



## Are you looking for a career in Retail?

### SIR30216 Certificate III in Retail

@ APM Employment Services, Lot 9 /49 William St. Armadale 6112



**Start Date: Wednesday 5<sup>th</sup> September 2018**    **End Date: Wednesday 27<sup>th</sup> March 2019**

Work Placement **Stage 1:** 12 Nov – 23 Nov 2018    **Stage 2:** 5 March 2019 –22 March 2019

**Delivery: Face to Face Class on Wednesdays, Thursdays & Fridays 9:00am – 3:30pm**

Unit Code	Unit Name	Hrs	Unit Code	Unit Name	Hrs
SIRXWHS002	Contribute to workplace health and safety	20	SIRRMER001	Produce visual merchandise displays	15
SIRXIND001	Work effectively in a service environment	35	SIRXSLS001	Sell to the retail customer	30
SIRXCOM002	Work effectively in a team	20	SIRXRSK001	Identify and respond to security risks	40
SIRXCEG003	Build customer relationships and loyalty	40	SIRRINV001	Receive and handle retail stock	25
SIRXIND002	Organise and maintain the store environment	15	SIRRINV002	Control stock	35
SIRXCEG002	Assist with customer difficulties	35	SIRXCEG001	Engage the customer	35
SIRRRTF001	Balance and secure point-of-sale terminal	20			
<b>Total Nominal Hours: 390</b>			<b>Equity Concessional</b>	<b>Student Fee Payable: \$573.39</b>	

#### Referral Process

**Step 1:** Please have your client complete **ORS Training Solutions Enrolment form** & provide a copy of **Centrelink Concession Card**.

**Step 2:** Create a USI (You may need to assist your client to do this if they don't have one)

**Step 3:** Please send completed Enrolment form and a copy of Concession Card to: [training@orsgroup.com.au](mailto:training@orsgroup.com.au)

#### Fees & Refunds Policy\*

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student Service and Resource fees.

**Evidence of Eligibility for of Concession rates must be provided –**

- Youth Allowance or Newstart Health Care Card for people not referred through a broker.
- Letter of referral letter from approved broker.
- If self-referred/referred by another agency evidence of unemployment or under employment

\*Refer to full fees and refunds policy at ORS Training Solutions [www.orsgroup.com.au](http://www.orsgroup.com.au)

#### The ORS Group Privacy Policy

ORS Training Solutions takes the privacy of participants very seriously and complies with all legislative requirements. These include the Australian Privacy Principles set out in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and relate to the *Privacy Act 1988*. For information about your privacy visit [www.oaic.gov.au](http://www.oaic.gov.au) or please consult our Privacy Policy on our website, your student handbook which will be provided to you at induction or speak with one of our staff at an ORS Office.

**Identification:** If you chose not to provide identification evidence ORS Training Solutions may not be able to provide you with training services or issue appropriate qualifications.

**USI Privacy:** ORS Training Solutions seeks your consent to collection, use and disclose of your USI and associated personal information in line with the Student Identifiers Act 2014. Your personal information will not be shared or disclosed other than as described, without your consent.

Full USI Privacy policy details can be found at <https://www.usi.gov.au/documents/privacy-policy>