

### 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 SIR30216 Certificate III in Retail**

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:

- Methodology Orientation – Mandatory Component
- *SIR30216 Certificate II in Retail Services*
- Industry Placement
- *TAE40110 Certificate IV Training and Assessment*

Upon successful completion of the industry specific training and submission of a Industry Currency Journal you will be issued with **SIR30216 Certificate III in Retail** with the following units of competency:

- SIRXCEG001 Engage the customer
- SIRXCEG002 Assist with customer difficulties
- SIRXCEG003 Build customer relationships and loyalty
- SIRXCOM002 Work effectively in a team
- SIRXIND001 Work effectively in a service environment
- SIRXRSK001 Identify and respond to security risks
- SIRXSLS001 Sell to the retail customer
- SIRXWHS002 Contribute to workplace health and safety
- CHCDIV001 Work with diverse people
- SIRRINV001 Receive and handle retail stock

- SIRRINV002 Control stock
- SIRXMKT001 Support marketing and promotional activities
- SIRRMER001 Produce visual merchandise displays
- SIRRRTF001 Balance and secure point of sale terminal
- SIRXIND002 Organise and maintain a store environment
- SIRXSLS002 Follow point of sale handling procedures
- SIRXPDK001 Advise on products and services

*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 *SIR30216 Certificate III in Retail* 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 DoE portal in ESS – Employee Self Services, My Details, My Skills.

**ALL COMPONENTS OF TRAINING MUST BE COMPLETED PRIOR TO THE LAST SCHOOL WEEK OF THE SEMESTER YOU STARTED YOUR TRAINING.**

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