a minimum of 14 credits from Group O1 (Optional units: Retail Skills) and 17 further credits from either Group O1 or Group O2 (Optional units: Employability Skills). Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
R/504/7617	Working in Retail	Entry 3	3	30	Mandatory
D/504/7619	Working with Customers in a Retail Environment	Entry 3	3	30	Mandatory
F/503/5673	Maintain food safety while working with food in a retail environment	1	5	11	Optional units: Retail Skills
R/504/7620	Working with Food in a Retail Environment	Entry 3	2	20	Optional units: Retail Skills
F/503/5656	Move goods and materials manually in a retail environment	1	3	16	Optional units: Retail Skills
L/504/7602	Being Security Conscious in a Retail Environment	Entry 3	2	20	Optional units: Retail Skills
F/503/5723	Recognise and report security risks in a retail environment	1	4	26	Optional units: Retail Skills
K/504/7607	Handling Stock in a Retail Environment	Entry 3	2	20	Optional units: Retail Skills
J/503/5657	Keep stock at required levels in a retail environment	1	3	16	Optional units: Retail Skills
M/504/7608	Keeping the Work Area Clean and Tidy in a Retail Environment	Entry 3	2	20	Optional units: Retail Skills
R/503/5726	Keep the non-food retail environment clean and tidy	1	3	16	Optional units: Retail Skills

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
Y/504/7618	Working Safely in a Retail Environment	Entry 3	3	30	Optional units: Retail Skills
J/503/5724	Comply with workplace health and safety requirements in a retail environment	1	5	28	Optional units: Retail Skills
Y/504/7621	Wrapping and Packing Goods	Entry 3	2	20	Optional units: Retail Skills
K/503/5683	Wrap and pack goods for customers in a retail environment	1	3	18	Optional units: Retail Skills
K/503/5716	Contribute to monitoring and maintaining ease of shopping in a retail sales area	1	2	8	Optional units: Retail Skills
J/504/7615	Working and Learning in a Retail Team	Entry 3	3	30	Optional units: Retail Skills
L/503/5725	Work effectively in a retail team	1	7	35	Optional units: Retail Skills
D/503/5664	Sort donated goods for resale or recycling in a retail environment	1	3	6	Optional units: Retail Skills
Y/503/5677	Load orders for despatch from a retail store to customers	1	3	15	Optional units: Retail Skills
A/504/7613	Product Pricing and Labelling	1	3	30	Optional units: Retail Skills
M/504/7611	Labelling Goods	Entry 3	2	20	Optional units: Retail Skills
D/504/7605	Handling Cash Payments	1	3	30	Optional units: Retail Skills
H/504/7606	Handling Money in a Sales Situation	Entry 3	3	30	Optional units: Retail Skills
Y/504/7604	Displaying Merchandise	Entry 3	3	30	Optional units: Retail Skills
F/504/7600	Assist in the Assembly and Presentation of Visual Merchandising Displays	1	4	40	Optional units: Retail Skills
M/502/5804	Understanding how a retail business maintains health, safety and security on its premises	1	2	15	Optional units: Retail Skills
R/502/5780	Understanding how individuals and teams contribute to the effectiveness of a retail business	1	2	15	Optional units: Retail Skills
J/502/5808	Understanding the control, handling and replenishment of stock in a retail business	1	2	11	Optional units: Retail Skills
T/502/5805	Understanding the retail selling process	1	2	13	Optional units: Retail Skills
D/503/2814	Working in a Team	Entry 3	3	30	Optional Units: Employability Skills
R/503/2843	Working in a Team	1	3	30	Optional Units: Employability Skills
H/504/6309	Working with Colleagues	Entry 3	2	20	Optional Units: Employability Skills
D/503/2845	Building Working Relationships with Colleagues	1	2	20	Optional Units: Employability Skills
F/503/2837	Career Progression	1	2	20	Optional Units: Employability Skills

