

Trade Supplier (ST0334) Level 2 Apprenticeship

Overview

The Trade Supplier course equips learners with essential skills to assist customers in exploring product ranges, identifying their requirements, and providing accurate product information. It covers selling techniques, both in-person and over the phone, along with merchandising methods to secure sales. Participants will learn how to communicate effectively, handle business documentation, and process information in line with data protection and security standards.

Expected course duration

17 Months

Course content

Areas covered include:

- Personal Development
- The Organisation
- Specialist Trade Customer Profile
- Trade Counter and Telesales Services
- Principles of Warehousing and Stock Control
- Legislative Responsibilities
- Personal Responsibilities and Performance
- Appropriate Technologies
- Environmental Impact
- Career Development

Entry requirements

Grade requirements:

Desirable: Grade 4 and above GCSE Maths and English.

What training is required in the workplace?

- Communication
- Risk identification
- Customer Service
- Sales techniques
- Merchandising techniques
- Data protection and security
- Processing orders
- Stock management
- Using technology in trade suppliers

- Customer confidence
- Health and safety
- Problem solving
- Time management
- Personal performance and developing self
- Team building
- Equality

Assessment methods

- Completion of a portfolio of evidence
- Completion of the off-the job learning components of the programme

End Point Assessment will consist of:

- Knowledge test
- Real life practical observation
- Professional discussion supported by a portfolio of evidence

Further study and career options

Trade Suppliers can specialise in roles in a trade business environment, which may include sales, purchasing, account management, logistics and administration.

This Standard provides an ideal route into specialised, supervisory and management roles and qualifications within a trade business.

Learners can progress onto any of the following apprenticeships:

- Level 3 Customer Service Specialist
- Level 3 Business Administration
- Level 4 Sales Executive
- Level 3 Transport and Warehouse Operations Supervisor
- Level 3 Team Leader

For more information, please visit here:

[Trade supplier / Institute for Apprenticeships and Technical Education](#)

How to apply

Through the apprenticeship vacancy page of our website:

<https://bedfordcollegegroup.ac.uk/study/apprenticeships/apprenticeship-vacancies/>

and the national apprenticeship website:

<https://www.apprenticeships.gov.uk/>