

For **new workers** (under DEEWR and DETA rules), there are two alternative pathways for entry into this certificate. Either the candidate must be recognised as competent in the nine SIR20207 core units or have sufficient relevant retail experience. For **existing workers** (under DEEWR and DETA rules), the full SIR20207 certificate must be completed prior to the commencement of the SIR30207 certificate. At JobSmart, we recommend that in either case, our **standard** SIR20207 Certificate II in Retail be completed.

SIR30207 Certificate III in Retail

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

3 Core Units

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

Elective Units: 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	Balance point-of-sale terminal	SIRXADM002A	Coordinate retail office
SIRXFIN003A	Produce financial reports	SIRXICT003A	Operate retail information technology systems
Client and Customer Service		Management and Leadership	
SIRXCCS003A	Coordinate interaction with customers	SIRXMGT001A	Coordinate work teams
Food Safety		SIRXMGT002A	Maintain employee relations
SIRRFA002A	Monitor food safety program	SIRXQUA001A	Develop innovative ideas at work
Marketing		Merchandising	
SIRXMPR001A	Profile a retail market	SIRXMER002A	Coordinate merchandise presentation
Sales		SIRXMER005A	Create a display
SIRXSLS003A	Coordinate sales performance	Inventory	
SIRXSLS004A	Build relationships with customers	SIRXINV002A	Maintain and order stock

Product Knowledge – A maximum of two units

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

WANT TO KNOW MORE? CONTACT US NOW!

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