

Apprenticeship Standard Customer Service Specialist

Duration: The apprenticeship will take a minimum of 15 months to complete

Entry requirements: Apprentices will be required to have or achieve level 2 English and Maths (this will be part of their Apprenticeship if required)

Link to professional registration: Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level. Should you choose to progress on a customer service career path, you may be eligible for further professional membership including management.

On-Programme Learning

The period of learning, development and continuous assessment is managed by the employer with the support of Davidson Training. The on-programme pace will be driven by individuals as well as by the breadth of experience an employer can offer prior to the minimum of 15 months after which end-point assessment will take place.

Employers will work closely with Davidson Training to plan and deliver support and training appropriately. This will add value to the employer as it centres on real work competencies demonstrated in a real work environment. Davidson Training will support ensuring the requirements of the apprenticeship standard are reflected in the above processes, and by filling any gaps through their work with apprentices.

To drive quality and consistency through on-programme learning employers may wish to consider the use of their normal performance management processes to monitor the progress of the apprentice, provide feedback and guide development.

We will carry out joint reviews of progress at regular intervals, involving apprentices, line managers and others with a direct relationship, e.g. mentors, workplace coaches, etc.

Apprentices may develop and maintain examples of their work throughout their apprenticeship that cover the full standard. This could be in the form of a portfolio or other tracking method to be reviewed on-programme at intervals of 3, 6 and 9 months.

End Point Assessment

This is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must demonstrate their learning to an independent end-point assessor and the grades available are pass, merit or distinction

There are three assessment methods, Work-based project supported by an interview, Practical Observation

Units within the Qualification to cover

Knowledge	
Business Knowledge and Understanding	<ul style="list-style-type: none">• Understand what continuous improvement means in a service environment and how your recommendations for change impact your organisation.• Understand the impact your service provision has on the wider organisation and the value it adds.• Understand your organisation's current business strategy in relation to customers and make recommendations for its future.• Understand the principles and benefits of being able to think about the future when taking action or making service related decisions.• Understand a range of leadership styles and apply them successfully in a customer service environment

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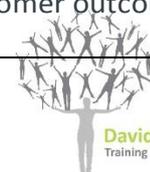
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Customer Journey knowledge	<ul style="list-style-type: none"> • Understand and critically evaluate the possible journeys of your customers, including challenges and the end-to-end experience. • Understand the reasons why customer issues and complex situations sometimes need referral or escalation for specialist attention. • Understand the underpinning business processes that support you in bringing about the best outcome for customers and your organisation. • Understand commercial factors and authority limits for delivering the required customer experience
Knowing your customers and their needs/ Customer Insight	<ul style="list-style-type: none"> • Know your internal and external customers and how their behaviour may require different approaches from you. • Understand how to analyse, use and present a range of information to provide customer insight. • Understand what drives loyalty, retention and satisfaction and how they impact on your organisation. • Understand different customer types and the role of emotions in bringing about a successful outcome • Understand how customer expectations can differ between cultures, ages and social profiles
Customer service culture and environment awareness	<ul style="list-style-type: none"> • Keep current, knowledge and understanding of regulatory considerations, drivers and impacts in relation to how you deliver for customers • Understand your business environment and culture and the position of customer service within it • Understand your organisation structure and what role each department needs to play in delivering Customer Service and what the consequences are should things go wrong • Understand how to find and use industry best practice to enhance own knowledge
Skills	
Business Focused Service Delivery	<ul style="list-style-type: none"> • Demonstrate a continuous improvement and future focussed approach to customer service delivery including decision making and providing recommendations or advice • Resolve complex issues by being able to choose from and successfully apply a wide range of approaches • Find solutions that meet your organisations needs as well as the customer requirements
Providing a positive customer experience	<ul style="list-style-type: none"> • Through advanced questioning, listening and summarising negotiate mutually beneficial outcomes • Manage challenging and complicated situations within your level of authority and make recommendations to enable and deliver change to service or strategy • Use clear explanations, provide options and solutions to influence and help customers make choices and agree next steps • Explore and interpret the customer experience to inform and influence achieving a positive result for customer satisfaction • Demonstrate a cost conscious mind-set when meeting customer and the business needs • Identifying where highs and lows of the customer journey produce a range of emotions in the customer • Use written and verbal communication to simplify and provide complex information in a way that supports positive customer outcome in the relevant format

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Working with your customers/customer insights	<ul style="list-style-type: none"> Proactively gather customer feedback, through a variety of methods. Critically analyse, and evaluate the meaning, implication and facts and act upon it Analyse your customer types, to identify or anticipate their potential needs and expectations when providing your service
Customer service performance	<ul style="list-style-type: none"> Maintain a positive relationship even when you are unable to deliver the customer's expected outcome When managing referrals or escalations take into account historical interactions and challenges to determine next steps
Service Improvement	<ul style="list-style-type: none"> Analyse the end to end service experience, seeking input from others where required, supporting development of solutions Make recommendations based on your findings to enable improvement Make recommendations and implement where possible, changes in line with new and relevant legislation, regulations and industry best practice
Behaviours/Attitude	
Develop self	<ul style="list-style-type: none"> Proactively keep your service, industry and best practice knowledge and skills up-to- date Consider personal goals related to service and take action towards achieving them
Ownership/Responsibility	<ul style="list-style-type: none"> Personally commit to and take ownership for actions to resolve customer issues to the satisfaction of the customer and your organisation Exercises proactivity and creativity when identifying solutions to customer and organisational issues Make realistic promises and deliver on them
Team working	<ul style="list-style-type: none"> Work effectively and collaboratively with colleagues at all levels to achieve results. Recognise colleagues as internal customers Share knowledge and experience with others to support colleague development
Equality	<ul style="list-style-type: none"> Adopt a positive and enthusiastic attitude being open minded and able to tailor your service to each customer Be adaptable and flexible to your customer needs whilst continuing to work within the agreed customer service environment
Presentation	<ul style="list-style-type: none"> Demonstrate brand advocacy, values and belief when dealing with customer requests to build trust, credibility and satisfaction Ensure your personal presentation, in all forms of communication, reflects positively on your organisation's brand

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