



## **Certificate IV in Retail Management (WRR40102)**

**From the Retail Package WRR02**

### **For Switched On Retail Supervisors And Managers.**

To complete the Certificate IV in Retail Management the trainee needs to be recognized as competent against the core units of competency from either the Certificate III in Retail Supervision or the Certificate III in Retail Operations or have sufficient relevant retail employment experience to equate to the above or indicate likely success at this level of qualification (eg. 2 years in an equivalent job role).

<b>Course format:</b>	<b>Distance mode with personal coaching</b>
<b>Resources:</b>	<b>High quality workbooks, CD tutorials and notes.</b>
<b>Fee:</b>	<b>\$3,400.00 or \$275 deposit with our payment plan.</b> Ask for details of our convenient payment plan.

#### **Core Units**

- WRR02B Manage sales and service delivery
- WRRPM1B Administer human resources policy
- WRR01B Manage merchandise and store presentation
- WRRPM3B Lead and manage people
- WRR03B Provide a safe working environment
- WRRPL1B Manage financial resources

#### **Example Elective Units**

- WRR09A Lead a team to foster innovation
- WRR010A Create an innovative work environment
- WRR011A Set up systems to support innovation
- WRRCS4B Coordinate interaction with customers
- WRR14B Buy merchandise
- WRRCA4B Coordinate the retail office

#### **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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