

NVQ Certificate & Diploma in Sales

The Level 3 NVQ Certificate and Diploma in Sales are designed for experienced people who work in a sales environment – either in sales roles or performing sales functions.

The qualifications are based on recognised occupational standards and are jointly certificated by Best Practice and Edexcel – the leading Awarding Organisation for vocational qualifications.

- Assessed through observation, discussion, testimony, workplace evidence and written questions.
- Supported by e.learning and optional in-company workshops
- Learners complete sufficient units to achieve the required number of credits

	Level 3 Certificate	Level 3 Diploma
Course duration	5 – 6 months	6 – 9 months
Total credits required	25 credits	37 credits
No. of units (typical)	8	10
Credits carried forward from Level 2	10 credits maximum	15 credits maximum
Mandatory units (6 credits)		
<ul style="list-style-type: none"> ■ Negotiating, handling objections and closing sales (4) ■ Complying with legal, regulatory and ethical requirements (2) 		
Group B – Optional units		
<ul style="list-style-type: none"> ■ Obtaining and analysing sales related information (4) ■ Buyer behaviour in sales situations (3) ■ Preparing and delivering a sales presentation (4) ■ Assisting customers in obtaining finance for purchases (2) ■ Communicating using digital marketing / sales channels (4) 	<ul style="list-style-type: none"> ■ Obtaining and analysing competitor information (3) ■ Pricing for sales promotions (5) ■ Preparing and implementing sales call plans (3) ■ Assessing customers' credit status (4) ■ Contributing to the development and launch of new products or services (4) 	
Group C – Optional units		
<ul style="list-style-type: none"> ■ Lead and manage meetings (4) ■ Lead a sales or marketing team (4) 	<ul style="list-style-type: none"> ■ Organise the delivery of reliable customer service (6) ■ Managing the induction and probation of sales staff (4) 	

Level 3

Highlights

- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors

Progression

Successful learners may progress to an NVQ Certificate or Diploma in Management.