

Who can attend?

- Aged 15-19 can apply for any qualification regardless of prior level of qualifications.
- If 20 – 24 years old, must not hold a qualification in Certificate II or higher in any discipline except in a Foundation Category course; or
- Are aged 25 years or older who are retrenched on or since 1 January 2010; and are registered with an Employment Services Provider; and hold a Certificate of Separation from their employer; and are undertaking a Foundation Skills course or a course or who hold a qualification level no higher than a Certificate II in any industry; and
- An Australian citizen; or
- holder of a permanent visa; or
- A holder of a Special Category VISA (sub-class 444); or
- Temporary Protection VISA holders; or
- East Timorese Asylum seekers

What's in it for me?

- Statement of Attainment issued upon being assessed as competent by the trainer in accordance with course requirements; and
- Be coached, supported and encouraged throughout the training



NATIONALLY RECOGNISED
TRAINING

WCIG Offices

FOOTSCRAY

Head Office
151 Nicholson Street,
Footscray, VIC 3011
Tel: (03) 9689 3437 (voice/TTY)
Fax: (03) 9689 9093

MELTON

237—239 Station Road ,
Melton, VIC 3337
Tel: (03) 8736 1000
Fax: (03) 8736 1050

MOONEE PONDS

Suite7/5 Everage Street
Moonee Ponds, VIC 3039
Tel: (03) 8371 0050
Fax: (03) 8371 0099

SUNSHINE

Shop 2, 27-35 Clarke Street,
Sunshine, VIC 3020
Tel: (03) 9311 9411
Fax: (03) 9311 8843

ST ALBANS

352A Main Road West,
St Albans, VIC 3021
Tel: (03) 9364 6199 (voice/TTY)
Fax: (03) 9364 6425

WERRIBEE

Suite 10, Level 1, 75 Watton Street,
Werribee, VIC 3030
Tel: (03) 9731 0477 (voice/TTY)
Fax: (03) 9731 0674

www.wcig.org.au



Your skills
our network

Certificate II in Retail (SIR20207)

SKILLS REFORM FOR VICTORIA: *SECURING JOBS FOR
YOUR FUTURE - SKILLS FOR VICTORIA PROGRAM*



www.wcig.org.au

Registered Training Organisation - TOID 4185

Venue Date & Time

Certificate II Retail (SIR20207)

Start Date:	5th August—5th November 2010
Cost:	\$518.00* (Free for eligible concession card holders)
Full Fee:	\$1500.00 (inc. GST) for participants not eligible for Govt Funding.
Time:	9.30am—3.30pm
Location:	2 days per week (Thursday's and Friday's) at WCIG, 160 Nicholson Street, Footscray
Work Placement:	Minimum of 160 hours work placement. (Monday-Wednesday)

*This training is delivered and partially subsidised with Victorian and Commonwealth Government funding for eligible participants. For eligible participants and holders of Commonwealth Health Care Card the tuition fee is waived.

Payment will be collected on enrolment day. For further information on Fees and Charges please visit our website at <http://www.wcig.org.au/jobseekers/training/CoursesFees.html>.

Forms of Assessment.

Each unit may be assessed by classroom group discussion, multiple choice and short answer questions. Another unit may be assessed by an essay, group presentation and scenarios and yet another unit may be assessed by viewing a video, group discussion and workbook.

Course Outline

Unit Code	Unit Title	Nominal Hours
SIRXCCS001A	Apply point-of-sale handling procedures	20
SIRXCCS002A	Interact with customers	30
SIRXCLM001A	Organise and maintain work areas	20
SIRXCOM001A	Communicate in the workplace	40
SIRXICT001A	Operate retail technology	20
SIRXIND001A	Work effectively in a retail environment	45
SIRXINV001A	Perform stock control procedures	35
SIRXOHS001A	Apply safe working practices	20
SIRXRSK001A	Minimise theft	20
SIRXSLS001A	Sell products and services	20
SIRXSLS002A	Advise on products and services	30
SIRXMER001A	Merchandise products	30
TOTO197B	Shift materials safely using manual handling methods	20
BSBWOR202A	Organise and complete daily work activities	20

Registration Details

Prospective students **must register** for an interview by completing a registration form prior to induction and enrolment to the course to determine eligibility.

To download a Registration Form go to

<http://www.wcig.org.au/jobseekers/training/SkillsVicProgram.html>

OR

Contact us for a Registration Form

Tel: (03) 9689 3437

PLEASE NOTE: Please send a completed Registration Form to:

E-mail: trainingservices@wcig.org.au

OR

Fax: (03) 9689 9093

OR

Address: SFV Courses
WCIG Training Services
151 Nicholson Street
Footscray VIC 3011

What is SFV?

The Victorian Government unveiled a major package of reforms to the Victorian training system, Securing Jobs for Your Future: Skills for Victoria. Launched in August 2008, the policy is giving Victoria a better vocational education and training system to meet the challenges and opportunities of the future. For more information visit Skills Victoria website http://www.skills.vic.gov.au/media/videos/securing-jobs-for-your-future_skills-for-victoria to download a copy of the full statement.