



Retail Training



www.mgaretailtraining.com.au

SIR40207

Certificate IV in Retail Management

Master Grocers Australia

MGA is a Registered Training Organisation (RTO), focused on delivering training programs specific to the needs of independent food and liquor retailers. Our training team is made up of a dynamic group of individuals with extensive knowledge and expertise of the retail industry who pride ourselves on our ability to ensure that the service we offer meets the individual and specialised needs of our clients.

Course Introduction

This qualification provides the skills and knowledge for an individual to be competent in the first line management of those working in a retail environment. It applies to those who are managing a small retail store or a section or department within a larger retail store.

Qualification & Recognition

Upon successful completion of the course, participants will be awarded the nationally recognised qualification SIR40207 Certificate IV in Retail Management.

Pre-Requisite

There are two alternative pathways for entry into the Certificate IV in Retail Management. The candidate must either:

1. Be recognised as competent through a recognised training program or recognition process against 2 specified core units of competency within the Certificate II in Retail and the core units of competence from the Certificate III in Retail; **or**
2. Have sufficient relevant retail employment experience. A current or previous job role that involves or has involved the application of the above competencies would be a satisfactory indicator for entry.

Credit Transfer

If students have already successfully completed units within the qualification, credit transfers may be granted within our program.

Recognition of Prior Learning & Current Competencies

Competencies gained through other formal study or experience may be acknowledged through MGA's recognition of prior learning process.



National Support Office:

Master Grocers Australia

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Employment prospects

Students achieving this qualification would be suitable for a management role within a retail store environment.

Opportunities for Further Study

Students achieving this qualification will be eligible to progress to the Diploma of Retail Management.

Course Length and Delivery

This program is conducted online, is self paced and has a maximum duration of 24 months. Support is provided by experienced trainers and assessors throughout the program.

Assessment

Competency is assessed through a combination of assignments, training progress, tests, practical demonstration, third party reports and assessor observation.

Enrolment

Enrolment forms can be downloaded from www.mgaretailtraining.com.au. The completed form can be submitted to MGA in person or via mail /fax with the required supporting documentation and payment to ensure your place in the course.

Participant Guide

It is important that prior to lodging your enrolment you read the MGA Participant Guide. The Participant Guide can be viewed on www.mgaretailtraining.com.au.

Access & Equity

MGA is committed to providing an inclusive learning environment. Principles of access and equity for participants are applied in all programs. People with disabilities are encouraged to apply.

Course Costs (all inclusive)

Participants eligible for Victorian State Government funded place:

^* **\$187.50** Enrolment Fee

Participants not eligible for Victorian State Government funded place: ^**\$2,500** Fee for Service

** This training is delivered with Victorian and Commonwealth Government funding.*

^The student tuition fees are indicative only and subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and amenity fees.

Other Fees

A fee of \$30 will be charged for the reissue of lost or damaged certificates

Course Units

Unit Code	Unit of Competency	Hours
SIRXMGT003A	Lead and Manage People	35
SIRXMER004A	Manage Merchandise and Store Presentation	35
SIRXOHS003A	Provide a Safe Working Environment	35
Electives:		
BSBWOR404B	Develop Work Priorities	40
BSBCOM402B	Implement Processes for the Management of a Breach in Compliance Requirements	20
SIRXHRM001A	Administer Human Resources Policy	35
SIRXCLM002A	Manage Store Facilities	25
SITXHRM001A	Coach Others in Job Skills	20
SIRRFSA002A	Monitor Food Safety Program	35
SIRXPRO002A	Implement Product Recalls	30
Total Hours		310

The above course outline is typical of the program structure for most supermarkets. Units and course hours may vary in line with your individual business requirements and will be discussed prior to confirming your training plan.