

NVQ In Sales



Level 2

Who would benefit from the Sales NVQ?

The Sales NVQ Level 2 covers all aspects of the sales process from lead generation through to delivery processing and would benefit anyone who is responsible for either developing new business or maintaining existing clients. Anyone who deals with customers either face to face or over the telephone would benefit from the insight this qualification will give.

Both experienced sales people and those new to business development can acquire the skills and techniques to enable them to carry out their role with more confidence whilst gaining an in depth understanding of the sales process within a commercial setting.

What does the Sales NVQ Level 2 cover?

The award includes mandatory units which cover the core elements of the sales process to which optional units are added so as to tailor the qualification for each learner. These include:

Mandatory Units

- Managing your time within the sales process
- Ethics and legal requirements in sales
- Sell products and services face to face or over the telephone

Optional Units

- Obtaining and using sales information
- Developing, implementing and monitoring call planning
- Managing learner's own personal and professional development in sales
- Selling products or services at trade fairs, exhibitions or conferences
- Undertaking sales demonstrations
- Managing data within your organisation's internal systems
- Obtaining finance for purchasers
- Order and payment processing
- Monitoring product delivery
- Handle objections and close sales
- Generate and follow up sales leads
- Meeting Health & Safety Requirements

Contact Optimas on 01709 331 163

