



Level 2 Diploma in Customer Service

Qualification Specification

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Introduction

The Level 2 Diploma in Customer Service qualification provides a nationally recognised qualification for anyone working in a customer-facing role.

The awarding body for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and provides a progression route to higher level or discipline related qualifications.

Qualification Profile Level 2 Diploma in Customer Service

Qualification title	ProQual Level 2 Diploma in Customer Service
Ofqual qualification number	601/3576/1
Level	2
Total qualification time	450 hours
Guided learning hours	245
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/9/2014
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

Candidates must achieve **45 credits**:

- **19 credits** from the **Mandatory units in Group A**, plus
- a minimum of **3 credits** from **Optional Group B**, plus
- a minimum of **16 credits** from **Optional Group C**
- a maximum of **7 credits** may be from **Optional Group D**

Group A Mandatory Units – complete all units			
Unit Reference Number	Unit Title	Unit Level	Credit Value
A/506/2130	Deliver customer service	2	5
F/506/2131	Understand customers	2	2
J/506/2132	Principles of customer service	2	4
A/506/1964	Understand employer organisations	2	4
L/506/1788	Manage personal performance and development	2	4
Group B Optional Units – a minimum of 3 credits			
Unit Reference Number	Unit Title	Unit Level	Credit Value
D/506/2119	Communicate verbally with customers	2	3
T/506/2126	Communicate with customers in writing	2	3
Group C Optional Units – a minimum of 16 credits			
Unit Reference Number	Unit Title	Unit Level	Credit Value
H/506/2154	Deal with incoming telephone calls from customers	2	3
K/506/2155	Make telephone calls to customers	2	3
L/506/2133	Promote additional products and/or services to customers	2	2
R/506/2134	Process information about customers	2	3
Y/506/2135	Exceed customer expectations	2	3
T/506/2143	Deliver customer service whilst working on customers' premises	2	4
T/506/2157	Carry out customer service handovers	2	3
A/506/2158	Resolve customer service problems	2	5
F/506/2159	Deliver customer service to challenging customers	2	3
Y/506/2149	Develop customer relationships	2	3
T/506/2160	Support customer service improvements	2	3
A/506/2161	Support customers through real-time online customer service	2	3
J/506/2163	Use social media to deliver customer service	2	3
R/506/2151	Resolve customers' complaints	3	4
D/506/2170	Gather, analyse and interpret customer feedback	3	5
H/506/2977	Support customers using self-service equipment	2	3
K/506/2978	Provide post-transaction customer service	2	5

Group D Optional Units – a maximum of 7 credits			
Unit Reference Number	Unit Title	Unit Level	Credit Value
T/505/4673	Health and Safety Procedures in the Workplace	2	2
L/506/1807	Manage diary systems	2	2
H/506/1814	Provide reception services	2	3
L/506/1869	Contribute to the organisation of an event	2	3
M/506/1895	Buddy a colleague to develop their skills	2	3
L/506/1905	Employee rights and responsibilities	2	2
R/506/1789	Develop working relationships with colleagues	2	3
J/506/1806	Principles of equality and diversity in the workplace	2	2
M/502/8587	Processing sales orders	2	2
R/502/8601	Meeting customers after sales needs	2	3
M/502/8606	Handling objections and closing sales	2	3
K/503/0421	Deal with incidents through a contact centre	2	7
L/503/0394	Carry out direct sales activities in a contact centre	2	5
H/506/1912	Negotiate in a business environment	3	4
F/502/4396	Bespoke Software	2	3

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

This suite of qualifications are competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

The qualifications must be assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

- Evidence can include:
- observation report by assessor
 - assignments/projects/reports
 - professional discussion
 - witness testimony
 - candidate product
 - worksheets
 - record of oral and written questioning
 - Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 9 in this document.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the required credits for qualifications will be awarded:

- A certificate listing all units achieved with their related credit value, and
- A certificate giving the full qualification title -

ProQual Level 2 Diploma in Customer Service

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units/credits required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units/credits achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit A/506/2130 Deliver customer service

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand customer service delivery	<ul style="list-style-type: none">1.1 Explain the relationship between customers' needs and expectations and customer satisfaction1.2 Describe the features and benefits of an organisation's products and/or services1.3 Explain the importance of treating customers as individuals1.4 Explain the importance of balancing promises made to customers with the needs of an organisation1.5 Explain when and to whom to escalate problems1.6 Describe methods of measuring their own effectiveness in the delivery of customer service
2 Understand the relationship between customer service and a brand	<ul style="list-style-type: none">2.1 Explain the importance of a brand to an organisation2.2 Explain how a brand affects an organisation's customer service offer2.3 Explain the importance of using customer service language that supports a brand promise2.4 Identify their own role in ensuring that a brand promise is delivered
3 Be able to prepare to deal with customers	<ul style="list-style-type: none">3.1 Keep up to date with an organisation's products and/or services3.2 Prepare resources that are necessary to deal with customers before starting work
4 Be able to provide customer service	<ul style="list-style-type: none">4.1 Maintain organisational standards of presentation and behaviour when providing customer service4.2 Adapt their own behaviour to meet customers' needs or expectations4.3 Respond to customers' requests in line with organisational guidelines4.4 Inform customers of the progress of their requests4.5 Confirm that customers' expectations have been met in line with the service offer4.6 Adhere to organisational policies and procedures, legal and ethical requirements when providing customer service
5 Be able to support improvements to customer service delivery	<ul style="list-style-type: none">5.1 Identify ways that customer service could be improved for an organisation and individuals5.2 Share information and ideas with colleagues and/or service partners to support the improvement of service delivery

