

COURSE CODE

SIR40316

COURSE

Certificate IV in Retail Management

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate IV in Retail Management

National Course Code: SIR40316 | TAFE NSW Code: SIR40316-01V01-20ARM-120

Qualification Level	Certificate IV
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	6.9
Duration	1 Year
Delivery Locations	Armidale
Course Fees	<p>Subsidised Prices First Qualification: \$1,570.00 Subsequent Qualification: \$1,840.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$5,830.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

Climb to the top of the ladder in your retail career. Build on your existing retail training or customer service experience with this nationally recognised Certificate IV in Retail Management, providing you with the skills and experience you'll need to operate at management level.

Taught by professionals with up-to-date industry knowledge, you will learn:

- How to manage a small shop or a section or department of a larger retail operation
- Skills to manage technical financial duties
- Staff management and hiring
- Training and supervision
- How to manage inventory
- How to position a business to operate at a profit
- E-commerce skills
- How to manage a retail operation during downtime periods

Both business-to-client and business-to-business retail management skills will be taught.

Successful completion of the Certificate IV in Retail Management can lead to management roles in a wide range of retail businesses.

This retail training course is usually studied on-campus and full-time but there may be flexible options available. It may be suitable to study as part of a Traineeship.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

To be selected for this course, you will need to demonstrate that you have:

- Achieved a Certificate III in Retail and can provide your transcript as evidence, or
- Relevant industry employment experience and can provide your resume as evidence

Traineeship

TAFE NSW also offers the Certificate IV in Retail Management as a traineeship. To be eligible for this course as a trainee, you must:

- Meet the above entry requirements
- Be employed in the retail industry as this course is delivered in the workplace
- Have a signed traineeship contract

COURSE SUCCESS REQUIREMENTS

During your study, you will need to meet specific requirements that are necessary for you to complete your course work and be successful.

You will need to meet the following success requirements to be able to undertake work placement within industry. Your teacher will let you know when you need to provide evidence of:

- Criminal History Check

WORK PLACEMENT

Work placement provides you with opportunities to practise responding to situations and circumstances that cannot be replicated in a learning or simulated environment. Work placement strengthens your training and supports continued learning and assessment in the workplace.

There is no work placement requirement for trainees taking this qualification, as you will gain your experience on-the-job with your employer.

Non-trainees will need to be in either relevant employment or will be provided access to simulated workplace environments to complete the learning and assessment requirements.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you:

- Are comfortable with fast-paced shift work
- Have a friendly personality
- Are a great communicator
- Have a curious spirit and are a good problem solver.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local

community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To be enrolled in this course, you need to be able to provide evidence that you have a certificate III in Retail or have relevant industry employment experience in a job role that involved the application of skills and knowledge of the core units in SIR30216.

To successfully complete this course, you will be required to demonstrate practical components of the course either in a retail work environment or in a simulated retail environment. Learners will need a USB and a recording device (mobile phone). Supported Adobe Connect session 5:00pm-7:00pm Monday.

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course

STUDY COMMITMENT

This is a part-time day blended course. You will need to attend approximately 6.9 hours of class, over 1 day a week, for 1 year.

You may also be required to complete approximately 2.4 hours of additional study each week outside of class hours.

This course is offered by Connected Classroom. This is just like a regular classroom, but teachers and students use the latest video conferencing technologies.

Your teacher can be in one TAFE location, and you can join the class from another TAFE location using video conferencing equipment or a mobile device. You can also join in from a venue in a participating regional community. You will be able to see and talk to your teacher and other students as though they were in the room with you. You will also have access to support to meet your learning needs.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for learners who are employed in the retail environment or have previous retail experience having completed a Certificate III in Retail and /or have relevant retail experience in a retail environment at supervisory level. Participants may be mature aged re -entering the retail workplace, already working in the retail industry, seeking a promotion or management positions. Learners may be building on their existing skills and knowledge to operate or start their own business or franchise. Learners will be aspiring to work in a variety of retail industry areas, which may include; quick service food restaurants, speciality or general retailers, supermarkets, department stores or franchises.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- A free tutorial support service to all TAFE NSW learners and further support services include:
- Studiosity - online access to a real life tutor
- Accessibility and Disability Services
- Personal Counselling
- Aboriginal and/or Torres Strait Islander Student Support and Services

■ Library resources

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled at TAFE NSW Armidale, on Monday from 9.00am to 1.00pm. This timetable may change and will be confirmed by your teacher.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enquire now for Semester 2 2020 and be notified when enrolments open.

TAFE NSW is open for business so to find out more information on this course including when it will start and how it will be delivered (face-to-face, in a virtual classroom, self-paced, online or a mixture), submit an online enquiry by clicking the Enquire Now button on this page. You can also call 131 601 during business hours* to chat with a member of our friendly customer service team.

*** Our customer service team are available from Monday to Friday, 9am to 5pm AEST.**

Units

SIRXSLS003	Achieve sales results
SIRXCEG004	Create a customer-centric culture
SIRXMGT002	Lead a frontline team
SIRXHRM002	Maintain employee relations
SIRXRSK002	Maintain store security
SIRXWHS003	Maintain workplace safety
SIRRRTF002	Monitor retail store financials
SIRXWHS002	Contribute to workplace health and safety
SIRRINV002	Control stock
SIRRMER003	Coordinate visual merchandising activities
SIRXIND005	Develop personal productivity
SIRRFSA001	Handle food safely in a retail environment
SIRXHRM001	Recruit, select and induct team members
CHCDIV001	Work with diverse people

Career Opportunities

store manager, department manager and assistant store manager

Information as of 08 Aug 2020