



Workplace  
Training  
Specialists

## SIR40207 Certificate IV in Retail

This qualification provides the skills and knowledge for an individual to be competent in the first line management skills of those working in the retail and/or wholesale industries. It applies to those who are managing a small retail outlet, a section or department within a larger retail store, a small wholesale outlet, or a section or department within a larger wholesale business.

### Job Roles

Individuals with this qualification are able to perform roles, such as:

- managing a small to medium retail store group or franchise outlet
- managing an independent retail store
- managing a wholesale outlet
- departmental/section management in a retail or wholesale business
- functional management roles, such as merchandise management
- management of an inside or outside sales team in a wholesale business

### Length of study

|                      |              |
|----------------------|--------------|
| Total nominal hours: | 245-575 hrs  |
| Avg. Contact time:   | 12 hrs/month |
| Avg. Research time:  | 16 hrs/month |
| Full time duration:  | 12 months    |
| Part-time duration:  | 15-18 months |

### Cost of Course

**\$2750**

#### Option 1

Pay now and receive a 10% discount

#### Option 2

Pay in 2 six monthly payments

### Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime, any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: [admin@r-m-t.com.au](mailto:admin@r-m-t.com.au)



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## Course structure

Total number of units = 10, made up of 3 core units plus, 7 elective units

### Core Units

| Unit code   | Unit name                                 | Description   |
|-------------|---|---|
| SIRXMER004A | Manage merchandise and store presentation | This unit describes the performance outcomes, skills and knowledge required to manage merchandise and store presentation. This unit requires the team member to apply knowledge of store merchandising to plan and manage store advertising and promotions, manage store pricing policies and housekeeping. It includes interpretation of and compliance with store layout and visual merchandising policies, developing and implementing procedures to manage merchandise pricing, and managing all aspects of store housekeeping, including contingency procedures. This role applies to frontline retail managers. |
| SIRXMGT003A | Lead and manage people                    | This unit describes the performance outcomes, skills and knowledge required to lead and manage teams. This unit involves developing and communicating team objectives, developing and improving teams, delegating responsibility, consultation and actively supporting team members to achieve goals and store plans and targets.   |
| SIRXOHS003A | Provide a safe working environment        | This unit describes the performance outcomes, skills and knowledge required to develop and implement policies and procedures relating to OHS issues. It is based on the National Occupational Health and Safety Commission (NOHSC) guidelines. This unit involves consulting with staff, assessing and controlling risks, establishing and maintaining record systems and evaluating policies and procedures. Senior management personnel are responsible for this function.  |

### Elective Units

Elective can be chosen from a variety of streams. Discuss these further with your trainer to select the units best for your job role

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# Registration of Interest Certificate IV in Retail

Name

Address

Phone

Mobile

Email

*Details of Training Qualifications completed*

*Study intentions*

*Study reasons*

*Employer support*

*Do you have internet access at work and at home*

*If yes, what type of internet access do you have*

*Other information:*