Unit F/506/2131

Understand customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand different types of customers	<ul style="list-style-type: none">1.1 Explain the distinctions between internal and external customers1.2 Explain how cultural factors can affect customers' expectations1.3 Describe the characteristics of challenging customers1.4 Explain how to identify dissatisfied customers
2 Understand the value of customers and their loyalty	<ul style="list-style-type: none">2.1 Explain how the achievement of the customer service offer contributes to enhancing customer loyalty2.2 Explain the relationship between customer satisfaction and organisational performance2.3 Explain how the reputation and image of an organisation affects customers' perceptions of its products and/or services2.4 Explain the potential consequences of customers' dissatisfaction2.5 Describe different methods of attracting customers and retaining their loyalty

Unit J/506/2132

Principles of customer service

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand customer service	1.1 Explain the purpose and scope of customer service 1.2 Define the term “service offer” 1.3 Explain the value of a “service offer” to an organisation 1.4 Explain the importance of delivering consistently high quality customer service 1.5 Explain the importance of keeping up to date with knowledge of competitors’ activities 1.6 Explain barriers to providing effective customer service 1.7 Describe the features of effective follow-up service
2 Understand how legal and ethical requirements relate to customer service	2.1 Describe how sales and consumer-related legislation and regulations affect the delivery of customer service 2.2 Describe how health, safety and environmental legislation affects customer service delivery 2.3 Explain how ethical considerations affect customer service 2.4 Explain how equality legislation affects customer service 2.5 Describe how legislation affects the use and storage of customer information
3 Understand how to deliver effective customer service	3.1 Explain the difference between customers’ wants, needs and their expectations 3.2 Explain how to identify customers’ needs and expectations 3.3 Explain the importance of managing customers’ expectations 3.4 Explain how to behave in a way that meets customers’ expectations 3.5 Describe techniques that can be used to put customers at ease and gain their trust 3.6 Explain the importance of following up actions and keeping promises when delivering customer service
4 Understand the management of customer service information	4.1 Explain how customer service information can be used 4.2 Explain the importance of systems to manage customer service information 4.3 Explain the uses of systems to manage customer service information

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 4.4 Identify the features of an effective customer complaints process
- 4.5 Describe the uses of a customer complaints process

Unit A/506/1964

Understand employer organisations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand organisational structures	1.1 Explain the differences between the private sector, public sector and voluntary sector 1.2 Explain the functions of different organisational structures 1.3 Describe the features of different types of legal structures for organisations
2 Understand the organisational environment	2.1 Describe the internal and external influences on organisations 2.2 Explain the use of different models of analysis in understanding the organisational environment 2.3 Explain why change in the business environment is important

Unit L/506/1788

Manage personal performance and development

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to manage personal performance	<ul style="list-style-type: none">1.1 Agree specific, measurable, achievable, realistic and time-bound (SMART) objectives that align with business needs with line manager1.2 Agree criteria for measuring progress and achievement with line manager1.3 Complete tasks to agreed timescales and quality standards1.4 Report problems beyond their own level of competence and authority to the appropriate person1.5 Take action needed to resolve any problems with personal performance
2 Be able to manage their own time and workload	<ul style="list-style-type: none">2.1 Plan and manage workloads and priorities using time management tools and techniques2.2 Take action to minimise distractions that are likely to limit the effective management of time and the achievement of objectives2.3 Explain the benefits of achieving an acceptable “work-life balance”
3 Be able to identify their own development needs	<ul style="list-style-type: none">3.1 Identify organisational policies relating to personal development3.2 Explain the need to maintain a positive attitude to feedback on performance3.3 Explain the potential business benefits of personal development3.4 Identify their own preferred learning style(s)3.5 Identify their own development needs from analyses of the role, personal and team objectives3.6 Use feedback from others to identify their own development needs3.7 Agree specific, measurable, achievable, realistic and time-bound (SMART) development objectives that align with organisational and personal needs
4 Be able to fulfil a personal development plan	<ul style="list-style-type: none">4.1 Agree a personal development plan that specifies actions, methods, resources, timescales and review mechanisms4.2 Make use of formal development opportunities that are consistent with business needs4.3 Use informal learning opportunities that contribute to the achievement of personal development objectives4.4 Review progress against agreed objectives and amend plans accordingly4.5 Share lessons learned with others using agreed communication methods

Unit D/506/2119

Communicate verbally with customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to communicate verbally with customers	1.1 Explain the importance of effective communication in customer service 1.2 Explain how tone of voice, choice of expression and body language can affect the way customers perceive their experience 1.3 Explain why “customer service language” is used 1.4 Describe different questioning techniques that can be used when communicating with customers 1.5 Describe verbal and non-verbal signals that show how a customer may be feeling 1.6 Describe the types of information needed when communicating verbally with customers
2 Be able to use customer service language to communicate with customers	2.1 Identify customers’ wants and priorities 2.2 Listen “actively” to what customers are saying 2.3 Communicate clearly, concisely and professionally with customers 2.4 Use a tone of voice and expression that reinforces messages when communicating with customers 2.5 Use language that reinforces empathy with customers 2.6 Adapt their response in accordance with customers’ changing behaviour 2.7 Provide information and advice that meets customers’ needs 2.8 Maintain organisational standards of behaviour and communication when interacting with customers 2.9 Check that customers have understood what has been communicated 2.10 Adhere to organisational policies and procedures, legal and ethical requirements when communicating verbally with customers

