

## Community Partnerships @ Work 2011 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.*

<b>Desired Attributes:</b>	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.
<b>Career Pathways:</b>	Prefer year 12; minimum year 10. Direct employment or a Traineeship with recognised training – Cert 2 – 4 then Diploma. Refer to <a href="http://www.myfutures.edu.au">www.myfutures.edu.au</a> for career pathway information. <b>Certificate 1 is compulsory before enrolling for Cert 2 Retail.</b> Certificate 1 ( 5 units over 8 weeks) ⇔ Certificate 2 ( 9 units over 4 weeks F/T or 2 units per term)
<b>Location:</b>	CP@W Training Room, 61 Beach Rd, Christies Beach RPL @ TAFESA, N/C Retail Training Rooms
<b>Training Provider:</b>	TAFESA South (RTO 40319) {delivery by CP@W, RPL via TAFESA South}
<b>Duration:</b>	1 day per week for 8 weeks in <b>Term 1-2:</b> starting Monday 21 <sup>st</sup> February; <b>Term 3</b> starting Monday 1 <sup>st</sup> August 2011
<b>Times:</b>	9.00 am – 3.00 pm
<b>Approx Cost:</b>	<b>RTO fee = \$ 526.88;</b> (2010) Includes, materials, T-shirt, Student ID card SATAC ( students who already have a TAFE ID card from another 2011course need not pay this). <b>Brokerage fee = \$110.00 (inclds GST)</b> <b>Total fee = \$636.88</b>
<b>Work Placement:</b>	Students must undertake at least 5 days in a retail outlet, and be assessed on use of Retail Equipment using a Log Book. P/T work can be used for this.
<b>Student Requirements:</b>	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
<b>Contact:</b>	Lecturer: Lee Boyd.
<b>Class restraints:</b>	Minimum of 10 students – maximum of 20 per class

Code	Unit	Delivery Date(s)			Nom Hours
	Induction & enrol ( at TAFE N/C)	Term 1-2 21/2		Term 3-4 1/8	00
SIRXICT001A	Operate retail equipment				20
SIRXCCS001A	Communicate in the workplace				40
SIRXIND001A	Work effectively in the retail environment				45
SIRXOHS001A	Apply safe working practices				20
SIRXCLM001A	Organise & maintain work areas				20
		<b>Total Hrs (20 credits)</b>			<b>145 hrs</b>

Any queries about this course, contact the Program Co-ordinator on ph: 8326 4543 or mob: 0418 891 877

Details correct at 10<sup>th</sup> January 2011