

## Community Partnerships @ Work 2010 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. Certificate 1 is compulsory before enrolling for Cert 2 Retail. Cert 1 is part of Cert 2 Certificate 1 ( 5 units over 8 weeks) ⇔ Certificate 2 ( 9 units over 4 weeks F/T or 2 units per term)
<b>Location:</b>	Noarlunga Campus, TAFE SA ( Retail room off main foyer at Colonnades end fo TAFE)
<b>Training Provider:</b>	TAFE SA (RTO 40161)
<b>Duration:</b>	1 day per week for 8 weeks in <b>Term 1</b> : starting Tuesday 9 <sup>th</sup> February; <b>Term 2</b> starting Tuesday 27 <sup>th</sup> April; <b>Term 3</b> starting Tuesday 27 <sup>th</sup> July 2010
<b>Times:</b>	9.00 am – 3.00 pm
<b>Approx Cost:</b>	RTO fee = \$ 526.88; no concession (2010) Includes, materials, T-shirt, Student ID card ( students who already have a TAFE ID card from another 2009 course need not pay this). Brokerage fee = \$110.00 (inclds GST) <b>Total fee = \$636.88</b>
<b>Work Placement:</b>	We recommend that students undertake at least 5 days in a retail outlet.
<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
		Term 1	Term 2	Term 3	
	Induction & enrol				00
SIRXICT001A	Operate retail equipment	23/3	8/6	7/9	20
SIRXCCS001A	Communicate in the workplace	9/2 - 23/2	27/4 - 11/5	27/7 - 10/8	40
SIRXIND001A	Work effectively in the retail environment	2/3	18/5	17/8	45
Digital Story	Assessment for Communicate in wkpl & Work effectively	9/3	25/5	24/8	00
SIRXOHS001A	Apply safe working practices	30/3	15/6	14/9	20
SIRXCLM001A	Organise & maintain work areas	16/3	1/6	31/8	20
		<b>Total Hrs ( 2 SACE units)</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 25<sup>th</sup> June 2010*