Unit T/506/2126

Communicate with customers in writing

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to communicate with customers in writing	1.1 Explain why it is necessary to use different forms of written communication for different purposes 1.2 Describe practices for producing different forms of written communications 1.3 Describe the potential benefits and limitations associated with communicating with customers in writing 1.4 Explain the implications of confidentiality and data protection in communicating with customers in writing
2 Be able to plan written communications to customers	2.1 Identify the objective(s) of the communication 2.2 Gather the information needed to draft the communication 2.3 Select the form of written communication that is most likely to lead to customer satisfaction within the service offer
3 Be able to communicate with customers in writing	3.1 Produce communications that recognise customers' points of view in accordance with organisational standards, styles and tone 3.2 Use language that is clear and concise, adapting it to meet identified customer needs 3.3 Record decisions and actions taken and the reasons for them 3.4 Adhere to organisational policies and procedures, legal and ethical requirements when communicating with customers in writing

Unit H/506/2154

Deal with incoming telephone calls from customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to deal with incoming customer calls	<ul style="list-style-type: none">1.1 Explain why an organisation should have guidance on dealing with telephone calls1.2 Explain why an organisation should have an identity checking process1.3 Explain the importance of keeping customer information up to date1.4 Explain the importance of keeping customers informed of the progress of their call1.5 Describe how body language and facial expressions can be detected over the telephone1.6 Describe different questioning techniques used when dealing with incoming calls1.7 Explain how to handle abusive calls
2 Be able to establish the purpose of incoming customer calls	<ul style="list-style-type: none">2.1 Verify the identity of callers in line with organisational guidelines2.2 Speak clearly, concisely and politely using speech and tone to create a rapport2.3 Adapt their own communication style to meet customers' needs2.4 Listen actively to what customers are saying to collect as much information as possible2.5 Use questioning techniques that are appropriate to the conversation2.6 Record information in line with organisational guidelines
3 Be able to deal with customer questions and requests	<ul style="list-style-type: none">3.1 Respond in a way that best meets customer and organisational requirements3.2 Give clear and concise information that meets customers' needs3.3 Manage the length of the conversation3.4 Confirm that the customer is satisfied with the outcomes of the conversation3.5 Complete agreed post-call follow up actions

Unit K/506/2155

Make telephone calls to customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to make telephone calls to customers	1.1 Explain the legislation and regulations relating to the use of customer information when planning to make calls 1.2 Explain the importance of keeping customer information up to date 1.3 Explain the reasons for organisational guidance on dealing with telephone calls 1.4 Explain the reasons for organisational identity checking processes 1.5 Explain how body language and facial expressions can be detected over the telephone 1.6 Describe different questioning techniques when dealing with customers 1.7 Explain organisational guidelines for what can and cannot be said or promised 1.8 Explain how to handle abusive calls from customers
2 Be able to plan telephone calls to customers	2.1 Identify the objective(s) of calls 2.2 Prepare the information needed to make calls 2.3 Plan the structure of calls 2.4 Identify customers' likely responses and how they can be dealt with
3 Be able to make telephone calls to customers	3.1 Use telecommunications equipment in accordance with organisational standards 3.2 Confirm the identity of customers in line with organisational guidelines 3.3 Make the customer aware of the purpose of the call as early as possible 3.4 Speak clearly, concisely and politely, using speech and tone to create rapport 3.5 Adapt their own communication style to meet customers' needs 3.6 Listen actively to what customers are saying to collect as much information as possible 3.7 Give clear and concise information that meets customers' needs 3.8 Record information in line with organisational guidelines 3.9 Complete agreed follow up actions after closing the telephone call

Unit L/506/2133

Promote additional products and/or services to customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the promotion of additional products and/or services to customers	<ul style="list-style-type: none">1.1 Describe organisational policies and procedures on the promotion of additional products and/or services1.2 Explain the importance of keeping product/service knowledge up to date1.3 Explain how to match products and/or services to customer needs1.4 Describe techniques to promote additional products and/or services
2 Be able to promote additional products and/or services to customers	<ul style="list-style-type: none">2.1 Identify opportunities to promote additional products and/or services that are likely to improve the customer experience2.2 Promote the benefits of additional products and/or services that are likely to be of interest to customers2.3 Provide information to customers that will help them to decide whether to select additional products and/or services2.4 Adhere to organisational policies and procedures, legal and ethical requirements when promoting products and/or services

Unit R/506/2134

Process information about customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to process customer information	1.1 Describe the functions of customer information systems 1.2 Explain the way in which legislation and regulatory requirements affect the processing of customer information 1.3 Explain different responsibilities and levels of authority for processing customer service information 1.4 Explain the reliability of sources of customer information 1.5 Explain the validity of customer information
2 Be able to process customer information	2.1 Record information about customers in line with organisational standards and procedures 2.2 Keep customer information up to date 2.3 Respond to requests for customer information from authorised people in a timely manner 2.4 Retrieve customer information that meets the requirements of the request 2.5 Supply customer information in a format appropriate for the recipient 2.6 Adhere to organisational policies and procedures, legal and ethical requirements when processing customer information

Unit Y/506/2135

Exceed customer expectations

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to exceed customer expectations	1.1 Explain how customers form expectations of the service they will receive 1.2 Explain legislation, organisational policies and procedures that can limit or vary the service offer 1.3 Explain the types of actions that customers are likely to perceive as adding value 1.4 Explain how to recognise when actions taken to offer added value could be built into the service offer
2 Be able to exceed customer expectations	2.1 Identify differences between customers' expectations and needs and the service offer 2.2 Explain the service offer clearly and concisely to customers 2.3 Identify options that offer added value without affecting other customers adversely 2.4 Make offers to customers within their own authority levels 2.5 Take action to ensure that customers are aware that offers made to them have added value and exceed the service offer 2.6 Record agreements made and actions taken

