

## C&G Advanced Diploma in Retailing

### **Objective:**

The City & Guilds (UK) **Advanced Diploma in Retailing** program seeks to prepare students for a career in the dynamic retailing industry. C&G's International Vocational Qualifications (IVQ) are well-structured programs with strong quality assurance that are well-tested and internationally recognized by many international organizations. The Diploma program is appropriate for anyone seeking a junior supervisory or managerial position while the advanced diploma program is appropriate for anyone seeking a first-level management position within an organization in the industry.

Students will acquire practical experiences throughout the course, picking up skills which are useful in the industry. Important and critical industry skills will be taught to students to ensure they are well-equipped when they enter the industry or when they are working in senior or supervisory positions in the industry.

### **Modules:**

- 1 Product Displays, Availability and Quality
- 2 Develop and Maintain Customer Service
- 3 Improving Retail Operations
- 4 Planning, Organizing and Evaluating Work
- 5 Health, Safety and Security
- 6 Sales Skills
- 7 Evaluate and Monitor Customer Payments
- 8 Communications and Information Technology

### **Admission Requirements:**

Successful completion or exempt from C&G Diplomas or the equivalent

### **Nature of Program**

- 1 year
- Full-time
- Modular basis

### **Mode of Delivery**

- Lecture & tutorial sessions
- School assignments, projects and class tests
- Final examinations (written and practical) are set, conducted and graded by City & Guilds
- Graduation certificates/ transcripts will be awarded by the City & Guilds

### **Examination Period**

June and December

### **Award of Qualification & Examination Requirements**

Students will be awarded an advanced diploma by City & Guilds if he/she achieves at least a Pass grade in the final examinations.

### **Course Fees**

For visa-required countries (Eg, India, China, Myanmar), [Click here](#) for fees.

For non-visa-required countries (Eg, Vietnam, Thailand, Sri Lanka, Hong Kong), [Click here](#) for fees.

### **Teacher-Student Ratio**

1 Teacher : 30 Students

### **Teachers Teaching the Program**

**1. Ms Neo Bee Hong, Angie**

BSc in Business & Management Studies; Diploma in Business Studies

**2. Ms Lizette C. Abadicio**

BSc in Hotel & Restaurant Administration