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
R/503/2812	Career Progression	Entry 3	1	10	Optional Units: Employability Skills
D/503/2831	Searching for a Job	1	1	10	Optional Units: Employability Skills
F/503/2806	Searching for a Job	Entry 3	1	10	Optional Units: Employability Skills
H/503/2832	Applying for a Job	1	1	10	Optional Units: Employability Skills
M/507/1360	Applying for a Job	Entry 3	1	10	Optional Units: Employability Skills
R/506/6460	Career Planning	Entry 3	2	20	Optional Units: Employability Skills
M/506/3484	Career Planning	1	3	20	Optional Units: Employability Skills
Y/506/6461	Effectiveness at Work	Entry 3	2	20	Optional Units: Employability Skills
R/506/3493	Effectiveness at Work	1	2	16	Optional Units: Employability Skills
H/506/6463	Health and Safety in the Workplace	Entry 3	2	16	Optional Units: Employability Skills
F/506/3487	Health and Safety in the Workplace	1	2	16	Optional Units: Employability Skills
D/507/1337	Self-management Skills	Entry 3	2	20	Optional Units: Employability Skills
K/504/6327	Time Management	1	2	20	Optional Units: Employability Skills
K/503/2833	Preparing for an Interview	1	1	10	Optional Units: Employability Skills
L/503/2808	Preparing for an Interview	Entry 3	1	10	Optional Units: Employability Skills
M/503/2834	Interview Skills	1	1	10	Optional Units: Employability Skills
R/503/2809	Interview Skills	Entry 3	1	10	Optional Units: Employability Skills
A/506/6453	Setting and Meeting Targets at Work	Entry 3	2	20	Optional Units: Employability Skills
J/506/3491	Setting and Meeting Targets at Work	1	2	20	Optional Units: Employability Skills
F/506/6454	Solving Work-related Problems	1	2	20	Optional Units: Employability Skills
A/506/3830	Solving Work-related Problems	Entry 3	2	20	Optional Units: Employability Skills
Y/503/2813	Conduct at Work	Entry 3	1	10	Optional Units: Employability Skills
H/507/1338	Positive Attitudes and Behaviours at Work	1	1	10	Optional Units: Employability Skills
F/503/2823	Safe Learning in the Workplace	Entry 3	1	10	Optional Units: Employability Skills
L/503/2856	Safe Learning in the Workplace	1	1	10	Optional Units: Employability Skills
F/503/2854	Preparing for Work Placement	1	1	10	Optional Units: Employability Skills
T/503/2821	Preparing for Work Placement	Entry 3	1	10	Optional Units: Employability Skills
A/503/2822	Learning from Work Placement	Entry 3	2	10	Optional Units: Employability Skills

Unit Reference Number	Title	Level	Credit Value	GLH	Unit Group
J/503/2855	Learning from Work Placement	1	2	10	Optional Units: Employability Skills
D/504/6311	Effective Communication in the Workplace	1	3	30	Optional Units: Employability Skills
Y/504/6310	Effective Communication in the Workplace	Entry 3	3	30	Optional Units: Employability Skills
K/504/6313	Using Numeracy Skills in the Workplace	Entry 3	3	30	Optional Units: Employability Skills
M/504/6314	Using Numeracy Skills in the Workplace	1	3	30	Optional Units: Employability Skills
A/504/6316	Using ICT in the Workplace	Entry 3	3	25	Optional Units: Employability Skills
F/504/6317	Using ICT in the Workplace	1	3	25	Optional Units: Employability Skills
F/504/6320	Exploring Entrepreneurship	1	2	15	Optional Units: Employability Skills
L/504/6319	Exploring Entrepreneurship	Entry 3	2	15	Optional Units: Employability Skills
J/504/6321	Exploring and Presenting Enterprise Ideas	Entry 3	3	25	Optional Units: Employability Skills
L/504/6322	Exploring and Presenting Enterprise Ideas	1	3	25	Optional Units: Employability Skills
A/504/6249	Skills for Effective Participants	Entry 3	2	15	Optional Units: Employability Skills
Y/504/6260	Skills for Effective Participants	1	2	15	Optional Units: Employability Skills
A/504/6252	Skills for Team Workers	1	2	15	Optional Units: Employability Skills
H/504/6245	Skills for Team Workers	Entry 3	2	15	Optional Units: Employability Skills
D/504/6258	Skills for Independent Enquirers	1	2	15	Optional Units: Employability Skills
T/504/6248	Skills for Independent Enquirers	Entry 3	2	15	Optional Units: Employability Skills
J/504/6254	Skills for Self Managers	1	2	15	Optional Units: Employability Skills
K/504/6246	Skills for Self Managers	Entry 3	2	15	Optional Units: Employability Skills
H/504/6262	Skills for Creative Thinkers	1	2	15	Optional Units: Employability Skills
J/504/6299	Skills for Creative Thinkers	Entry 3	2	15	Optional Units: Employability Skills
F/504/6267	Assessing own Personal, Learning and Thinking Skills	Entry 3	1	8	Optional Units: Employability Skills
J/504/6268	Assessing own Personal, Learning and Thinking Skills	1	1	8	Optional Units: Employability Skills
F/504/7662	Introduction to Self-Employment	1	3	22	Optional Units: Employability Skills
Y/504/6324	Introduction to Self-Employment	Entry 3	3	25	Optional Units: Employability Skills
F/504/6902	Skills for Reflective Learners	Entry 3	2	15	Optional Units: Employability Skills
A/504/6915	Skills for Reflective Learners	1	2	15	Optional Units: Employability Skills