Unit T/506/2143

Deliver customer service whilst working on customers' premises

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to deliver customer service whilst working on customers' premises	<ul style="list-style-type: none">1.1 Describe the preparations that need to be made prior to a visit1.2 Explain the importance of being positive about the product and/or service1.3 Explain organisational standards of presentation, behaviour and communication1.4 Explain the purpose of advising customers why work cannot be carried out that has not been previously agreed1.5 Explain how to identify possible risks relating to the work to be carried out1.6 Explain the way in which legislation affects the work to be carried out
2 Be able to deliver customer service whilst working on customers' premises	<ul style="list-style-type: none">2.1 Identify themselves to customers2.2 Take action to ensure that customers know when, why and for how long work will be carried out on their premises2.3 Confirm with customers the nature of work to be carried out on their premises2.4 Keep customers informed of progress, delays, variations to work to be carried out and follow up needed2.5 Treat customers, their premises and property with consideration2.6 Confirm that the customer is satisfied with the outcome2.7 Maintain their own personal safety and security and that of customers whilst on customers' premises

Unit T/506/2157

Carry out customer service handovers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the customer service handover process	1.1 Explain an organisation's customer service handover procedures 1.2 Explain why it is appropriate to pass responsibility for completing particular customer service actions to colleagues 1.3 Explain why, when and how to set reminders to follow up on actions handed over to others 1.4 Explain levels of their own responsibility in the customer service handover process
2 Be able to plan customer service handovers	2.1 Identify the steps in the customer service delivery process that rely on exchanges of information among team members 2.2 Agree with colleagues when to pass customer service issues from one person to another 2.3 Agree methods of information exchange
3 Be able to carry out customer service handovers	3.1 Explain to customers to whom and why a handover is being made 3.2 Exchange information with colleagues in line with organisational procedures 3.3 Check that actions required by others following handovers have been completed 3.4 Identify further actions when the activities required by others have not been completed 3.5 Share feedback with colleagues to make improvements to handover processes

Unit A/506/2158

Resolve customer service problems

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the resolution of customer service problems	1.1 Describe an organisation's customer service and complaints procedures 1.2 Describe techniques to identify customer service problems and their causes 1.3 Describe techniques to deal with situations where customers become agitated or angry 1.4 Explain the limits of their own authority for resolving customers' problems and making promises 1.5 Explain the purpose of encouraging customers to provide feedback 1.6 Describe methods used to encourage customers to provide feedback
2 Be able to resolve customer service problems	2.1 Identify the nature and cause of customer service problems 2.2 Identify workable options for resolving problems within organisational guidelines 2.3 Use the most appropriate method of communication for dealing with customers 2.4 Agree with customers the option that best meets their needs and those of the organisation 2.5 Keep customers informed of progress 2.6 Fulfil promises made to customers during the resolution process 2.7 Share customer feedback with others to improve the resolution of customer service problems 2.8 Adhere to organisational policies and procedures, legal and ethical requirements when resolving customer service problems
3 Be able to manage unresolved customer service problems	3.1 Explain to customers the reasons why problems cannot be resolved 3.2 Refer customers to other sources of help if their problems cannot be resolved

Unit F/506/2159

Deliver customer service to challenging customers

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the delivery of customer service to challenging customers	<ul style="list-style-type: none">1.1 Describe different types of challenging customers in the customer service environment1.2 Explain an organisation's procedures and standards of behaviour for dealing with challenging customers1.3 Explain behaviours that make it challenging to deal with customers1.4 Explain the difference between assertive and aggressive behaviour1.5 Describe techniques to deal with customers' challenging behaviour1.6 Explain their own levels of authority for agreeing actions outside the service offer1.7 Explain why it is important that colleagues are informed when challenging customers re-open or escalate matters
2 Be able to deal with challenging customers	<ul style="list-style-type: none">2.1 Identify the signs that indicate that a customer is challenging2.2 Express understanding of customers' point of view without admitting liability2.3 Explain to customers the limits of the service they can offer2.4 Explain to customers the reasons for an organisation's position and policy2.5 Agree a way forward that balances customer satisfaction and organisational needs2.6 Obtain help from colleagues when options for action are beyond their level of authority2.7 Adhere to organisational policies and procedures, legal and ethical requirements when dealing with challenging customers

Unit Y/506/2149

Develop customer relationships

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to develop customer relationships	1.1 Describe the importance of developing relationships with customers 1.2 Explain the value of customer loyalty and retention 1.3 Explain how customers' expectations may change over time 1.4 Explain the use of customer feedback as a means of developing customer relationships 1.5 Explain the limits of their own authority to make alternative service offers to customers 1.6 Describe the use of Customer Relationship Management systems and processes to meet customers' expectations 1.7 Explain the importance of regular communication in the development of both internal and external customer relationships
2 Be able to develop relationships with customers	2.1 Give help and information that meets or exceeds customers' expectations 2.2 Identify new ways of helping customers based on their feedback 2.3 Share feedback from customers with others 2.4 Identify added value that the organisation could offer customers 2.5 Bring to customers' attention products or services that may interest them

Unit T/506/2160

Support customer service improvements

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to support customer service improvements	1.1 Describe different sources of information that may help identify ways of improving customer service 1.2 Describe the constraints on suggesting improvements to customer service 1.3 Explain the limits of their own authority in implementing improvements
2 Be able to identify the potential for improvements to customer service	2.1 Use information from a range of sources to understand the customer experience 2.2 Identify potential areas where customer service could be improved from an analysis of information 2.3 Make recommendations for improvement that are based on evidence from analysed information
3 Be able to support the implementation of improvements to customer service	3.1 Implement agreed improvements within the limits of their own authority 3.2 Inform customers of improvements to customer service 3.3 Identify the impact of improvements to customer service and feedback to relevant people

