

ADVANCED APPRENTICESHIPS IN RETAIL FINANCIAL SERVICES WITH TRAINING ENTERPRISE AT FARNBOROUGH COLLEGE OF TECHNOLOGY

This Advanced Apprenticeship at level 3 will take approximately 14 - 18 months to achieve. You must be employed in a retail financial services role, e.g. retail banking, general insurance, and investment administration. You will work for your employer gaining valuable experience and skills. A College Assessor will visit you in your workplace on a regular basis to observe and assess your service skills against the NVQ criteria. You will also be expected to attend occasional workshops at Farnborough College designed to assist in the achievement of technical Certificate and Key Skills. Your employer will be responsible for paying your wages and you will have the same rights and responsibilities as any other young person in employment.

ENTRY REQUIREMENTS: **GCSE Grades A-C in Maths and English**
An ability to demonstrate good communication skills,
good IT, record keeping and analytical skills.

TRAINING PROGRAMME DETAILS:

Expected Qualifications:

NVQ 3: **City & Guilds Level 3 in Retail Financial Services**

Technical Certificate:

Depending on the career route chosen:
CII Level 3 Certificate in Insurance
SII Level 3 Investment Administration Qualification
Edexcel level 3 BTEC Award in Customer Service

Key Skills:

Communications Level 2
Application of Number Level 2

**Employment Rights &
Responsibilities:**

ERR Workbook

NVQ 3 in Retail Financial Services

The NVQ comprises of seven units, of which three are mandatory core competence units and four are optional units selected from technical groups and cross-sector units.

Mandatory UNIT NO.	City and Guilds Unit Title
201	Develop yourself to improve and maintain workplace competence in a financial services environment
301	Develop productive working relationships in a financial services environment
203	Ensure your own compliance with financial services regulation

Technical	Group A Bank Account Options
Technical	Group B Insurance Claims Options
Technical	Group C Insurance Intermediate Options
Technical	Group D Insurance Underwriting Options
Technical	Group E Investment Administrative Options
Technical	Group F Lending and Credit Options
Technical	Group G Long Term Insurance Options
Cross Sector	Group H Financial Services Customer Care
Cross Sector	Group I Leadership and Management Options
Cross Sector	Group J Financial Services Sales and Process Options

CONTACT TRAINING ENTERPRISE ON 01252 407133