

Qualification Structure

Sales Level 3

Learners need to complete all mandatory units to a total of 6 credits and a minimum of 31 credits from Optional Units Group 1&2, with a maximum of 13 credits from Group 2. To achieve the qualification a minimum of 37 credits is required, with a minimum of 22 credits at Level 3.

Mandatory Units				
Unit	Unit Title	Credit	Level	Guided Learning Hours
F/502/8612	Negotiating, Handling Objections and Closing Sales	4	3	22
A/502/8561	Complying with Legal, Regulatory and Ethical Requirements in a Sales or Marketing Role	2	2	13
Optional Units Group 1				
Unit	Unit Title	Credit	Level	Guided Learning Hours
J/502/8594	Selling at Exhibitions	5	2	28
R/502/8601	Meeting Customers' After-sales Needs	3	2	14
F/502/8559	Time Planning in Sales	2	2	13
R/502/8615	Obtaining and Analysing Sales-related Information	4	3	24
H/502/8618	Obtaining and Analysing Competitor Information	3	3	18
K/502/8622	Buyer Behaviour in Sales Situations	3	3	27
L/502/8628	Pricing for Sales Promotions	5	3	34
L/502/8631	Preparing and Delivering a Sales Presentation	4	3	28
D/502/8634	Developing and Implementing Sales Call Plans	3	3	22
K/502/8636	Assisting Customers in Obtaining Finance for Purchases	2	3	11
T/502/8638	Assessing Customers' Credit Status	4	3	26
T/502/8624	Communicating Using Digital Marketing/Sales Channels	4	3	26
A/502/8639	Contributing to the Development and Launch of New Products and/or Services	4	3	26
D/502/8651	Prioritising Information for Sales Planning	3	4	20
M/502/8654	Monitoring and Managing Sales Team Performance	5	4	32
A/502/8656	Developing Sales Proposals	5	4	30
F/502/8657	Building and Retaining Sales Relationships	5	4	34
L/502/8659	Developing and Implementing Sales Support and Customer Service Programmes	5	4	35
H/600/9724	Communicate Information and Knowledge	3	2	10

L/600/9586	Manage own Professional Development Within an Organisation	4	3	20
Optional Units Group 2				
Unit	Unit Title	Credit	Level	Guided Learning Hours
R/600/9587	Develop, Maintain and Review Personal Networks	4	4	25
M/600/9676	Support Learning and Development within own Area of Responsibility	5	4	25
Y/600/9686	Lead and Manage Meetings	4	3	20
Y/601/1230	Organise the Delivery of Reliable Customer Service	6	3	40
T/502/8641	Leading a Sales or Marketing Team	4	3	25
F/502/8643	Managing the Induction and Probation of Sales Staff	3	3	15
L/502/8662	Recruiting Sales Team Members	4	4	23