### 3.6 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) provides learners and Centres with an alternative assessment method by which a learner's previous achievements can meet the assessment requirements for a unit/qualification through the knowledge, understanding or skills that they already possess and so, do not need to develop these through a course of learning.

It enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable to contribute to a unit, units or a whole qualification according to the RPL criteria for a given qualification.

Qualification Number	Qualification Title	RPL Permitted
600/9045/5	Gateway Qualifications Entry Level Diploma In Skills for Retail (Entry 3)*	Yes

\*The recognition of prior learning is permitted for this qualification and includes the prior attainment of units on a qualification offered by Gateway Qualifications, e.g. where a learner progresses from a smaller qualification to a larger qualification and where the qualifications have shared content such as an Award, Certificate and/or Diploma.

Centres should refer to the Gateway Qualifications' Recognition of Prior Learning policy and follow the process available on the website.

### 3.7 Links to other qualifications

These qualifications form part of a suite 'Skills for...' qualifications in a number of sectors and across Entry 3, Level 1 and Level 2. The employability skills units are common across the suite and also appear within qualifications in Employability Skills. Some of the employability skills units also make up the Gateway Qualifications Personal, Learning and Thinking Skills qualifications and the Entry 3 employability skills units also feature in the Entry 3 Preparation for Employment qualifications.



## 4 Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

### 4.5 Method of Assessment

The method of assessment for the qualification is through a portfolio of evidence.

### 4.6 Assessment Materials

There are no specific assessment materials provided for this qualification.

### 4.7 Qualification-Specific Centre Requirements

#### **Workplace assessment**

Workplace assessment is required for some of the level 1 Retail units. This must be carried out in line with the guidance available from the Learning Provider's section of Skillsmart Retail's website ([www.skillsmartretail.com](http://www.skillsmartretail.com)).

The assessment guidance for each unit makes it clear whether workplace assessment is a requirement for that unit.

**There are no additional resource requirements for this qualification.**

### 4.8 Qualification-Specific Tutor/Assessor Requirements

There are no specific tutor/assessor requirements for the qualification.

### 4.9 Qualification-Specific Verification Requirements

There are no specific verification requirements for the qualification.

## 5 What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications centre please contact:

Gateway Qualifications  
Gateway House  
3 Tollgate Business Park  
Colchester  
Essex  
CO3 8AB

Tel: 01206 911 211

Email: [enquiries@gatewayqualifications.org.uk](mailto:enquiries@gatewayqualifications.org.uk)

## 6 Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).

## 7 Appendices

### Appendix 1 – Entry Level Barred Unit Listings

Gateway Qualifications Entry Level Diploma In Skills For Retail (Entry 3)

