

Qualification Outline

Certificate II in Retail

Code: SIR20207

QUALIFICATION PACKAGING RULE

14 units must be selected for this qualification

9 core unit *plus*
5 elective units

Core Unit

● SIRXCOM001A	Communicate in the Workplace
● SIRXOHS001A	Apply safe working practices
● SIRXICT001A	Operate retail technology
● SIRXCCS001A	Apply point of sale handling procedures
● SIRXCCS002A	Interact with customers
● SIRXINV001A	Perform stock control procedures
● SIRXRSK001A	Minimise theft
● SIRXIND001A	Work effectively in a retail environment
● SIRXCLM001A	Organise and maintain work areas

Elective Units

Choose either 3 units from Elective Units Group A (General Selling) or Elective Units Group B (General Food Selling) and a maximum of 2 elective units may be selected from General Elective Units listed below

Elective units group A

General Selling

Sales:

● SIRXSLS001A	Sell products and services
● SIRXSLS002A	Advise on products and services

Merchandising:

● SIRXMER001A	Merchandise products
● SIRXMER005A	Create a display

Finance:

● SIRXFIN001A	Balance point of sale
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Elective units group B

General Food Selling

● SIRXSLS001A	Sell Products and services, and
● SIRRFSA001A	Apply retail food safety practices
● SIRXSLS002A	Advise on products and services
● SIRXMER001A	Merchandise products
● SIRRRPK002A	Advise on meat products
● SIRRMER002A	Pack and display meat products
● SIRRRPK003A	Advise on fast food products
● SIRRMER003A	Prepare and display fast food items
● SIRRRPK004A	Advise on bakery products
● SIRRMER004A	Prepare and display bakery products
● SIRRRPK005A	Advise on seafood products
● SFIDIST202B	Retail fresh, frozen and live seafood

General elective units

Administration:

- SIRXADM001A Apply retail office procedures
- SIRXADM002A Coordinate retail office
- SIRXFIN002A Perform retail finance duties
- BSBCMN212A Handle mail
- BSBCMN205A Use business technology

Finance:

- SIRXFIN001A Balance point – of sale terminal
- SIRXFIN002A Perform retail finance duties

Inventory

- SIRXINV002A Maintain and order stock

Product knowledge

- BSBSLS301A Develop product knowledge
- SIRRRPK001A Advise on food products and services
- SIRRRPK002A Advise on meat products
- SIRRRPK003A Advise on fast food products
- SIRRRPK004A Advise on bakery products
- SIRRRPK005A Advise on seafood products
- SIRRRPK006A Recommend liquor products
- SIRXRPK001A Recommend health and nutritional products and services
- SIRXRPK002A Recommend hair, beauty and cosmetic products and services
- SIRRRPK014A Recommend specialised products and services

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

Phone: 1300 739 320

Email: admin@setraining.com.au