

# SALES AND PERSONAL SERVICES

## SIR40207 Certificate IV in Retail Management (S578)



<sup>^</sup>COURSE OFFERED THROUGH TAFE/UNIVERSITY NETWORK

\* YOU WILL NEED TO BE EMPLOYED AND REGISTERED AS AN APPRENTICE/TRAINEE BEFORE YOU CAN COMMENCE APPRENTICESHIP/TRAINEE SHIP TRAINING

### Qualification Summary

This qualification will provide you with the skills and knowledge to provide front line management in a retail store environment. You will learn skills that enable you to develop strategies to manage sales and service delivery, allocate resources, manage the work performance of staff, and coordinate the work of teams. You can also choose from subjects which include merchandising, managing financial resources, managing human resources, controlling store security and loss, managing inventory and managing store facilities.

## Minimum Entrance Requirements

Successful completion of SIR30207 Certificate III in Retail or SIR30307 Certificate III in Wholesale or relevant superseded qualification that equates to one of the above.

A consultation with a lecturer is required prior to enrolment.

## Duration

1 Semester (360hrs)

## Fees and Charges

Fees are levied for tuition, resources (course materials) and administration (discretionary fee). The tuition cost applies to all vocational award courses, including traineeships and apprenticeships, and vary from course to course depending on the allocated nominal curriculum hours. The resource fee covers the cost of the materials/consumables used in each unit per semester. This does not include textbooks and students may need to purchase additional materials. The resource fee can vary from course to course. The discretionary fee is charged by Curtin VTEC to cover administration and internet services. Fees and charges for this course can be obtained from Client Services.

## Recognition of Prior Learning

This is a process whereby you can have your existing skills formally acknowledged, irrespective of how or where they were acquired. RPL acknowledges that many people acquire skills not only through formal education and training but also through work, life experience or informal training. These experiences may include paid or unpaid work, a home business, hobbies, community work, etc. A successful RPL application means that you will not have to attend formal classes and may allow you to progress through your course in a reduced time.

## National Recognition

Curtin VTEC will recognise all qualifications and statements of attainment issued by other Registered Training Organisations.

### INFORMATION AND ENROLMENTS:

PLEASE CONTACT YOUR LOCAL VOCATIONAL TRAINING and EDUCATION CENTRE CAMPUS AT:

#### KALGOORLIE CAMPUS

Phone: 08 9088 6700 Fax: 08 9088 6885  
Email: [clientserv@kalg.curtin.edu.au](mailto:clientserv@kalg.curtin.edu.au)  
Address: 34 Cheetham Street, Kalgoorlie WA 6430

#### ESPERANCE CAMPUS

Phone: 08 9071 9570 Fax: 08 9071 9571  
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Address: Pink Lake Road, Esperance WA 6450