Unit A/506/2161

Support customers through real-time online customer service

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to support customers through real-time online customer service	<ul style="list-style-type: none">1.1 Explain how an organisation's online customer service system works1.2 Explain how to navigate their own customer service site1.3 Describe the questioning techniques that may be used when supporting customers through real-time on-line customer services1.4 Explain how to adapt their own communication style to meet customers' ability to use online systems
2 Be able to establish the customer service support needed by customers	<ul style="list-style-type: none">2.1 Identify customers' familiarity with the site2.2 Identify the difficulties faced by customers when navigating websites2.3 Identify the support for customers that will meet their needs
3 Be able to support online customer service in real-time	<ul style="list-style-type: none">3.1 Step through screen sequences while the customer operates the system3.2 Communicate with customers in terms they can understand3.3 Inform customers of what is happening and why certain steps are required3.4 Adhere to organisational policies and procedures, legal and ethical requirements when supporting customers through on-line customer service

Unit J/506/2163

Use social media to deliver customer service

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand social media in a business environment	<ul style="list-style-type: none">1.1 Explain how different social media platforms can be used for customer service1.2 Describe different audience groups for a range of social media platforms1.3 Explain the importance of monitoring customer posts in social media networks1.4 Explain organisational policy and guidelines for the use of social media for customer service purposes1.5 Explain the etiquette of communication within different social media platforms1.6 Explain the importance of security settings and how they are used on different social media platforms1.7 Identify the information that can be shared when colleagues are involved in exchanges using social media
2 Be able to deal with customers using social media	<ul style="list-style-type: none">2.1 Monitor social media to identify customer questions, requests and comments2.2 Make responses that are appropriate to posts made by customers on social media networks2.3 Take action to ensure that customers are satisfied before closing dialogue2.4 Adhere to organisational policies and procedures, legal and ethical requirements when dealing with customers using social media

Unit R/506/2151

Resolve customers' complaints

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the monitoring and resolution of customers' complaints	1.1 Assess the suitability of a range of monitoring techniques for customers' complaints 1.2 Explain how to identify those complaints that should prompt a review of the service offer and service delivery 1.3 Explain negotiating techniques used to resolve customers' complaints 1.4 Explain conflict management techniques used in dealing with upset customers 1.5 Explain organisational procedures for dealing with customer complaints 1.6 Explain when to escalate customers' complaints 1.7 Explain the cost and regulatory implications of admitting liability on the basis of a customer complaint 1.8 Explain the advantages and limitations of offering compensation or replacement products and/or services
2 Be able to deal with customers' complaints	2.1 Confirm the nature, cause and implications of customers' complaints 2.2 Take personal responsibility for dealing with complaints 2.3 Communicate in a way that recognises customers' problems and understands their points of view 2.4 Explain the advantages and limitations of different complaint response options to customers 2.5 Explain the advantages and limitations of different complaint response options to the organisation 2.6 Keep customers informed of progress 2.7 Agree solutions with customers that address the complaint and which are within the limits of their own authority 2.8 Record the outcome of the handling of complaints for future reference 2.9 Adhere to organisational policies and procedures, legal and ethical requirements when dealing with customers' complaints

Unit D/506/2170

Gather, analyse and interpret customer feedback

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to gather, analyse and interpret customer feedback	<ul style="list-style-type: none">1.1 Describe methods of collecting data for customer research1.2 Explain random sampling techniques used to collect data1.3 Explain how to evaluate bias in non-random samples1.4 Explain the principles of questionnaire design1.5 Assess the suitability of a range of techniques to analyse customer feedback1.6 Explain techniques used to monitor the quality of data collected1.7 Explain the use of software to record and analyse customer feedback1.8 Explain the validation issues associated with customer feedback1.9 Explain the importance of anonymising comments from customers who do not wish to be identified
2 Be able to plan the collection of customer feedback on customer service issues	<ul style="list-style-type: none">2.1 Identify the objectives of collecting customer feedback2.2 Justify the reasons for selecting different data collection methods2.3 Develop a data collection and analysis plan that specifies the sampling frame, data collection and recording methods and timeframe
3 Be able to gather customer feedback	<ul style="list-style-type: none">3.1 Collect customer feedback using the sampling frame identified in a customer service plan3.2 Record data in a way that makes analysis straightforward3.3 Verify that all data is handled in line with legal, organisational and ethical policies and procedures
4 Be able to analyse and interpret customer feedback to recommend improvements	<ul style="list-style-type: none">4.1 Use data analysis methods to identify patterns and trends in customer feedback4.2 Use the findings of a data analysis to identify areas for improvement to customer service4.3 Present the findings of an analysis in the agreed format4.4 Recommend improvements in response to the findings of an analysis

Unit H/506/2977

Support customers using self-service equipment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to support customers using self-service equipment	<ul style="list-style-type: none">1.1 Explain how the self-service equipment works1.2 Describe problems that are commonly encountered by customers when using self-service equipment1.3 Explain demonstration techniques to use when supporting customers using self-service equipment1.4 Explain organisational procedures for the use of equipment and fault reporting
2 Be able to identify the help needed by customers using self-service equipment	<ul style="list-style-type: none">2.1 Identify signs that show when a customer is having difficulty with the self-service equipment2.2 Identify a style and level of intervention that meets customers' needs
3 Be able to help customers to use self-service equipment	<ul style="list-style-type: none">3.1 Maintain a professional, polite and approachable manner while monitoring customers' use of equipment3.2 Use staff override functions to enable self-service equipment to be used by customers3.3 Explain to customers how to use the equipment and complete the transaction3.4 Report equipment-related errors and issues to the right person