This Unit	Is Barred Against These Units
Maintain food safety while working with food in a retail environment (F/503/5673)	Working with Food in a Retail Environment (R/504/7620)
Being Security Conscious in a Retail Environment (L/504/7602)	Recognise and report security risks in a retail environment (F/503/5723)
Handling Stock in a Retail Environment (K/504/7607)	Keep stock at required levels in a retail environment (J/503/5657)
Keeping the Work Area Clean and Tidy in a Retail Environment (M/504/7608)	Keep the non-food retail environment clean and tidy (R/503/5726)
Working Safely in a Retail Environment (Y/504/7618)	Comply with workplace health and safety requirements in a retail environment (J/503/5724)
	Safe Learning in the Workplace (F/503/2823)
	Safe Learning in the Workplace (L/503/2856)
Wrapping and Packing Goods (Y/504/7621)	Wrap and pack goods for customers in a retail environment (K/503/5683)
Working and Learning in a Retail Team (J/504/7615)	Work effectively in a retail team (L/503/5725)
	Working in a Team (D/503/2814)
	Working in a Team (R/503/2843)
Product Pricing and Labelling (A/504/7613)	Labelling Goods (M/504/7611)
Handling Cash Payments (D/504/7605)	Handling Money in a Sales Situation (H/504/7606)
Displaying Merchandise (Y/504/7604)	Assist in the Assembly and Presentation of Visual Merchandising Displays (F/504/7600)
Working with Colleagues (H/504/6309)	Building Working Relationships with Colleagues (D/503/2845)
Career Progression (F/503/2837)	Career Progression (R/503/2812)
Searching for a Job (D/503/2831)	Searching for a Job (F/503/2806)
Preparing for an Interview (K/503/2833)	Preparing for an Interview (L/503/2808)
Interview Skills (M/503/2834)	Interview Skills (R/503/2809)
Conduct at Work (Y/503/2813)	Positive Attitudes and Behaviours at Work (L/503/2842)
Preparing for Work Placement (F/503/2854)	Preparing for Work Placement (T/503/2821)
Learning from Work Placement (A/503/2822)	Learning from Work Placement (J/503/2855)
Effective Communication in the Workplace (D/504/6311)	Effective Communication in the Workplace (Y/504/6310)
Using Numeracy Skills in the Workplace (K/504/6313)	Using Numeracy Skills in the Workplace (M/504/6314)
Using ICT in the Workplace (A/504/6316)	Using ICT in the Workplace (F/504/6317)
Exploring Entrepreneurship (F/504/6320)	Exploring Entrepreneurship (L/504/6319)
Exploring and Presenting Enterprise Ideas	Exploring and Presenting Enterprise

<b>This Unit</b>	<b>Is Barred Against These Units</b>
(J/504/6321)	Ideas (L/504/6322)
Skills for Effective Participants (A/504/6249)	Skills for Effective Participants (Y/504/6260)
Skills for Independent Enquirers (D/504/6258)	Skills for Independent Enquirers (T/504/6248)
Skills for Creative Thinkers (H/504/6262)	Skills for Creative Thinkers (J/504/6299)
Assessing own Personal, Learning and Thinking Skills (F/504/6267)	Assessing own Personal, Learning and Thinking Skills (J/504/6268)
Comply with workplace health and safety requirements in a retail environment (J/503/5724)	Safe Learning in the Workplace (F/503/2823)
	Safe Learning in the Workplace (L/503/2856)
Work effectively in a retail team (L/503/5725)	Working in a Team (D/503/2814)
	Working in a Team (R/503/2843)
Safe Learning in the Workplace (F/503/2823)	Safe Learning in the Workplace (L/503/2856)
Introduction to Self-Employment (F/504/7662)	Introduction to Self-Employment (Y/504/6324)
Working in a Team (D/503/2814)	Working in a Team (R/503/2843)
	Skills for Team Workers (A/504/6252)
	Skills for Team Workers (H/504/6245)
Skills for Team Workers (A/504/6252)	Working in a Team (R/503/2843)
	Skills for Team Workers (H/504/6245)
Skills for Reflective Learners (F/504/6902)	Skills for Reflective Learners (A/504/6915)
Applying for a Job (H/503/2832)	Applying for a Job (M/507/1360)
Self-Management Skills (D/507/1337)	Time Management (K/504/6327)
	Skills for Self Managers (J/504/6254)
	Skills for Self Managers (K/504/6246)
Solving Work-related Problems (A/506/3830)	Solving Work-Related Problems (F/506/6454)
Effectiveness at Work (Y/506/6461)	Effectiveness at Work (R/506/3493)
Setting and Meeting Targets at Work (A/506/6453)	Setting and Meeting Targets at Work (J/506/3491)
Health and Safety in the Workplace (H/506/6463)	Health and Safety in the Workplace (F/506/3487)
Skills for Self Managers (J/504/6254)	Skills for Self Managers (K/504/6246)
Career Planning (R/506/6460)	Career Planning (M/506/3484)

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