Entry
Entry requirements for the VET Retail Services Teacher Training Program are aligned to a KLA teaching area. The entry requirement for the VET Retail Services Teacher Training Program is via one of the following pathways:

1. Hold a teaching qualification and at least one of the following staffing codes:
   - BST – Business Studies
   - ECO – Economics
   - COM – Commerce

OR

2. Hold a teaching qualification and a current AQF SIR20212 Certificate II in Retail Services

OR

3. Hold a teaching qualification and by application to the Application Review Committee (ARC), providing evidence of recent and/or relevant industry experience and/or qualifications

Training
The teacher training program has been negotiated with industry and training partners and includes:
   - 2 days Methodology Orientation – Mandatory Component
   - 5 days SIR20212 Certificate II in Retail Services
   - 5 days Industry Placement
   - 2 days TAE40110 Certificate IV Training and Assessment

Upon successful completion of the industry specific training and submission of a work place journal you will be issued with SIR20212 Certificate II in Retail Services with the following units of competency:
   - SIRXCCS201 Apply point-of-sale handling procedures
   - SIRXCCS202 Interact with customers
   - SIRXCLM101 Organise and maintain work areas
   - SIRXCOM101 Communicate in the workplace to support team and customer outcomes
   - SIRXICT001A Operate retail technology
   - SIRXIND101 Work effectively in a customer service environment
   - SIRXINV001A Perform stock control procedures
   - SIRXWHS101 Apply safe work practices
   - SIRXRSK201 Minimise loss
   - SIRXMER201 Merchandise products
   - SIRXSLS201 Sell products and services
   - SIRXSLS002A Advise on products and services
SIRXFIN201  Balance and secure point-of-sale terminal
SIRXFIN002A  Perform retail finance duties
SIRXMER202  Plan, create and maintain displays

TAE40110 Certificate IV in Training and Assessment can be completed through a program negotiated by VET Teacher Training and conducted by your RTO. If you already hold this qualification, evidence must be submitted with the training application form.

On completion of all components of training, you will be accredited to deliver the qualification SIR20212 Certificate II in Retail Services and the HSC 240 hour course.

**Funding**
The cost of VET teacher training is available from your Registered Training Organisation (RTO). The cost may be reduced on successful application for exemption from any component(s) of training.

Teacher training is available for
- **Replacement** teachers (if approved)
- **Allocation**-funded teachers (Semester Two only - if approved)
- **RTO** funded teachers – contact your RTO to determine availability
- **School** funded teachers – discuss with your Principal
- **Self** funded teachers (total training expenses payable by the individual are claimable through personal income tax). Payment for each stage must be paid in advance.

**Staffing Code**
Upon successful completion of the VET Retail Services Teacher Training Program you will be awarded the staffing code VRO – VET Retail Services. This code will be added to the School Staffing Services database by the VET Teacher Training Team. You do not need to request this code to be added – it will be done once all components of training are completed. You will be able to view your teaching code once added in the DEC portal in ESS – Employee Self Services, My Details, My Skills.

---

**ALL COMPONENTS OF TRAINING MUST BE COMPLETED WITHIN 6 MONTHS OF COMMENCEMENT.**

*Training programs are regularly monitored and reviewed to ensure they meet the requirements of National Training Packages.*