

Southern Futures & FEVER 2009 Vocational Training Course

Retail Operations – Cert 2 (not including Cert 1) – “Top Up”

Certificate 2 completion (SIR20207)

This course extends foundation skills (Cert 1) appropriate for a person aiming at working in the retail industry.

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 a 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:	TAFESA (RTO 40161)
Duration:	1 day per week for 12 weeks in term 3 or term 4 (Dates TBA) Alternatively, students can “top up” a TAFE course which will be delivered in a 3 week block. These usually run in term 1, 2 or 3. Alternatively if the block does not suit, can do 1 or 2 units per team.
Times:	9.00 am – 3.00 pm
Approx Cost:	\$ 819.00 (2008) Includes, materials, T-shirt, SATAC & Student ID card
Work Placement:	It is compulsory for students to undertake 9 days in a retail outlet, plus 3 days in the “Raw Trade” shop at TAFE.
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	Dates	Nom Hours
SIRXCCS001A	Apply point of sale handling procedures	TBA	20
SIRXCCS002A	Interact with customers	TBA	30
SIRXRSK001A	Minimise theft	TBA	20
SIRXINV001A	Perform stock control procedures	TBA	35
SIRXFIN001A	Balance point of sale	TBA	20
SIRXSLS001A	Sell products & services	TBA	20
SIRRRPKJ007A	Recommend & fit clothing or footwear products & services	TBA	35
SIRXMER001A	Merchandise products	TBA	30
SIRXSLS002A	Advise product & services	TBA	20
	Conquer the fear factor / resume writing	TBA	00
	Work Placement (9 days)	TBA	00
	Total Hours (4 SACE units)		230 hrs

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

Details correct at 7th January 2009