



Australian Government

SIR80112 Graduate Certificate in Retail Leadership

Release: 2

SIR80112 Vocational Graduate Certificate in Retail Leadership

Modification History

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

Release	Comments
First Release	SIR80112 is a new qualification and has been developed to reflect the role of the business managers and business owners who provide leadership at the strategic level. The total number of units required complete this qualification is 4.

Description

This qualification reflects the roles of individuals who apply both broad and highly specialised skills and knowledge in the field of leadership within the retail industry, including senior managers and business owners who perform a diverse range of roles within the retail environment.

Persons undertaking this role may work as specialists (for example in visual merchandising or area management) or with overarching business responsibilities in workplaces of various sizes. They may make significant, high level and independent judgements within major, broad or specialised planning, design, operational, technical or management functions. They may also have responsibility and broad ranging accountability for the structure, management and output of the work of others or for discrete functions.

Job roles

Individuals with this qualification are able to perform roles, such as:

- senior manager
- business manager.

Pathways Information

This qualification is not suitable for an Australian Apprenticeship pathway or VET in Schools (VETiS) delivery.

Pathways into the qualification

SIR80112 Vocational Graduate Certificate in Retail Leadership is designed for senior managers and business owners who operate at a senior level and have substantial experience in the retail industry.

The managers and business owners may be commencing the qualification from a number of pathways, including:

- significant retail workplace experience, including management experience
- a relevant undergraduate degree seeking other vocational education and training qualifications.

Pathways from the qualification

After achieving SIR80112 Vocational Graduate Certificate in Retail Leadership individuals may undertake relevant higher education programs.

Licensing/Regulatory Information

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

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills as identified by the retail industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the business-to-business industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	- consult with and engage industry colleagues, staff, customers and others who may be internal or external to the organisation - research, prepare and present high-level reports and plans pitched appropriately to the needs of the audience - use clear and insightful verbal and non-verbal communication - read and interpret a range of information relevant to job/role, including industry reports, legislation and policies - present information to customers, suppliers and other stakeholders - negotiate with stakeholders, staff and customers - establish and maintain consultative processes
Teamwork	- manage teams - lead team effort - liaise with relevant personnel
Problem-solving	- identify customer needs and match service delivery responses to address these needs - research and analyse business needs and opportunities - resolve work-related problems - form and test assumptions in an effort to resolve problems - implement conflict-resolution strategies - quantify the benefits of options and perform calculations to assist in solving problems
Initiative and enterprise	- identify business opportunities - think and act proactively to solve problems and generate new and improved work practices and productivity - identify relevant sources of information and use them effectively
Planning and organising	- lead project and related business planning processes, managing risks - plan and organise own work tasks and those of a team - plan and organise resources to meet deadlines, managing time - determine schedules to ensure work is completed on time

	• coordinate tasks and processes
Self-management	• demonstrate capacity to be a self-starter and self-motivated • monitor own work and adjust accordingly to meet agreed standards and expectations • manage own professional development and training needs
Learning	• contribute to learning in the workplace • maintain up-to-date knowledge of policies, procedures and legislation • obtain feedback to identify ways to improve ongoing activities • undertake relevant research and evaluation to support work objectives
Technology	• use technology relevant to the job/role which may include conducting online research, using software applications to manage and undertake projects, using applications to manage finances, and planning and reporting processes • adapt to the use of new technology as appropriate

Packaging Rules

4 units must be completed:

- a minimum of 3 units must be selected from the list below
- 1 unit may be selected from any relevant Training Package or accredited course first packaged at AQF level 7 or 8.

The choice of units must be guided by the core function or role of the current or intended work environment, local industry requirements, and the characteristics of the AQF level of this qualification.

Units chosen from other Training Packages must not duplicate units selected from or available in SIR07 V3 Retail Services Training Package.

Unit code	Unit title
SIRXSRM801	Lead the organisation through change
SIRXSRM802	Lead the development of business opportunities
SIRXSRM803	Lead and develop staff
SIRXSRM804	Continuously improve operational retail processes
SIRXSRM805	Lead the strategic planning process in a service environment

SIRXSRM806	Manage and transform sales and service programs
SIRXSRM807	Lead the development of a visual merchandising strategy
SIRXSRM808	Plan and manage complex retail projects
SIRXSRM809	Manage retail operations in a region or area