



## SIR4207 - CERTIFICATE IV IN RETAIL MANAGEMENT

### 零售管理四级证书

#### WHO SHOULD ENROL INTO THIS QUALIFICATION

##### 招生对象

Individuals wanting to pursue a career as a Retail Manager. They will develop skills in areas such as: sales and service delivery, human resources policy, financial resource management, people management, management of store presentation and merchandise and management of a safe working environment.

本课程适合有志成为零售店经理的人士。就如下几方面接受技能培训：销售与服务管理，人力资源章程，财政收入管理，员工管理，店面陈设和促销管理，安全工作环境管理等。

- 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 9 to 12 months dependant on your full-time/part-time status.

该课程须在九个月至十二个月内完成，这取决于您是选择全日制学习还是在职进修。

#### PRE-REQUISITES

##### 预修课程

Those wishing to gain entry for this qualification must be competent at Certificate III, however participants who have had sufficient employment experience relevant to this level of qualification, typically in order of two years, would be a satisfactory indicator.

入读此课程，学生必须已完成零售业三级证书。若报读学生已有与三级证书水平相当的学历或经历，即，至少两年的零售业工作经验，也可报读本课程。

#### QUALIFICATION RULES

##### 课程要求

To achieve a Certificate IV in Retail, 10 units must be completed:

您需要完成十门课程以获得《零售业管理四级证书》，包括：

- 3 Core units

三门必修课程

- 7 elective units

七门选修课程

| CORE UNITS     |   |    |
|----------------|---|----|
| 必<br>课<br>时    | 修<br>课  | 程  |
| BSBCUS401A-    | Coordinate Implementation of Customer Service Strategies<br>客户服务策略的贯彻配合 | 40 |
| SIRXMER004A-   | Manage merchandise and store presentation<br>商品推广和店面陈设的管理               | 35 |
| SIRXMGT003A-   | Lead and Manage People<br>员工的引导和管理                                      | 35 |
| ELECTIVE UNITS |   |    |
| 选<br>课<br>时    | 修<br>课  | 程  |
| SIRXOHS003A-   | Provide a safe working environment<br>安全工作环境管理                          | 35 |
| SIRXHRM002A-   | Recruit and Select Personnel<br>员工的招聘与任用                                | 35 |
| SIRXCCS004A-   | Develop business to business relationships<br>业务伙伴关系的建立和发展              | 40 |
| BSBMGT403A-    | Implement Continuous Improvement<br>持续性改进工作                             | 50 |
| SIRXSLS005A-   | Manage Sales and Service Delivery<br>销售与服务管理                            | 35 |
| SIRXSLS006A-   | Lead a Sales Team<br>团队领导力  | 30 |
| TAADEL404B-    | Facilitate Work-based Learning<br>在岗学习与实践                               | 15 |