

Community Partnerships @ Work 2010 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. <i>This course follows from Retail Certificate 1 (The full Cert 2 includes Cert 1 units)</i> Certificate 1 (5 units over 8 weeks) ⇒ Certificate 2 (9 units over 4 weeks F/T or 2 units per term)
Location:	Noarlunga Campus, TAFE SA (near the Noarlunga Community library)
Training Provider:	TAFESA (RTO 40161)
Duration:	Alternatively, students can “top up” a TAFE course which will be delivered in a 4 week F/T block. These usually run in term 1, 2 or 3. Alternatively if the block does not suit, can do 1 or 2 units per term. T3: Aug 16 & 19; 23-27; 30 - 3rd Sept
Times:	9.00 am – 3.00 pm
Approx Cost:	\$845.80 and concession \$435.75 (2009) Includes, SATAC. These prices assume the student has current TAFESA ID and a Retail t-shirt
Work Placement:	It is compulsory for students to undertake 9 days in a retail outlet.
Student Requirements:	Students need to have passed Cert 1 units to complete the Cert 2 qualification 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

Certificate 2 Units only(ie Cert 1 units are not included here)

Code	Unit	Dates			Nom Hours
		T 1	T2, CI 2	T2, CI 3	
SIRXCCS001A	Apply point of sale handling procedures	4/3	27/5	21/5	20
SIRXCCS002A	Interact with customers	16/3	7/6	1/6	30
SIRXRSK001A	Minimise theft	1/3	24/5	18/5	20
SIRXINV001A	Perform stock control procedures	9/3	31/5	25/5	35
SIRXMER005A	Create a display (GE)	12/3	3/6	28/5	35
	Assessment & presentations	13/3	4/6	29/5	00
SIRXSLS001A	Sell products & services (GA)	18/3	9/6	3/6	20
SIRRRPK014A	Recommend specialised product (GE)	19/3	10/6	4/6	35
SIRXMER001A	Merchandise products(GA)	10/3 & 11/3	1/6 & 2/6	26/5 & 27/5	30
SIRXSLS002A	Advise product & services (GA)	17/3	8/6	2/6	30
	Assessment & presentations	22/3	11/6	5/6	00
	Work Placement (9 days)	23/3 – 1/4	TBA	TBA	00
		Total Hrs (4 SACE units)			227 hrs

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

Details correct at 25th June 2010