

RETAIL SERVICES

Certificate III in Retail (SIR30216)

Hours of completed work placement: _____ hours

Core units I am currently working on or I have completed:

Unit Code	Unit Title	Working towards	Completed
SIRXCEG001	Engage the Customer	<input type="checkbox"/>	<input type="checkbox"/>
SIRXCOM002	Work effectively in a team	<input type="checkbox"/>	<input type="checkbox"/>
SIRXIND001	Work effectively in a service environment	<input type="checkbox"/>	<input type="checkbox"/>
SIRXRSK001	Identify and respond to security risks	<input type="checkbox"/>	<input type="checkbox"/>
SIRXSLS001	Sell to the retail customer	<input type="checkbox"/>	<input type="checkbox"/>
SIRXWHS002	Contribute to workplace health and safety	<input type="checkbox"/>	<input type="checkbox"/>
SIRXSLS002	Follow point-of-sale handling procedures	<input type="checkbox"/>	<input type="checkbox"/>
SIRRMER001	Produce visual merchandise displays	<input type="checkbox"/>	<input type="checkbox"/>
SIRXPDK001	Advise on products and services	<input type="checkbox"/>	<input type="checkbox"/>

Elective units I am currently working on or I have completed:

Unit Code	Unit Title	Working towards	Completed
SIRXCEG002	Assist with customer difficulties	<input type="checkbox"/>	<input type="checkbox"/>
SIRXCEG003	Build customer relationships and loyalty	<input type="checkbox"/>	<input type="checkbox"/>
SIRRINV001	Receive and handle retail stock	<input type="checkbox"/>	<input type="checkbox"/>
SIRRRTF001	Balance and secure point-of-sale terminal	<input type="checkbox"/>	<input type="checkbox"/>
SIRXIND002	Organise and maintain the store environment	<input type="checkbox"/>	<input type="checkbox"/>

Add any other units you have completed.

Student Name (*Print*): _____

Student Signature: _____ Date: _____

Attach to the Application Form