Unit K/506/2978

Provide post-transaction customer service

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand post-transaction customer service	<ul style="list-style-type: none">1.1 Explain organisational policies and procedures for post-transaction customer service1.2 Explain the purposes and range of post-transaction activities1.3 Explain the implications of sales contracts, guarantees and warranties to post-transaction customer service1.4 Explain how legislation and regulation affect customers' rights1.5 Explain the advantages and disadvantages of post-transaction customer service programmes
2 Be able to provide post-transaction customer service	<ul style="list-style-type: none">2.1 Implement a programme of planned post-transaction interventions in line with organisational guidelines2.2 Use unplanned opportunities post-transaction to provide customer service2.3 Identify reasons for contacting customers post-transaction2.4 Confirm customers' levels of satisfaction post-transaction2.5 Make recommendations to decision makers to enhance customer satisfaction2.6 Present a professional and helpful image

Unit T/505/4673 Health and Safety Procedures in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know health and safety procedures in the workplace.	<ul style="list-style-type: none">1.1 Define the main responsibilities for health and safety in the workplace of the following:<ul style="list-style-type: none">a) employersb) employees1.2 Describe two health and safety laws affecting the workplace.1.3 Define the importance of following health and safety procedures in the workplace.1.4 Define the types of information or support available in relation to a specified aspect of health and safety in the workplace.
2 Be able to carry out tasks with regard to health and safety in the workplace.	<ul style="list-style-type: none">2.1 Carry out a risk assessment of a specified workplace activity.2.2 Use equipment or tools safely in the workplace.2.3 Describe how to prevent accidents in the workplace.2.4 Assess how own health and safety practices could be improved.

Unit L/506/1807

Manage diary systems

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the management of diary systems	<ul style="list-style-type: none">1.1 Explain the importance of keeping diary systems up to date1.2 Describe the basis on which bookings and changes are prioritised1.3 Explain any constraints relating to making bookings for people or facilities1.4 Describe the types of problems that can occur when managing diaries
2 Be able to manage diary systems	<ul style="list-style-type: none">2.1 Obtain the information needed to make diary entries2.2 Make accurate and timely diary entries2.3 Respond to changes in a way that balances and meets the needs of those involved2.4 Communicate up-to-date information to everyone involved2.5 Keep diaries up-to-date2.6 Maintain the requirements of confidentiality

Unit H/506/1814

Provide reception services

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand reception services	1.1 Explain the receptionist's role in representing an organisation 1.2 Explain an organisation's structure and lines of communication 1.3 Describe an organisation's standards of presentation 1.4 Explain the health, safety and security implications of visitors to a building 1.5 Explain how to deal with challenging people
2 Be able to provide a reception service	2.1 Welcome visitors in accordance with organisational standards 2.2 Direct visitors to the person they are visiting in accordance with organisational standards 2.3 Record visitors' arrivals and departures in accordance with organisational procedures 2.4 Provide advice and accurate information within organisational guidelines on confidentiality 2.5 Keep the reception area tidy and materials up-to-date 2.6 Answer and deal with telephone calls within organisational standards 2.7 Adhere to organisational procedures on entry, security, health and safety

Unit L/506/1869

Contribute to the organisation of an event

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand event organisation	<ul style="list-style-type: none">1.1 Explain the roles, responsibilities and accountabilities of individuals involved in the event1.2 Explain the purpose and features of different types of events1.3 Describe the type of resources needed for different types of events1.4 Describe the different needs attendees may have and how to meet these1.5 Explain the requirements of health, safety and security when organising events1.6 Describe the types of problems that may occur during events and how to deal with them
2 Be able to carry out pre-event actions	<ul style="list-style-type: none">2.1 Identify venue requirements for an event2.2 Obtain resources within the agreed timescales2.3 Distribute pre-event documentation to delegates in accordance with the event plan2.4 Co-ordinate attendee responses within the agreed timescale2.5 Identify any special requirements of event attendees
3 Be able to set up an event	<ul style="list-style-type: none">3.1 Set up layout and resources in accordance with the event plan3.2 Confirm that all identified resources are in place and meet requirements3.3 Behave in a way that maintains organisational values and standards
4 Be able to carry out post-event actions	<ul style="list-style-type: none">4.1 Ensure the venue is restored to the required conditions in accordance with the terms of the contract4.2 Carry out follow-up actions in accordance with the event plan and agreements made at the event

Unit M/506/1895

Buddy a colleague to develop their skills

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to buddy a colleague	1.1 Describe what is expected of a buddy 1.2 Explain techniques to give positive feedback and constructive criticism 1.3 Explain techniques to establish rapport with a buddy
2 Be able to plan to buddy a colleague	2.1 Agree which aspects of a colleague's work may benefit from buddying 2.2 Confirm organisational requirements for standards of behaviour, presentation, communication and performance of a buddy colleague 2.3 Agree a schedule of meetings that minimise disruption to business 2.4 Agree specific, measurable, achievable, realistic and time-bound (SMART) buddying objectives
3 Be able to support a buddy colleague carrying out work activities	3.1 Remain unobtrusive while a buddy colleague carries out their work activities 3.2 Provide examples of how to carry out tasks correctly 3.3 Identify instances of good practice and areas for improvement through observation 3.4 Praise a buddy colleague on well completed tasks 3.5 Give constructive feedback on ways in which a buddy could improve performance 3.6 Offer a buddy hints and tips based on personal experience

