



BUNDABERG STATE HIGH SCHOOL
VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS

RTO Name: Bundaberg State High School	RTO NO: 30038
VET Course Name: Certificate I in Retail Services	VET Course Code: SIR10116

BSHS Subject Name	Years	Subject Code	OP	QCE Credits	VET	Pre-requisite
Certificate I in Retail Services	11/12	VRL	-	2	YES	-

Head of Department: Mr Philip McLennan

Course Outline:

This course provides access for students to complete Certificate I in Retail Services from the SIR07 V3 Retail Services Training Package and is a nationally recognised qualification.

This course gives students an understanding of fundamental communication and workplace skills and provides them with opportunities for development of appropriate life skills to assist them in their transition from school to work within a retail environment and as responsible, contributing members in the community.

Course Content:

<p>Certificate I Retail Services</p> <p>Students are required to complete 5 Units of Competency – 3 Core Units and 2 Electives Unit. The competencies delivered at Bundaberg State High School are:</p> <p>Core</p> <p>SIRXCOM001 Communicate in the workplace to support team and customer outcomes</p> <p>SIRXIND001 Work effectively in a service environment</p> <p>SIRXWHS001 Work safely</p> <p>SIRXIND001 Organise personal work requirements</p> <p>SITHFAB002 Provide responsible service of alcohol</p>

Students may gain recognition for skills that they have acquired from paid part-time work to complete some Units of Competency.

Assessment Outline:

This is a competency based course. Students will have a number of opportunities to demonstrate that they can competently complete the set activities over the course of study.

Students are assessed using a variety of techniques such as folios of work, in-class discussions, scenario based activities, online activities, simulated workplace activities and teacher observation.

Career Pathways:

This course provides students with the skills to proceed to Certificate II in Retail Services and/or work within the retail industry.





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Potential Activities:

Students are provided with the opportunity to do Structured Workplace Learning where they are provided with the opportunity to work in the 'real world'. Students work within the Bundaberg State High School Uniform Shop and the Bundaberg State High School Café in order to experience the retail industry within their own school environment.

Costs:

There is an additional cost of \$18 for the Responsible Service of Alcohol and Barista Basics online courses that are involved in this course. Further, students, through their resource hire fee, have access to the photocopied class materials, internet, email facilities, required texts, software and hardware.

Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the retail area. Students will require a laptop computer to successfully study this course.

Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that students are progressing towards completions. We encourage parent and student communication in this process. We do not guarantee an employment outcome upon completion. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change.

