

## Level 3 Certificate and Diploma in Sales (QCF)

### About the course

These qualifications are designed for people who work in a sales environment, either in sales roles or performing sales functions, and who have direct contact with customers. The qualifications cover a range of functions including developing a sales strategy, managing sales territories and teams and face-to-face and telephone selling.

### Structure of Course

To achieve the Edexcel Level 3 NVQ Certificate in Sales (QCF) learners must achieve a minimum of 25 credits. They must complete the two mandatory units in Group A (six credits) and achieve a further 19 credits from Groups B and C, of which a maximum of nine credits can be completed from Group C. A minimum of 15 credits must be completed at Level 3.

To achieve the Edexcel Level 3 NVQ Diploma in Sales (QCF) learners must achieve a minimum of 37 credits. They must complete the two mandatory units in Group A (six credits) and achieve a further 31 credits from Groups B and C, of which a maximum of 13 credits can be completed from Group C. A minimum of 22 credits must be completed at Level 3.

### Assessment

The overall grade for each qualification is a 'pass'. The learner must achieve all the required units within the specified qualification structure.

To pass a unit the learner must:

- Achieve all the specified learning outcomes
- Satisfy all the assessment criteria by providing sufficient and valid evidence for each criterion
- Show that the evidence is their own.

The qualifications are designed to be assessed:

- In the workplace or
- In conditions resembling the workplace, as specified in the assessment
- Strategy for the sector, or as part of a training programme.

### Contact us

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### Course Modules

#### Mandatory Group –

- Negotiating, Handling Objections and Closing Sales
- Complying with Legal, Regulatory and Ethical Requirements in a Sales or Marketing Role

#### Optional Group B –

- Selling at Exhibitions
- Meeting Customers' After-sales Needs
- Time Planning in Sales
- Obtaining and Analysing Sales-related Information
- Obtaining and Analysing Competitor Information
- Buyer Behaviour in Sales Situations
- Pricing for Sales Promotions
- Preparing and Delivering a Sales Presentation
- *Developing and Implementing Sales Call Plans*
- *Assisting Customers in Obtaining Finance for Purchases*
- *Assessing Customers' Credit Status*

*Remaining units can be found on the providing qualification board's website*