



Australian Government

SIRXIND004 Plan a career in the retail industry

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and interests, explore retail career options and plan for career progression in the retail industry.

The unit applies to any individual exploring career options in the retail industry.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Explore career opportunities and preferences.

2. Identify skill

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify, source and review information about retail career options.
- 1.2. Explore education and training requirements for current and emerging retail career options.
- 1.3. Evaluate levels of personal aptitude and interest for retail career options, tasks and responsibilities.
- 1.4. Reflect on and evaluate levels of personal interest in different retail career options.
- 1.5. Document career preferences and relevant education and training requirements.
- 2.1. Identify opportunities for skill development for selected

development requirements.	retail career preferences.
	2.2.Evaluate, record and discuss current skills and knowledge against competencies relevant to career preferences.
	2.3.Document skill development options for selected career preferences.
3. Plan retail career progression.	3.1.Review and select options for immediate and future skill development.
	3.2.Plan timelines for skill development progression.
	3.3.Collate skills assessment and career planning documentation and update regularly with evidence of skill development.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Technology skills to:

- conduct online research.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRXIND004 Plan a career in the retail industry

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- research information about retail career options from three different sources
- explore three different retail career pathways
- develop and document a personal retail career based on identified preferences outlining skill development options and timeline for progression.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- sources of credible information on the retail industry
- retail industry structure and job roles at different and in different sectors:
 - sales
 - buying
 - visual merchandising
 - marketing
 - management
- changing and emerging job roles in the retail industry
- sources of advice on career planning
- role of skill development in career planning and sources of advice
- methods and tools for self-evaluation of skills and aptitude
- internet research methods.

Assessment Conditions

Skills must be demonstrated in a services industries environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to the internet.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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