

Course Overview

This qualification provides the skills and knowledge for first line management skills. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification.

Course Fees

This course is funded by the Victorian Government. Tuition fees and resource fees apply. See our fees & charges policy for more information.

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 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, customer service manager, or merchandise manager.

Further Training Opportunities

Opportunities exist for further studies in Diploma of Retail or Business.

Course Structure

PREREQUISITE UNITS (Six)

SIRXIND001A	Work effectively in a retail environment
SIRXCOM001A	Communicate in the workplace
SIRXCCS003A	Coordinate interaction with customers
SIRXOHS002A	Maintain store safety
SIRXRSK002A	Maintain store security
SIRXSLS004A	Build relationships with customers

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 facilities
SIRXHRM001A	Administer HR policy
SIRXINV004A	Buy merchandise
SIRXINV005A	Control inventory

SIRXMER003A	Monitor in-store merchandising display	visual
SIRXMPR001A	Profile a retail market	
SIRXRSK004A	Control store security	
SIRXSLS005A	Manage sales and service delivery	
SIRXSLS006A	Lead a sales team	

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.**

