

C&G Diploma in Retailing

Objective:

The City & Guilds (UK) **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 Customer Contact
- 2 Product Knowledge and Handling
- 3 Handling Customer Payments
- 4 Product Display
- 5 Stock Control and Security
- 6 Health, Safety and Law
- 7 Communications and Information Technology

ADMISSION REQUIREMENTS:

- A good secondary education
- Completed Grade 10; or
- GCE 'O' Level or its equivalent
- Min. 16 years old
- English Proficiency: IELTS 3.5 or its equivalent*

* To be exempt from the ESOL language foundation course, applicants **MUST** possess an English language proficiency level of IELTS 3.5 or its equivalent. **ALL** applicants **MUST** sit for and pass an English test conducted by the School. Otherwise, **ALL** other applicants are required to undergo a minimum of 10 weeks of the English language foundation course till the attainment of the equivalent of IELTS 3.5.

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
- Optional: 6 months of Industrial Attachment based on the following conditions:

Industrial Attachment

Students who successfully complete and passed the course may opt for 6 months of Industrial Attachment, subject to the approval of a Training Work Permit by the Ministry of Manpower (MOM). Bristol Business School cannot guarantee the approval of the Training Work Permit.

Examination Period

June and December

Award of Qualification & Examination Requirements

Students will be awarded a 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