



## Certificate III Retail SIR30207

**FREE\* training for Job Seekers registered with Job Network**

This course is for people who want to work in retail operations and/or supervision. You will learn how to maintain store safety and security and build relationships with customers. Following this course, work could be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food. Participants could also hold roles that have some responsibility for others and provide or hold specific coordination or support responsibilities within a store team.



SIRXCOM001	Communicate in the workplace
SIRXOHS001	Apply safe working practices
SIRXICT001A	Operate retail technology
SIRXCLM001A	Organise and maintain work areas
SIRXIND001A	Work effectively in retail
SIRXCCS001A	Apply point-of-sale handling procedures
SIRXCCS002A	Interact with customers
SIRXRSK001A	Minimise theft
SIRXINV001A	Perform stock control procedures
SIRXFIN001A	Balance point-of-sale terminal
SIRXSL001A	Sell products and services
SIRXMER005A	Create A Display
SIRXINV002A	Maintain and Order Stock
SIRXADM002A	Coordinate a Retail Office
SIRXOHS002A	Maintain store safety
SIRXRSK001A	Maintain store security
SIRXCCS003A	Coordinate interactions with customers
SIRXMPR001A	Profile a retail market
SIREXSL004A	Build relationships with customers

**Participants who have already completed Certificate II Retail may be fast-tracked.**

### Where and When?

- |                       |                           |
|-----------------------|---------------------------|
| ✓ Commencing dates:   | ✓ 9:30am - 2:30pm         |
| • Wednesday 8th April | ✓ Course runs for 4 weeks |
| • Monday 11th May     | ✓ Penrith CBD Location    |
| • Tuesday 9th June    | ✓ 5 days per week         |

### \* Eligibility for FREE Training:

You may be eligible for FREE enrollment in this course if you meet the following criteria

- ✓ **You will need to be REFERRED by your Employment Service Provider (ESP) / Access Provider**
- ✓ You are 15 years of age or over
- ✓ You are an Australian Citizen or Permanent Resident

### Career Opportunities

This course will give you the skills necessary for work in the Retail industry. Occupations may include:

- |                      |                                   |
|----------------------|-----------------------------------|
| ✓ Sales Assistant    | ✓ Customer Service Representative |
| ✓ Department Manager | ✓ Team Leader                     |
| ✓ Crew Leader        | ✓ Assistant Store Manager         |

**Phone or email us:**

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