

# WEA Course information sheet 2020-21



**Adult Learning  
Within Reach**

<b>Course title:</b> Step into Retail		<b>Course ID:</b> C3532232
<b>Start date:</b> 21/04/2021	<b>End date:</b> 21/04/2021	<b>Day(s)/time(s):</b> Wed 12:00
<b>Number of sessions:</b> 1	<b>Hours per session:</b> 2	<b>Tutor</b> Mark Clayden
<b>Additional hours:</b>	<b>Online Learning Hours:</b> 0	
<b>Specific funder/partner requirements:</b>		
<b>Awarding body (if any):</b> <b>Title of qualification to be gained:</b>		<b>Level:</b> Entry 1
<b>Fee:</b> £.00 or <b>Free</b> if you are in receipt of an income related benefit (only SFA funded) <b>Accreditation Fee</b> (if applicable):		
<b>Venue:</b> Online Learning, Online, ZZ99 9ZZ		
<p><b>Theme(s):</b> The WEA has four themes it uses for planning its provision.  <b>Employability</b> – helping students to get a job or to make progress in their employment  <b>Health and Wellbeing</b> – making a positive contribution to their own or others health and wellbeing  <b>Community Engagement</b> – encouraging students to be positively involved in their communities  <b>Culture</b> – learning about diverse cultures, identities and environments</p> <p>The Theme(s) used in planning your course is/ are:</p> <ol style="list-style-type: none"> <li><b>Employability</b></li> <li></li> </ol>		

## Course Aim

This is ideal for anyone interested in a career in the retail sector.

## Course Description

Here you will cover some of the skills and knowledge needed for working in a wide range of retail roles e.g. Sales Assistant, Supervisor, Retail Manager or Visual Merchandiser. You will see examples of job opportunities in this sector and what you need to apply.

## Do I need any particular skills or experience?

## What will I achieve?

### By the end of the course I will be able to:

1. identify 3 skills needed to work in retail
2. say which organisations are recruiting
3. list different types of jobs and opportunities in retail
4. say 3 actions needed to step into retail

## What teaching methods will be used and will there be work outside of the class?

- The WEA's digital learning platform, Canvas will be used to provide resources or to support

lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit:

<http://bit.ly/WEAonline>

- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning

### **What kind of feedback can I expect from the tutor?**

- You will have opportunities to discuss your progress with your tutor

### **What else do I need to know? Is there anything I need to bring?**

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: <http://bit.ly/ZoomSpec>

- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: <http://bit.ly/WEAonline>

### **Pre-course work, reading and information sources**

- No pre reading or pre course work is required

### **Possible next steps after this course (including career opportunities if appropriate)**

- Progress to another WEA course
- Progress to a course with another provider
- This course could lead to a range of job opportunities. Follow link to National Careers Service for more details <https://nationalcareersservice.direct.gov.uk/>
- Become involved as a volunteer for a WEA partner or another organisation
- Access the WEA What Next? booklet here <http://www.wea.org.uk/learn-wea/what-can-i-do-next>
- Certificate in Retail Knowledge or Level 1 Award in Retail Knowledge. For courses on general help to get a job;

Get Ready for Work (C3532222) / (C3532227)

Choosing your Career (C3532224) / (C3532228)

How to Find Work (C3532225) / (C3532229)

My Route to Employment (C3532226) / (C3532230)

### **Learning with the WEA**

WEA courses increasingly make use of the rich variety of educational tools and material available on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here <http://www.wea.org.uk/learn-wea/student-support> This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement

and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at <http://www.wea.org.uk/policies>. This applies to all courses you take in this academic year.

You can enrol online for most courses <http://www.wea.org.uk/learn-wea/course-search> or contact: WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB  
Tel: 0300 303 3464 Email: [courseenquiries@wea.org.uk](mailto:courseenquiries@wea.org.uk)



Education & Skills  
Funding Agency



European Union  
European Social Fund

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