

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

SIR30207 RETAIL LEVEL III CERTIFICATE

USER CHOICE TRAINEESHIPS

JobSmart is registered with the Training and Employment Board to deliver training **statewide** for **SIR30207 Certificate III 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 **\$1854 (SEQ)** or **\$2132 (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 (\$1500 payable 3 months from commencement and \$2500 on completion)	\$4000
Training Fee (Tuition Fee [#]) (Estimate only) (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>	\$500
Balance (Your Organisation Retains)	\$3500

Tuition fee quoted is based on 350 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**.

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Web: 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

©JOBSMART “THE TRAINING SPECIALISTS” – THE INFORMATION CONTAINED IN THIS DOCUMENT IS PRESENTED WITH THE BEST INTENTIONS TO REFLECT THE CURRENT POLICIES OF THE USER CHOICE TRAINEESHIP PROGRAM. IT IS ADMINISTERED BY THE DEPARTMENT OF EDUCATION AND TRAINING (DET) IN CONJUNCTION WITH THE DEPARTMENT OF EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS (DEEWR) THROUGH AUSTRALIAN APRENTICESHIP CENTRES (AACS) DECISIONS ABOUT ELIGIBILITY FOR FUNDING SHALL BE MADE AT THE ABSOLUTE DISCRETION OF THESE DEPARTMENTS.

CERTIFICATE PACKAGING RULES

SIR30207 Certificate III in Retail

10 UNITS MUST BE COMPLETED: 3 Core units and 7 Elective units

For **new workers** (under DEEWR and DET rules), there are two alternative pathways for entry into this certificate. Either the participant must be recognised as competent in the nine SIR20207 core units or have sufficient relevant retail experience for these units.

3 Core Units (nominal hours)

SIRXOHS002A (35)	Maintain store safety	SIRXRSK002A (20)	Maintain store security
And	SIRXCCS003A (35)	Coordinate interaction with customers	Or SIRXSLS004A (35)
			Build relationships with customers

Elective Units (nominal hours): Select seven units.

A maximum of two units may be selected from Product Knowledge (see below).

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 III qualification in the parent Training Package. Please note: JobSmart is unable to deliver any Level IV Retail units. Elective units must be additional to those already counted towards a lower level qualification within this 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.

Finance		Administration	
SIRXFIN001A (20)	Balance point-of-sale terminal	SIRXADM002A (35)	Coordinate retail office
SIRXFIN003A (35)	Produce financial reports	SIRXICT003A (35)	Operate retail information technology systems
Client and Customer Service		Management and Leadership	
SIRXCCS003A (35)	Coordinate interaction with customers	SIRXMGT001A (35)	Coordinate work teams
		SIRXMGT002A (35)	Maintain employee relations
Food Safety		SIRXQUA001A (35)	Develop innovative ideas at work
SIRRFSA002A (35)	Monitor food safety program		
Marketing		Merchandising	
SIRXMPR001A (35)	Profile a retail market	SIRXMER002A (35)	Coordinate merchandise presentation
		SIRXMER005A (35)	Create a display
Sales		Inventory	
SIRXSLS003A (35)	Coordinate sales performance	SIRXINV002A (35)	Maintain and order stock
SIRXSLS004A (35)	Build relationships with customers		

Product Knowledge – A maximum of two units (nominal hours)

SIRRRPK006A (35)	Recommend liquor products	SIRRRPK012A (40)	Recommend business and leisure products and services
SIRRRPK007A (35)	Recommend and fit clothing or footwear products and services	SIRRRPK013A (35)	Hire and sell video and DVD products and services
SIRRRPK008A (35)	Recommend jewellery products and services	SIRRRPK014A (35)	Recommend specialised products and services
SIRRRPK009A (35)	Recommend toddler and baby products	SIRXRPK001A (25)	Recommend health and nutritional products and services
SIRRRPK010A (35)	Recommend home and home improvement products and services	SIRXRPK002A (25)	Recommend hair, beauty and cosmetic products and services
SIRRRPK011A (40)	Recommend books or newsagency services		

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 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 \$1.45/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 \$1.45/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)