

Southern Futures & FEVER 2009 Vocational Training Course

Retail Operations – Cert 1

Full Certificate 1 (SIR10107)

This course develops foundation skills appropriate for a person aiming at working in the retail industry. Course delivery has been devised to better suit students with lower levels of literacy & numeracy (focus on group work and interactive activities), or those who have disengaged from school. All students will find this course fun and interesting.

Desired Attributes:	Outgoing, confident personality with excellent people skills, tolerance of others and tact. Ability to work independently and in a team. Good literacy and numeracy skills.
Career Pathways:	Prefer year 12; minimum year 10. Direct employment or an Traineeship with recognised training – Cert 2 – 4 then Diploma. Refer to www.myfutures.edu.au for career pathway information.
Location:	Noarlunga Campus, TAFE SA (near the Noarlunga Community library)
Training Provider:	TAFE SA (RTO 40161)
Duration:	1 day per week for 8 weeks in term 2 (on Tuesdays starting May 5 th); or term 3 (Dates TBA)
Times:	9.00 am – 3.00 pm
Approx Cost:	\$ 565.50; concession \$302.25.00 (2009) Includes, materials, T-shirt, SATAC & Student ID card (students who already have a TAFE ID card from another 2009 course need not pay this).
Work Placement:	We recommend that students undertake at least 5 days in a retail outlet.
Student Requirements:	Need to bring pencil and paper to each session. Dress; clean black and whites with enclosed shoes suitable for standing for a long time; no thongs or track pants. Students must phone absences to the Business Services office on 8207 3614 the morning of the absence
Contact:	Lecturer: Lee Boyd.
Class restraints:	Minimum of 10 students – maximum of 20 per class

Code	Unit	Delivery Date(s)		Nom Hours
	Induction & enrol	Term 2	Term 3	00
SIRXICT001A	Operate retail equipment	16/6	TBA	20
SIRXCOM001A	Communicate in the workplace	5/5 - 19/5	TBA	40
SIRXIND001A	Work effectively in the retail environment	26/5	TBA	45
-	Digital Story (Assessmt for Comm in wkpl & Wk effectively)	2/6	TBA	00
SIRXOHS001A	Apply safe working practices	23/6	TBA	20
SIRXCLM001A	Organise & maintain work areas	9/6	TBA	20
	Work placement in "Raw Trade"	TBA	TBA	00
		Total Hrs (2 SACE units)		145 hrs

Any queries about this course, contact the Program Co-ordinator on ph: 8207 3811 or mob: 0418 891 877

Details correct at 23^d March 2009