

Course Overview

This qualification provides the skills and knowledge required by those holding or wishing to hold higher management positions. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification.

Course Fees

Course fees consist of \$2,750 for tuition, plus resources.

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 the prerequisite units listed or have sufficient work experience. This course requires the completion of 9 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, Sales Manager or Buyer.

Further Training Opportunities

Opportunities exist for further studies in Advanced Diploma of Retail and Business.

Course Structure

PREREQUISITE UNITS

SIRXCOM001A Communicate in the workplace

SIRXIND001A Work effectively in a retail environment

Plus one of the following:

SIRXCCS003A Coordinate interaction with customers

SIRXSLS004A Build relationships with customers

CORE UNITS (Two)

SIRXFIN005A Manage operations to a budget

SIRXMGT005A Set strategic plans

RETAIL ELECTIVE UNITS (Minimum of Four)

SIRXCLM002A Manage store facilities

SIRXFIN004A Manage financial resources

SIRXHRM001A Administer HR policy

SIRXHRM002A Recruit and select personnel

SIRXMGT004A Analyse and communicate information

SIRXMGT006A Initiate and implement change

SIRXMER004A Manage merchandise and store presentation

SIRXSLS005A Manage sales and service delivery

SIRXINV004A Buy merchandise

SIRXINV005A Control inventory

SIRXQUA002A Lead a team to foster innovation

SIRXQUA003A Create an innovative work environment

SIRXRSK004A Control store security

ELECTIVES (Maximum of Three)

The remaining electives may be chosen from any of the previous "Retail Elective" units listed, or another endorsed Training Package specific to your workplace. Some examples of other training packages available with 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.**

