



Australian Government

Department of Education, Employment and Workplace Relations

SIRXIND102 Plan a career in the retail industry

Release: 1

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Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	New unit

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and interests, and explore related retail career options. It also covers planning future skills development with the help of advisory personnel or experienced retail industry staff.

Application of the Unit

This unit applies to entry level staff exploring career options in the retail industry in order to develop personal career goals and plan retail skill and knowledge development to achieve these goals.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Explore career opportunities and preferences.	<p>1.1.Obtain information from <i>advisory services</i> and talk to advisory and <i>experienced personnel</i> to identify the nature of work in a range of <i>retail career options</i>.</p> <p>1.2.Explore education and training requirements for a range of retail career options.</p> <p>1.3.Evaluate levels of personal aptitude and fulfilment in relation to a range of retail workplace tasks and responsibilities.</p> <p>1.4.Evaluate levels of personal interest in a range of retail career options.</p> <p>1.5.Document optimum career preferences and related education and training requirements.</p>
2. Identify skill development requirements.	<p>2.1.Identify opportunities for, and stages of, skill development for selected retail career preferences in consultation with advisory or experienced personnel.</p> <p>2.2.Evaluate and record current personal skills and knowledge against competencies relevant to career preferences to identify current stage of career development.</p> <p>2.3.Discuss results of assessment with advisory or experienced personnel and identify additional skill development requirements for career progression.</p> <p>2.4.Document skill development options for selected career preferences.</p>
3. Plan retail career progression.	<p>3.1.Review and select options for immediate and future skill development in discussion with advisory or experienced personnel.</p> <p>3.2.Select and document skill development options and allocate timelines for progression.</p> <p>3.3.Collate skills assessment and career planning documentation and update regularly with skill development evidence.</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication and interpersonal skills to:
 - ask questions relating to career options
 - explain personal career preferences
 - make telephone calls to advisory services and experienced personnel
 - share information use language and concepts appropriate to cultural differences
- critical thinking skills to:
 - assess personal skills and preferences
 - evaluate career options
- literacy skills to find, read and record information
- planning and organising skills to:
 - collect and collate information
 - schedule and complete tasks
 - set and meet timeframes
- technical skills to:
 - conduct internet research
 - produce documents

Required knowledge

- importance of skill development in career planning
- internet research methods
- methods to self-evaluate aptitude
- sources of advice on career planning and skill development

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- documents:
 - research on retail employment opportunities
 - self-evaluation of aptitudes
 - skill development options for selected career preferences, including timelines for progression.

Context of and specific resources for assessment

Assessment must ensure access to:

- a research environment that includes:
 - access to the internet
 - access to current retail industry publications
 - information regarding employer and employees bodies in the retail industry
 - industry contacts, mentors and advisors
 - relevant reference books.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- a role play
- answers to questions about specific skills and knowledge
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) may also be included.

Advisory services may include:

- career specialist websites
- corporate career advisory services
- government career services
- industry associations' career services
- education and training institutions' career services.

Experienced personnel may include:

- colleagues
- mentors
- supervisors
- trainers.

Retail career options may include:

- buying
- managing
- marketing
- sales
- visual merchandising.

Unit Sector(s)

Cross-Sector

Competency Field

Industry