Unit L/506/1905

Employee rights and responsibilities

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the role of organisations and industries	1.1 Explain the role of their own occupation within an organisation and industry 1.2 Describe career pathways within their organisation and industry 1.3 Identify sources of information and advice on an industry, occupation, training and career pathway 1.4 Describe an organisation's principles of conduct and codes of practice 1.5 Explain issues of public concern that affect an organisation and industry 1.6 Describe the types, roles and responsibilities of representative bodies and their relevance to their own role
2 Understand employers' expectations and employees' rights and obligations	2.1 Describe the employer and employee statutory rights and responsibilities that affect their own role 2.2 Describe an employer's expectations for employees' standards of personal presentation, punctuality and behaviour 2.3 Describe the procedures and documentation that protect relationships with employees 2.4 Identify sources of information and advice on employment rights and responsibilities

Unit R/506/1789

Develop a working relationship with colleagues

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles of effective team working	<ul style="list-style-type: none">1.1 Outline the benefits of effective team working1.2 Describe how to give feedback constructively1.3 Explain conflict management techniques that may be used to resolve team conflicts1.4 Explain the importance of giving team members the opportunity to discuss work progress and any issues arising1.5 Explain the importance of warning colleagues of problems and changes that may affect them
2 Be able to maintain effective working relationships with colleagues	<ul style="list-style-type: none">2.1 Recognise the contribution of colleagues to the achievement of team objectives2.2 Treat colleagues with respect, fairness and courtesy2.3 Fulfil agreements made with colleagues2.4 Provide support and constructive feedback to colleagues
3 Be able to collaborate with colleagues to resolve problems	<ul style="list-style-type: none">3.1 Take others' viewpoints into account when making decisions3.2 Take ownership of problems within own level of authority3.3 Take action to minimise disruption to business activities within their own level of authority3.4 Resolve problems within their own level of authority and agreed contribution

Unit J/506/1806

Principles of equality and diversity in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the implications of equality legislation	<ul style="list-style-type: none">1.1 Define the concept 'equality and diversity'1.2 Describe the legal requirements for equality of opportunity1.3 Describe the role and powers of organisations responsible for equality1.4 Explain the benefits of equal opportunities and diversity1.5 Explain the potential consequences for an organisation of failing to comply with equality legislation
2 Understand organisational standards and expectations for equality and diversity and context in the workplace	<ul style="list-style-type: none">2.1 Explain how organisational policies on equality and diversity translate into day to day activity in the workplace2.2 Describe their own responsibilities for equality and diversity in the workplace2.3 Describe behaviours that support equality, diversity and inclusion in the workplace

Unit M/502/8587

Processing sales orders

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to process and follow up sales orders	1.1 Explain the importance of sales order processing 1.2 Describe organisational processes for ordering products and/or services 1.3 Describe different sources of information used to check customer credit 1.4 Describe the different payment methods accepted by sales orientated organisations 1.5 Explain the role of the despatch function 1.6 Describe service standards relating to sales order completion 1.7 Explain the importance of storing information securely
2 Be able to process sales orders	2.1 Identify customer sales order requirements 2.2 Check that the credit status of the customer meets organisational standards 2.3 Confirm the availability of products and/or services to the customer 2.4 Ensure that information given to the customer about delivery, timing and price is accurate 2.5 Ensure that the sale is authorised following the organisation's procedures 2.6 Finalise the transaction in accordance with organisational procedures 2.7 Ensure that the customer is aware of the terms and conditions of sale 2.8 Ensure that the customer's requirements are communicated to those responsible for fulfilling sales orders 2.9 Identify who to go to when in need of support with sales order processing problems
3 Be able to follow up sales order processing	3.1 Keep the customer informed of the sales order progress and any problems with the sale order 3.2 Advise the customer of current discounts and special offers 3.3 Check all information is stored securely

Unit R/502/8601

Meeting customers' after sales needs

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to investigate customer after sales needs	1.1 Establish the nature of customers' after sales needs 1.2 Communicate with customers in a way that conforms with quality and customer service standards at all times
2 Be able to handle customers' after sales needs	2.1 Deal with customers' after sales needs following organisational customer service standards and procedures 2.2 Balance customers' needs with those of the organisation 2.3 Explain when to refer to someone in authority if the problem cannot be resolved within the limits of own authority 2.4 Fulfil commitments made to customers in accordance with quality and customer service standards 2.5 Record commitments made to customers
3 Be able to review the after sales process	3.1 Obtain customers' comments on service reliability from customers 3.2 Analyse and report the findings to the relevant person in the organisation 3.3 Make recommendations for improvements to after sales service provision in the light of customer feedback

Unit M/502/8606

Handling objections and closing sales

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to handle sales objections	1.1 Explain the difference between standard and non-standard sales objections 1.2 Explain how to clarify objections and identify potential sales opportunities from them 1.3 Describe how to use questioning techniques to explore and resolve customer issues 1.4 Explain how to empathise with and reassure the customer 1.5 Explain the difference between hypothetical and real objections 1.6 Explain how knowledge of products and services can be used to answer objections 1.7 Explain how competitor activity may affect the potential sale 1.8 Describe how industry/sector pricing structures may have an impact on sales objections 1.9 Explain the scope of authority and responsibility when dealing with objections 1.10 State who to go to when in need of support to overcome objections
2 Understand how to close the sale	2.1 Explain how to identify verbal and non-verbal buying signals as signs of whether to move towards closing the sale 2.2 Explain how to perform a trial close 2.3 Explain how to identify further potential add-on, up-selling or cross-selling opportunities prior to closing the sale 2.4 Explain potential barriers to closing the sale 2.5 Explain a range of ways to close the sale
3 Be able to handle objections	3.1 Clarify the nature and extent of objections 3.2 Explain to the customer the concessions available within the scope of authority 3.3 Follow organisational procedures for dealing with objections 3.4 Promote the benefits of products and/or services to overcome objections 3.5 Use testimonials to overcome objections 3.6 Refer to those in authority when dealing with objections outside the scope of own authority
4 Be able to close the sale	4.1 Perform a trial close and ask for the order when objections have been met 4.2 Make use of add-on, up-selling or cross-selling opportunities 4.3 Follow organisational procedures for accepting confirmation of an order

