

# RETAIL



*a career for life...*

## Accredited Certificate II in Retail

There are many positive benefits to be gained from a career in retail. Retail jobs provide varied and challenging work and the chance to learn valuable skills.

The retail industry offers variety, career opportunities that are growing every year, flexibility of shifts and a wide range of skills for any future employment and many aspects of your personal life.

Australia's retail industry is its largest employer, providing a platform for entrepreneurship and innovation. In 2006 there were 110,488 employees in the SA retail industry, employing one in six workers in the South Australian workforce!

*(Information from The Retail Executive: [www.retailexecutive.com.au](http://www.retailexecutive.com.au))*

To begin your career in retail enrol in the Certificate II in Retail (SIR20207).



**EXCELLENCE IN EDUCATION & TRAINING**  
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# CERTIFICATE II IN RETAIL



**Attracts 50 Stage 1 SACE credits**

## COURSE INFORMATION

The Certificate II in Retail (SIR20207) consists of 9 core and 5 elective units. This course can be accessed by anyone over the age of 15 years that has completed Year 9.



CORE UNITS	Course Code
Apply point of sale handling procedures	SIRXCCS001A
Apply safe working practices	SIRXOHS001A
Work effectively in a retail environment	SIRXIND001A
Communicate in the workplace	SIRXCOM001A
Minimise theft	SIRXRSK001A
Operate retail technology	SIRXICT001A
Organise and maintain work areas	SIRXCLM001A
Perform stock control procedures	SIRXINV001A
Interact with customers	SIRXCCS002A
ELECTIVE UNITS	Course Code
Sell products and services	SIRXSL001A
Apply retail food safety practices	SIRRFSA001A
Balance point-of-sale terminal	SIRXFIN001A
Create a display	SIRXMER005A
Merchandise products	SIRXMER001A

For more information on the Retail industry visit  
<http://www.retailexecutive.com.au/>

## Further Study

Certificates III, IV and Diploma level.

## Tuition and Resource Fees

Tuition Fees: \$2,390

**TOTAL COST: \$2,390**

*Instalment payment plans available*

## FEES FOR JSA, DES PROVIDERS & AGENCIES

Discounts exist for referrals of 8 or more clients.

## Recognition of Prior Learning (RPL) Fee

*(This fee is only applicable to applicants undertaking RPL)*

RPL Fee: \$ 145 per unit

## About the Course

The Certificate II in Retail provides the skills and knowledge to be competent in a range of activities and functions requiring basic retail operational knowledge and limited practical skills.

Individuals with this qualification are able to perform roles, such as: providing product advice in a retail store; selling products and services; operating a checkout area; preparing and selling fast food items; store, rotate and replenish food stock; checking and replenishing stock; organising and maintaining work areas and displays.

## Important Information

- Students must **a)** attend work placements and **b)** maintain an 85% attendance rate.
- You will be expected to complete workbooks and will be expected to undertake research.
- Applicants will be interviewed to determine training needs. You may be required to undertake a literacy assessment in order to demonstrate competency at the required level.
- This course requires effective language, communication, and interpersonal skills to work with customers and others. You should be able to read and understand a range of simple texts and write a range of short answers. You should be able to complete straightforward calculations either manually and / or using a calculator. If you need assistance we can offer you language, literacy, and numeracy assistance beyond the course hours for an additional fee.
- If you already have retail skills you can apply for Recognition of Prior Learning (RPL). If you achieve RPL for any unit then you will not have to re-do it. Contact Maria for RPL.

## Career Pathways

Sales Assistant, Store Person, Night Fill, Store Fitter, Clerk, Buyer, Visual Merchandiser, Retail promotions, Product specialist, Warehouse Attendant, Logistics, Trainer.

## Course Times and Duration

Start Date: available throughout 2012.

Two days per week over 17 weeks (20 nominal hours per week)

Course days are:

9.00am to 3.30pm two days per week.

*Course times are subject to change.*

*Minimum class sizes apply.*

Excellence in Education & Training is proud to be a member of:



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