

SIR40207

CERTIFICATE IV IN RETAIL MANAGEMENT

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.

This qualification is suitable for an Australian Apprenticeship pathway.

ENTRY REQUIREMENTS

There are no pre-requisites for entry into this qualification.

DURATION

12 - 24 Months

PRICE

\$2600

QUALIFICATION RULES

To achieve a Certificate IV in Retail Management, 10 units must be completed comprising:

- all 3 core units
- 7 elective units

A minimum of 4 elective units must be selected from the Elective Units listed below.

A maximum of 3 elective units may be selected from another endorsed Training Package. These must be units which are packaged within a Certificate IV or Diploma qualification in the parent Training Package.

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).

CORE UNITS

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|-------------|---|
| SIRXMERO04A | Manage merchandise and store presentation |
| SIRXMGTO03A | Lead and manage people |
| SIRXOHS003A | Provide a safe working environment |

GENERAL ELECTIVE UNITS

Client and Customer Service

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|-------------|---|
| BSBCM410A | Coordinate the implementation of customer service |
| SIRXCCS004A | Develop business to business relationships |

Cleaning and Maintenance

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| SIRXCLM002A | Manage store facilities |
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Communication and Teamwork

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| BSBCM405A | Analyse and present research information |
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E-business

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| SIRXEBS001A | Acquire and retain online customers |
| SIRXEBS002A | Manage retail brands online |
| SIRXEBS003A | Manage and promote business to business e-commerce solutions |
| SIRXEBS004A | Select an e-business model |

Finance

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| BSBADM308A | Process payroll |
| SIRXFIN004A | Manage financial resources |

Food Safety

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| SIRRFSA002A | Monitor food safety program |
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Franchising

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| BSBFRA401A | Manage compliance with franchisee obligations and legislative requirements |
| BSBFRA402A | Establish a franchise |
| BSBFRA403A | Manage relationship with franchisor |
| BSBFRA404A | Manage a multiple site franchise |

Governance and Legal Compliance

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|-------------|--|
| BSBSBM401A | Establish business and legal requirements |
| SIRXGLC001A | Monitor compliance with legal and legislative requirements impacting business operations |

GENERAL ELECTIVE UNITS cont...

Human Resources Management

- SIRXHRM001A Administer human resources policy
- SIRXHRM002A Recruit and select personnel
- TAAASS301A Contribute to assessment
- TAAASS401A Plan and organise assessment
- TAADEL402A Facilitate group-based learning
- TAADEL404A Facilitate work-based learning

Computer Operations and ICT Management

- BBSBCMN406A Maintain business technology
- SIRXICT004A Adopt mobile commerce applications to improve sales and service

Working in Industry

- BSBCMN402A Develop work priorities

Inventory

- BSBPUR401A Plan purchasing
- BSBPUR402A Negotiate contracts
- BSBPUR403A Conduct international purchasing
- SIRXINV003A Plan inventory levels
- SIRXINV004A Buy merchandise
- SIRXINV005A Control inventory

Merchandising

- CUVDES01A Apply colour theory in response to a brief
- SIRXMERO03A Monitor in-store visual merchandising display
- SIRXMERO06A Present products
- SIRXMERO07A Demonstrate merchandising and category presentation skills

Management and Leadership

- BSBCMN407A Coordinate business resources
- BSBFLM406B Implement workplace information system
- BSBFLM505B Manage operational plan
- BSBSBM404B Undertake business planning

Marketing and Public Relations

- BSBMKG403A Analyse market data
- BSBMKG404A Forecast market and business needs
- SIRXMPRO01A Profile a retail market
- SIRXMPRO04A Market products
- SIRXMPRO05A Seize a business opportunity

Product Management

- SIRXPRO001A Maximise sales of branded products
- SIRXPRO002A Implement product recalls

Quality and Innovation

- BSBFLM409B Implement continuous improvement
- SIRXGUA002A Lead a team to foster innovation
- SIRXGUA003A Create an innovative work environment
- SIRXGUA004A Set up systems that support innovation
- SIRXGUA005A Maintain operational quality and productivity

Risk Management and Security

- SIRXRSK004A Control store security

Sales

- SIRXSLS005A Manage sales and service delivery
- SIRXSLS006A Lead a sales team
- SIRXSLS007A Train sales team members