

SIR20207 Certificate II in Retail

Program Overview

The Rural Access Program (RAP) is a joint initiative between OTEN and Job Services Central. The aim of RAP is to bring accredited training to rural and remote job seekers in a “real” and “interactive” way that is more beneficial than purely distance/correspondence based learning.

RAP courses have been designed especially for JSA job seekers and focus on building skills and confidence in work related areas as well as providing follow-up support and marketing to employers post-course.

The Certificate II in Business will provide participants with the entry level skills for a career in any aspect of Retail and Sales

Benefits

- Meets Work Experience Phase Requirements (390 Nominal Hours)
- Meets Education Outcome Requirements (15hrs/wk considered FT)
- Meets Remote Education Commencement Outcome Requirements
- Meets Qualifying Training Course Bonus Outcome Requirements
- Face to face delivery blended with self-paced activity
- Reverse Marketing provided at completion of the course

Course Details

Location : Dubbo

Eligibility : Fully Eligible Job Seeker registered with a Job Services Australia (JSA Provider)

Structure : Distance plus 9 face-to-face sessions over a 26 week period

Location : Dubbo RSL Club, Brisbane St, Dubbo

Cost : \$1350 (inclusive of all costs)

Enrolments Close : 28th May, 2010

Minimum Enrolment Numbers Required : 10

For more details contact:

Job Services Central
Ph 1800 508 290
www.jobservicescentral.com.au



Job Services Central
Employment Services Support Specialists



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Face-to-Face Facilitation Dates

Enrolments Close : 28th May 2010
Induction Day : 7th June 2010
Face-to-face Sessions : 22/6, 20/7, 17/8, 7/9, 28/9, 19/10, 9/11, 30/11
Completion Day : 16th December 2010

Modules / Competencies Covered

Week 1	Induction, Communicate in the Workplace
Week 3	Interact with Customers, Apply Safe Working Practices
Week 7	Work Effectively in a Retail Environment
Week 11	Organise and Maintain Work Areas, Operate Retail Technology
Week 14	Apply Point-of-Sale Handling Procedures, Perform Stock Control Procedures
Week 17	Balance Point-of-Sale Terminal, Merchandise Products
Week 20	Sell Products and Services, Minimise Theft
Week 23	Advise on Products and Services, Use Business Technology
Week 26	Conclusion, Reverse Marketing of participant (RM timesheets provided for documentary evidence purposes)

Support for JSA Providers and staff

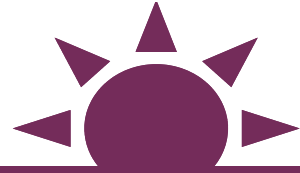
- All pre-enrolment information provided to JSA including how to enter course in EPP or create as WEPH activity
- Up to 4 hours of Reverse Marketing provided at the completion of the course with timesheets and leads provided to JSA providers for documentary evidence requirements

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REQUIREMENTS

Completion of the booking form below will secure a place for the participant. Participants will then be sent an enrolment kit which will outline all course details and enrolment requirements including the required OTEN enrolment information.

Prompt return of all enrolment details is required so that learning materials can be dispatched in time for the first face-to-face session.

Students will be expected to satisfactorily attend all required face-to-face sessions and complete all assessment requirements in a timely fashion.

Additional email and phone support will be provided to participants by both OTEN and Job Services Central for the duration of the course.

BOOKING FORM

Organisation _____ Contact Name _____
Address _____ Suburb _____
Post Code _____ Phone _____ Fax _____
Email _____

Course : SIR20207 Certificate II in Retail (Dubbo)

Participant 1 _____	JSID _____
Participant 2 _____	JSID _____
Participant 3 _____	JSID _____
Participant 4 _____	JSID _____
Participant 5 _____	JSID _____

**Return this Booking form via fax to (02) 9475 0239 or by post to 11 Lyne St, Alexandria NSW 2015
Or book online at www.jobservicescentral.com.au**

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