

Dear Colleague

RE: Edexcel Level 3 NVQ Diploma in Sales (QCF) (First registration April 2011) - addition of 2 units and amendment to specification

I am writing to inform you there is now an Issue 2 specification for the Edexcel Level 3 NVQ Diploma in Sales (QCF) to reflect an addition of 2 units to the structure of the qualification. Centres delivering these qualifications should make sure that they use the amended version of the specification.

The following table shows a summary of the amendments made:

Page number	Unit title	Amendment
Pg 1	NA	Removal of "QAN" and addition of "QN" Removal of "Section 97" of the Learning and Skills Act 2000. Removal of "Learning Aims Database" and addition of "Learning Aims Reference Application"
Pg 8, 99	Unit 23: Develop Working Relationships with Colleagues	Addition of new unit information
Pg 8, 127	Unit 31: Work with Others to Improve Customer Service	Addition of new unit information

Please note that all Group C optional units, from issue 1 of this specification, have new unit numbers eg the original *Unit 23: Develop, Maintain and Review Personal Networks* is now referred to as Unit 24.

The Issue 2 specification, with these amendments sidelined, is now on our website at <http://pearsonwbl.edexcel.com/quals/NVQ-competence-based-qcf/sales-marketing/Pages/default.aspx>

We apologise for any inconvenience that this may cause.

Yours faithfully



Martin Stretton
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