

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

## **SIR20207 RETAIL LEVEL II CERTIFICATE**

### **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 **\$1250** (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)	
Commonwealth Incentive Payment (payable 3 months after commencement)	\$1250
Training Fee (Tuition Fee <sup>#</sup> ) ( <b>Estimate only</b> ) (Payable to JobSmart) <i>(Please note: The tuition fee is a contract requirement for the participant to contribute to the training costs. However, it is our experience that by negotiation it is generally paid for by Business. Fee is calculated based on nominal hours. See training plan.)</i>	\$525
Balance ( <b>Your Organisation Retains</b> )	<b>\$725</b>

# Tuition fee quoted is based on 375 nominal training hours.

Flexible payment arrangements available, if participant is required to pay (conditions apply).

*(Note: A 60% discounts apply in certain cases eg. Health care card, refer JobSmart).*

**(Please note there is no charge for school-based traineeships, credit transfers and fee-for-service arrangements.)**



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**.

5/7 HILLYARD STREET PIALBA QLD 4655 PHONE: (07) 41245477 FAX: (07) 41245955

Email: [jobsmart@bigpond.net.au](mailto:jobsmart@bigpond.net.au)

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 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 (nominal hours)

SIRXCCS001A (20)	Apply point-of-sale handling procedures	SIRXIND001A (45)	Work effectively in a retail environment
SIRXCCS002A (30)	Interact with customers	SIRXINV001A (35)	Perform stock control procedures
SIRXCLM001A (20)	Organise and maintain work areas	SIRXOHS001A (20)	Apply safe working practices
SIRXCOM001A (40)	Communicate in the workplace	SIRXRSK001A (20)	Minimise theft
SIRXICT001A (20)	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 (nominal hours)

<b>Sales</b>		<b>Retail Post</b>	
SIRXSLS001A (20)	Sell products and services	SIRRPOS001A (35)	Process postal outlet transactions
SIRXSLS002A (30)	Advise on products and services	<b>Merchandising</b>	
<b>Finance</b>		SIRXMER001A (30)	Merchandise products
SIRXFIN001A (20)	Balance point-of-sale terminal	SIRXMER005A (35)	Create a display

### General Food Selling Stream (nominal hours)

<b>Merchandising</b>		<b>Product Knowledge</b>	
SFIDIST202B (15)	Retail fresh, frozen and live seafood	SIRRRPK001A (24)	Advise on food products and services
SIRRMER001A (25)	Merchandise food products	SIRRRPK002A (20)	Advise on meat products
SIRRMER002A (25)	Pack and display meat products	SIRRRPK003A (20)	Advise on fast food products
SIRRMER003A (25)	Prepare and display fast food items	SIRRRPK004A (20)	Advise on bakery products
SIRRMER004A (25)	Prepare and display bakery products	SIRRRPK005A (20)	Advise on seafood products
<b>Food Safety</b>			
SIRRFSA001A (40)	Apply retail food safety practices		

### General Elective Units: (nominal hours)

Select two electives from the General Electives listed below (nominal hours) 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 (20)	Apply retail office procedures	SIRXFIN002A (25)	Perform retail finance duties
<b>Inventory</b>		<b>Other</b>	
SIRXINV002A (35)	Maintain and order stock	Electives (TBA)	<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)

## ATTENTION

The nominal training hours are used to calculate the tuition fee and are shown in brackets after each competency code. The total hours on your training plan is multiplied by the base rate of \$1.40/nominal hour.

(Please note there is no charge for school-based traineeships, credit transfers and fee-for-service arrangements.)

**Total Nominal Hours:** \_\_\_\_\_ (H)

**Tuition Fee (H x \$1.40/hr):** \_\_\_\_\_

**Health Care Card Discount (and other reasons):** **Not Applicable or 60% discount**

*(strike out what does not apply)*

**Discounted Tuition Fee:** \_\_\_\_\_ (if applicable)

**To be paid for by employer or participant**

*(strike out what does not apply)*