

Certificate III in Retail

SIR30207

Overview

Training for Work's Certificate III in Retail is designed for students who work in a retail environment. The qualification provides the foundation knowledge and skills for an employee to be competent in various routine tasks in a retail setting. The qualification provides training in building relationships with customers, maintaining and ordering stock, creating displays and selling products and services.

The Certificate III in Retail is delivered one-on-one over a period of 6 to 12 months with up to 7 x 1 hour training and assessment visits at the student's workplace by a qualified and experienced Industry Training Consultant.

Entry Criteria

To enrol in Training for Work's Certificate III in Retail, students must be:

- an Australian citizen or permanent resident; and
- currently employed in a retail environment in a position such as a store or sales assistant.

People with disabilities are encouraged to enrol.

Programme Structure

Students are required to complete all units listed below.

SIRXSL004A

Build relationships with customers

SIRXOHS002A

Maintain store safety

SIRXADM002A

Coordinate retail office

SIRXCCS003A

Coordinate interaction with customers

SIRXFIN001A

Balance point-of-sale terminal

SIRXINV002A

Maintain and order stock

SIRXMER005A

Create a display

SIRXMPR001A

Profile a retail market

SIRXRSK002A

Maintain store security

SIRXSL001A

Sell products and services

Please note: The units of competency listed are in alphabetical/numerical order based on code.

A summary of the employability skills students will develop through this qualification can be downloaded from <http://employabilityskills.training.com.au/>

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Recognition of Prior Learning (RPL)

Training for Work will offer all students RPL. Students may be eligible to receive recognition of prior learning for units based on their work experience and training they have previously undertaken.

Credit Transfer

Training For Work will offer all students Credit Transfer. Students may be eligible for credit transfer when they have previously completed the identical unit or a unit deemed equivalent by the training package author / developer.

Assessment

Students will be assessed in each unit using a combination of assessment tasks. The combination of assessment tasks will include:

- written assessment activities;
- practical skills observation;
- a final assessment/project; and
- a manager/peer review.

Students are required to satisfactorily complete all assessment tasks for each unit.

For each unit students will receive an outcome of satisfactory (i.e. competent) or unsatisfactory (i.e. not yet competent). Students who do not satisfactorily complete a unit will be provided feedback and the opportunity to review and resubmit assessment tasks. No additional fees are charged for students who resubmit assessment tasks.

Support Services

Students may contact their allocated Industry Training Consultant at any time via telephone or email to request

support. Support may include, but is not limited to, assistance with assessment tasks and language, literacy and numeracy.

Pathways

Students who successfully complete Training for Work's Certificate III in Retail have the opportunity to further their studies and undertake higher qualifications.



Fees and Charges

For students located in New South Wales

This training is funded by the NSW Government in partnership with the Commonwealth Government.

For students located in all other Australian States / Territories

Dependent on individual student circumstances, Training for Work in conjunction with the relevant State / Territory and the Commonwealth Government may be able to access a subsidy or incentive to cover the cost of training.



**Government funded
places available**

Call 1300 885 720
for further information