

SIR40207 Certificate IV in Retail Management

This qualification provides the skills and knowledge for first line management skills in retail and wholesale industries. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this training is delivered with Victorian Government funding.

Enrolment

Applicants 15 years and older can apply. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

Course Rules

Candidates must be recognised as competent in prerequisite CIII Retail or CIII Wholesale units or have sufficient work experience. This course requires the completion of 10 units as described in the next section.

Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as store manager, department manager, sales manager, or merchandise manager.

Further Training Opportunities

Opportunities exist for further studies in Diploma of Retail.

Course Structure

CORE UNITS (Three)

SIRXMER004A Manage merchandise and store presentation

SIRXMGT003A Lead and manage people

SIRXOHS003A Provide a safe working environment

RETAIL ELECTIVE UNITS (Minimum of Four)

SIRXCLM002A Manage store facilities

SIRXFIN004A Manage financial resources

SIRXHRM001A Administer HR policy

SIRXHRM002A Recruit and select personnel

SIRXINV004A Buy merchandise

SIRXINV0005A Control inventory

SIRXMER03A Monitor in-store visual merchandising display

SIRXMER006A Present products

SIRXMPR001A Profile a retail market

SIRXRSK004A Control store security

SIRXSLS005A Manage sales and service delivery

ELECTIVES (Maximum of Three)

The remaining electives may be chosen from any of the previous retail elective units listed, the SIR07 Retail Services training package, or another endorsed training package specific to your workplace. Electives may be chosen from Certificate IV or Diploma level units. Other training packages available at AVTES are:

- Business
- Hospitality

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

Employability Skills

This qualification also encompasses general employability skills required by the retail industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**

