

COURSE OUTLINE

课程简介

SIR20207 - CERTIFICATE II IN RETAIL

零售业二级证书



MINT GROUP

www.mintgroup.com.au

WHO SHOULD ENROL INTO THIS QUALIFICATION

招生对象

Individuals wanting to pursue a career in Retail. Providing the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Individual roles may include Check out operators, Retail assistant and Sales assistant.

本课程适合有志在零售领域内就业的人士。职业技能操作需要谨慎的态度和判断的能力，该课程可提供所需的技能和知识足以使您胜任此类工作。对象可以是收银员，卖场助理及营销助理。

- This qualification is recognised nationally under the Australian Qualifications Framework (AQF)

该证书经由澳大利亚学历资格认证纲要评审，在全澳洲范围内获得认可

- A summary of the employability skills developed through this qualification can be accessed from:

查看更多与该证书就业技能相关摘要可点击如下网址：

<http://employabilityskills.training.com.au>

DURATION

学期

The qualification can be completed within 6 to 9 months dependant on your full-time/part-time status.

该课程须在六个月至九个月内完成，这将取决于您是选择全日制学习还是在职进修。

PRE-REQUISITES

预修课程

There are no prerequisites for entry into this qualification

该课程无预修课程要求。

QUALIFICATION RULES

课程要求

To achieve a Certificate II in Retail, 14 units must be completed:

您需要完成十四门课程以获得《零售业二级证书》，包括：

○ **9 core units**

九门必修课程

○ **5 elective units**

五门选修课程

- **3 Elective units must be selected from Group A or B of the below**

三门选修课程必须从如下A组或B组课程表中选取

- **2 Elective units must be selected from General Electives**

两门选修课程必须从总选修课程表中选取

CORE UNITS

必 课	时	修	课	程
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SIRXCCS001A-	Apply point-of-sale handling procedures 收银柜台实用操作流程			20
SIRXCCS002A-	Interact with customers 顾客服务			30
SIRXCLM001A-	Organise and maintain work areas 工作环境的整理与维护			20
SIRXCOM001A-	Communicate in the workplace 工作场所沟通技巧			40
SIRXICT001A-	Operate retail technology 零售场所技术设备的使用			20
SIRXIND001A-	Work effectively in a retail environment 零售场所工作效率原则			45
SIRXINV001A-	Perform stock control procedures 存货控制程序			35
SIRXOHS001A-	Apply safe working practices 安全工作守则的实际应用			20
SIRXRSK001A-	Minimise theft 防盗措施			20

ELECTIVE UNITS – GROUP A

选修课程—A组

课时

SIRXSL001A-	Sell products and services 产品与服务的营销	20
SIRXSL002A-	Advise on products and services 产品与服务导购	30
SIRXMER001A-	Merchandise products 商品推广	30
SIRXMER005A-	Create a display 商品陈列	35
SIRXFIN001A-	Balance point-of-sale terminal 收银终端结余	20
SIRRPOS001A-	Process postal outlet transactions 门店日常交易流程	35

ELECTIVE UNITS – GROUP B

选修课程—B组

课时

SIRRFSA001A-	Apply retail food safety practices 零售食物安全管理	40
SFIDIST202B-	Retail fresh, frozen and live seafood 零售鲜活冷冻海鲜的管理	20
SIRRMER001A-	Merchandise food products 食品推广	25
SIRRMER002A-	Pack and display meat products 肉类产品的包装与陈列	25
SIRRMER003A-	Prepare and display fast food items 速食产品的准备和陈列	25
SIRRMER004A-	Prepare and display bakery products 烘焙制品的准备和陈列	25
SIRRRPK001A-	Advise on food products and services 食品及相关服务的导购	24
SIRRRPK002A-	Advise on meat products 肉类产品导购	20
SIRRRPK003A-	Advise on fast food products 速食产品导购	20
SIRRRPK004A-	Advise on bakery products 烘烤食品导购	20
SIRRRPK005A-	Advise on seafood products 海鲜产品导购	20

ELECTIVE UNITS – GENERAL ELECTIVES

选修课程—总选修课程表

课时

BSBCMN212A-	Handle mail 邮件处理流程	15
SIRXADM001A-	Apply retail office procedures 实用零售场所办公室管理流程	20

SIRXADM002A	Coordinate retail office 零售场所办公室事务的协调	35
BSBCMN205A-	Use business technology 企业技术设备的使用	30
SIRXICT002A-	Use computers as part of business and e-commerce processes 电子商务中计算机的应用	35
SIRXFIN001A-	Balance point-of-sale terminal 收银终端结余	20
SIRXFIN002A-	Perform retail finance duties 零售业财务职责的履行	25
SIRRFSA001A-	Apply retail food safety practices 零售食物安全管理	40
TDTA1197B-	Package goods 商品的包装	20
TDTA2197B-	Despatch stock 存货的分发使用	20
TDTD197B-	Shift materials safely using manual handling methods 人工置换材料安全操作流程	20
SIRXINV002A-	Maintain and order stock 存货清点和进货	35
SFIDIST202B-	Retail fresh, frozen and live seafood 零售鲜活冷冻海鲜的管理	20
SIRRMER001A-	Merchandise food products 食品推广	25
SIRRMER002A-	Pack and display meat products 肉类产品的包装和与陈列	25
SIRRMER003A-	Prepare and display fast food items 速食产品的准备和陈列	25
SIRRMER004A-	Prepare and display bakery products 烘焙制品的准备和陈列	25
SIRXMER001A-	Merchandise products 商品推广	30
SIRXMER005A-	Create a display 商品陈列	35
SIRXMPR002A-	Provide marketing and promotion program support 市场营销和促销活动	30
SIRXMPR003A-	Conduct telemarketing 电话营销技巧	35
THHGHS01B-	Follow workplace hygiene procedures 工作场所卫生规程	15
BSBSLS301A-	Develop product knowledge 产品知识的积累	30
SIRRRPK001A-	Advise on food products and services 食品及相关服务导购	24
SIRRRPK002A-	Advise on meat products 肉类产品导购	20
SIRRRPK003A-	Advise on fast food products 速食产品导购	20
SIRRRPK004A-	Advise on bakery products 烘焙食品导购	20

SIRRRPK005A-	Advise on seafood products 海鲜产品导购	20
SIRRRPK006A-	Recommend liquor products 酒类产品推荐	35
SIRXRPK001A-	Recommend health and nutritional products and services 保健产品和服务的推荐	25
SIRXRPK002A-	Recommend hair, beauty and cosmetic products and services 美容美发化妆产品和服务的推荐	25
SIRRRPK014A-	Recommend specialised products and services 特殊产品和服务的推荐	35
THHBKA01B-	Organise and prepare food 食品的整理和准备	20
THHBKA03B-	Receive and store kitchen supplies 厨房用具的接收与存放	10
THHBFB09B-	Provide responsible service of alcohol 提供负责的酒精类饮品服务	10
THHBFB10B-	Prepare and serve non-alcoholic beverages 软性饮品的准备与供应	15
THHBFB12B-	Prepare and serve espresso coffee 意式咖啡的准备与待客服务	30
SIRRPOS001A-	Process postal outlet transactions 门店日常交易流程	35
SIRRPOS002A-	Handle mail received in a retail environment 零售环境中邮件的接收	20
SIRRPOS003A-	Deliver mail in a retail environment 零售环境中邮件的递送	20
SIRXSL001A-	Sell products and services 产品和服务的营销	20
SIRXSL002A-	Advise on products and services 产品和服务导购	30