

**SUPERVISING REGISTERED TRAINING ORGANISATION (SRTO)**  
(TRAINING RECOGNITION COUNCIL - RTO NUMBER 0822)

## **SIR20207 RETAIL LEVEL II CERTIFICATE (*SCHOOL-BASED*)** **USER CHOICE TRAINEESHIPS**

JobSmart is registered with the Training and Employment Board to deliver training **statewide** for *SIR20207 Certificate II in Retail*.

Large numbers of **existing and potential office staff** may now qualify for User Choice Traineeships as a direct result of a **Commonwealth Government incentive (DEEWR)** of up to **\$2000** (*payable to your organisation*) and a **State Government training contribution (DET)** of up to **\$2163 (SEQ)** or **\$2487 (Country)** (*payable to the SRTO by DET*).

**\*\*\*Limited places are available\*\*\***

*(Please note: Applicants with a level III qualification or higher may not be eligible for the Commonwealth employer incentive. JobSmart is not responsible for determining eligibility.)*

This is nationally recognised training and more importantly, a new improved approach to flexible workplace learning.

In conjunction with Australian Apprenticeship Centres, we will provide training information and support to you and your staff, for the duration of the training program.

Fee Structure (GST-free)	Incentives and Fees
Commonwealth Incentive Payment <i>(payable 3 months after commencement)</i>	\$2000
Training Fee (Tuition Fee #) <b><i>(school-based trainees exempt)</i></b>	Nil
Balance <b><i>(Your Organisation Retains)</i></b>	<b>\$2000</b>



Once the traineeship has been registered with the Department of Education and Training (DET), we will be in contact to organise the development of the training plan and commence **training, generally within five working days.**

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Web: [www.jobsmart.net.au](http://www.jobsmart.net.au)

**THE OVERALL FEATURES and BENEFITS for YOUR ORGANISATION are:**

- **Creates a training budget and culture of continuous learning.**
- **Up to two years (for part-time) to complete training** (*Note: This is competency-based training as no longer time based e.g. a 12 month traineeship can be completed in 6 months if all parties are in agreement.*)
- **Flexible training arrangements, with Recognition for Prior Learning, Fast-tracking and Credit Transfer** (ask us anytime for further details).
- **Training done at your premises. We recommend a minimum of 2 hours per week, supported by at least monthly workplace visits.**  
(*Additional training hours and visits may be required to ensure satisfactory progress.*)
- **Available for full-time and part-time permanent employ employees**  
(*15 hrs min. per week*) (*Note: The participant must be under 3 months employ and under 12 months part-time or casual to qualify for government incentives; refer AAC.*)
- **Provides a standard to upgrade staff skills and lift productivity.**
- **Access to language, literacy and numeracy assistance (refer DET) is available on request** (ask us anytime for further details).
- **Access to counselling, mediation and dispute resolution support services (refer DET)** (ask us anytime for further details).

N.B. Casual (except school-based) and contract staff are not eligible, in the first instance.

**IN CO-OPERATION WITH YOUR ORGANISATION WE DEVELOP AND DELIVER THE TRAINING**

**Overleaf is a List of Competencies**  
***(referred to as certificate packaging rules)***

Customer survey reports on our performance by DET rated JobSmart as “exceeding the benchmark for quality and outcomes achieved”. We pride ourselves in our prompt and efficient service and our team looks forward to achieving a successful outcome for both you and staff.

If you would like to find out more about how we can assist you with regards to your staff training needs in these areas please phone us for more details. These incentives may also be available for members of your family who are new employees in your business. Ask us for details.

**NO MORE LOSING YOUR STAFF TO DO THE TRAINING COURSE!**  
**TRAINING IS CONDUCTED ON SITE.**

For general traineeship information, got to: [www.apprenticeshipinfo.qld.gov.au](http://www.apprenticeshipinfo.qld.gov.au)

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# CERTIFICATE PACKAGING RULES

## SIR20207 Certificate II in Retail

**14 UNITS MUST BE COMPLETED: 9 Core units and 5 Elective units**

### 9 Core Units

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

**Elective Units: Select three from either the General Selling Stream or the General Food Selling Stream and two units from the General Electives (see below)**

### General Selling Stream

<b>Sales</b>		<b>Retail Post</b>	
SIRXSLS001A	Sell products and services	SIRRPOS001A	Process postal outlet transactions
SIRXSLS002A	Advise on products and services	<b>Merchandising</b>	
<b>Finance</b>		SIRXMER001A	Merchandise products
SIRXFIN001A	Balance point-of-sale terminal	SIRXMER005A	Create a display

### General Food Selling Stream

<b>Merchandising</b>		<b>Product Knowledge</b>	
SFIDIST202B	Retail fresh, frozen and live seafood	SIRRRPK001A	Advise on food products and services
SIRRMER001A	Merchandise food 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
<b>Food Safety</b>			
SIRRFSA001A	Apply retail food safety practices		

**General Elective Units: Select two electives from the General Electives listed below or from the General Selling or General Food Selling streams listed above.**

**Optional Electives:** A maximum of 2 elective units may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate II or III qualification in the parent Training Package. In all cases selection of electives must be guided by the job outcome, local industry requirements and the characteristics of this qualification as per the AQF descriptors.

<b>Administration</b>		<b>Finance</b>	
SIRXADM001A	Apply retail office procedures	SIRXFIN002A	Perform retail finance duties
<b>Inventory</b>		<b>Other</b>	
SIRXINV002A	Maintain and order stock	Electives	<a href="http://www.ntis.gov.au">www.ntis.gov.au</a>

For an explanation of terms and how your training will progress, please refer to JobSmart's Training and Assessment Guide Notes.

**(For more details, about each unit and other elective options; go to: [www.ntis.gov.au](http://www.ntis.gov.au))**

**(Prior to your final selection of any elective units outside the list below, please contact JobSmart)**

**(Note: JobSmart is unable to deliver any level V units)**

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