Unit K/503/0421

Deal with incidents through a contact centre

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to deal with incidents through a contact centre	<ul style="list-style-type: none">1.1 Respond to incoming calls in a calm and professional manner1.2 Maintain control of the conversation1.3 Record the contact and information in an incident log in accordance with organisational procedures1.4 Assess and prioritise reported incidents in accordance with organisational procedures1.5 Pass accurate and concise contact information to those responsible for taking action in accordance with organisational procedures1.6 Provide information, advice and support in response to requests in accordance with organisational procedures1.7 Escalate incident responses in accordance with organisational procedures
2 Be able to use contact centre communications systems to deploy incident management resources	<ul style="list-style-type: none">2.1 Communicate with external organisations in accordance with organisational procedures2.2 Use the most efficient means (voice or data options) to communicate with those dealing with the incident2.3 Use agreed conventions of wording, style and approach appropriate for different communication media
3 Understand how to deal with incidents in a contact centre	<ul style="list-style-type: none">3.1 Describe the incident management services offered by the contact centre3.2 Describe the impact of regulation or legislation on incident management3.3 Describe the purpose and use of decision trees3.4 Describe how to determine the appropriate allocation of resources to incidents3.5 Describe the boundaries of a contact incident that justify actions being escalated to different levels of response3.6 Describe the nature and limits of instructions and advice that can be passed on to a contact reporting an incident3.7 Describe standard wording and codes used by the organisation when dealing with incident management3.8 Describe the type and extent of resources available for deployment in incident management

Unit L/503/0394

Carry out direct sales activities in a contact centre

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to gather information needed for direct sales activities in a contact centre	<ul style="list-style-type: none">1.1 Assemble information about products and/or services that support direct sales1.2 Obtain from customers sufficient information to support direct sales activities1.3 Create sales opportunities by making links between information provided by customers and products and/or services1.4 Find potential new customers for products and/or services
2 Be able to carry out direct sales to customers through a contact centre	<ul style="list-style-type: none">2.1 Establish customers' identity in accordance with organisational procedures2.2 Check customers' wishes and needs2.3 Identify possible matches with products and/or services from information provided by customers2.4 Explain to customers the features and benefits of products and/or services for sale2.5 Adapt their sales approach and style to meet customer preferences2.6 Maximise opportunities for cross-selling and up-selling2.7 Complete the authorisation or payment in accordance with organisational procedures
3 Be able to keep direct sales records within a contact centre	<ul style="list-style-type: none">3.1 Identify the information about customers, products and/or services that should be recorded during the sales process3.2 Record customer, product and/or service information in accordance with organisational procedures
4 Be able to comply with regulations and legislation during direct sales in a contact centre	<ul style="list-style-type: none">4.1 Identify the regulatory requirements that have an impact on direct sales activities through a contact centre4.2 Ensure compliance with regulations during direct selling through a contact centre
5 Understand how to conduct sales activities in a contact centre	<ul style="list-style-type: none">5.1 Describe the features and benefits of the products and/or services offered or supported by the contact centre

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>5.2 Describe the organisational policies and procedures for direct sales through a contact centre</p> <p>5.3 Describe the organisational requirements and regulation or legislation that have an impact on direct sales activities</p> <p>5.4 Describe the common objections and questions raised by customers during direct selling</p> <p>5.5 Explain how to identify cross-selling and up-selling opportunities</p> <p>5.6 Describe different methods of researching potential new customers</p> <p>5.7 Explain how to retrieve information from organisational sales records</p> <p>5.8 Describe the organisational procedures for ensuring compliance with relevant regulation and legislation that have an impact on direct selling</p>

Unit H/506/1912

Negotiate in a business environment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles underpinning negotiation	1.1 Describe the requirements of a negotiation strategy 1.2 Explain the use of different negotiation techniques 1.3 Explain how research on the other party can be used in negotiations 1.4 Explain how cultural differences might affect negotiations
2 Be able to prepare for business negotiations	2.1 Identify the purpose, scope and objectives of the negotiation 2.2 Explain the scope of their own authority for negotiating 2.3 Prepare a negotiating strategy 2.4 Prepare fall-back stances and compromises that align with the negotiating strategy and priorities 2.5 Assess the likely objectives and negotiation stances of the other party 2.6 Research the strengths and weaknesses of the other party
3 Be able to carry out business negotiations	3.1 Carry out negotiations within responsibility limits in a way that optimises opportunities 3.2 Adapt the conduct of the negotiation in accordance with changing circumstances 3.3 Maintain accurate records of negotiations, outcomes and agreements made 3.4 Adhere to organisational policies and procedures, and legal and ethical requirements when carrying out business negotiations

Unit F/502/4396 Bespoke Software

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Input and combine information using bespoke applications	1.1 Input relevant information accurately so that it is ready for processing 1.2 Select and use appropriate techniques to link and combine information of different forms or from different sources within the software 1.3 Respond appropriately to data entry error messages
2 Use appropriate structures to organise and retrieve information efficiently	2.1 Describe what functions to apply to structure and layout information effectively 2.2 Select and use appropriate structures and/or layouts to organise information 2.3 Apply local and/or legal guidelines and conventions for the storage and use of data where available
3 Use the functions of the software effectively to process and present information	3.1 Select and use appropriate tools and techniques to edit, process and format information 3.2 Check information meets needs, using IT tools and making corrections as necessary 3.3 Select and use appropriate methods to present information



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