

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

Sales		Retail Post	
SIRXSL001A	Sell products and services	SIRRPOS001A	Process postal outlet transactions
SIRXSL002A	Advise on products and services	Merchandising	
Finance		SIRXMER001A	Merchandise products
SIRXFIN001A	Balance point-of-sale terminal	SIRXMER005A	Create a display

General Food Selling Stream

Merchandising		Product Knowledge	
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
Food Safety			
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.

Administration		Finance	
SIRXADM001A	Apply retail office procedures	SIRXFIN002A	Perform retail finance duties
Inventory		Other	
SIRXINV002A	Maintain and order stock	Electives	www.ntis.gov.au

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)

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

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

WANT TO KNOW MORE? CONTACT US NOW!

For general traineeship information, got to: www.apprenticeshipinfo.qld.gov.au