



Certificate III in Retail Operations (WRR30202)

From the Retail Package WRR02

For Switched On Retail Staff

This program is designed for Retail Staff who are career minded and *switched on* to enhancing their skills in Retail Operations and who wish to gain extra insight and experience in team-leading and supervision as professionals in their field. This program involves a commitment to a high standard of work and learning to gain this valuable Qualification and the Traineeship.

Course format:	Distance mode with personal coaching
Resources:	High quality workbooks, CD tutorials and notes.
Fee:	\$2,800.00 or \$250 deposit with our payment plan. Ask for details of our convenient payment plan.

Core Units (Essential)

- Build relationships with customers (advanced selling) (WRRS4B)
- Profile a retail market (WRRO7A)
- Apply store security systems and procedures (WRR15A)
- Maintain and order stock (WRR15A)

Plus either one of the following:

- Monitor in-store visual merchandising display (WRRM5A)
- Create a display for a small business (WRRM6A)

Example Elective Units (4 needed)

- Coordinate merchandise presentation (WRRM3B)
- Maintain store safety (WRRLP3B)
- Maintain store security (WRRLP4B)
- Operate retail information technology systems (WRRCA5B)

*Students entering into this certificate must have sufficient retail employment experience to equate to the Certificate II in Retail Operations or have completed that Certificate.

Recognition of Skills:

Many people have built a wealth of experience and skills in their lifetime. We offer a recognition service for experience that fits the criteria of units for which you would like to gain recognition.

- Contact us for an Application for Recognition of Skills and Experience for units where there is likely to be evidence of current competency.

Equal Access:

Maxwells Services is committed to providing equal access and equity for our applicants, students and trainees.

Training & Learning

Learning is provided through several methods such as workplace learning, learner workbooks, textbooks, notes, CD tutorials and workshops.

***Assessment**

Trainees are assessed by several methods for each unit/group of units. These can include for example a portfolio of work documents/samples, a supervisor's report, observation by your assessor of your work, work project reports and questioning by your assessor.

*Students will be required to demonstrate they are competent in line with each unit's requirements to achieve each unit.

Your Trainer & Assessor:

Heading our training team is Jenny Hemmings, the manager of Maxwells Services, who is a highly experienced business professional with 30 years in industry starting in customer service, and later, in business management. She has owned and successfully run several businesses and provided coaching for hundred's of small business owners and staff as well as career training and mentoring

Maxwells Services:

Maxwells Services is a Registered Training Organisation providing Fee-paid Distance courses and Recognition of Skills in Qld, NSW, ACT and Victoria and Traineeship Training and Assessment in New South Wales.

4 Reasons why Maxwells Services is the best training company to go with:

1. We believe that the purpose of On-Job Traineeship training is to assist Trainees to develop both professionally and personally resulting in enjoyment and a sense of pride and purpose in being successful
2. We provide very practical and current work-related training and assessment
3. We respond to you and your particular needs promptly
4. We follow through on our agreements with you because *"Your Success is our Goal"*

CONTACT US TO DISCUSS THIS FURTHER

Contact Us:



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