

SIR30216 Certificate III in Retail

DESCRIPTION

This qualification reflects the role of individuals who have the primary responsibility of engaging the customer, maintaining daily store operations and delivering on organisational expectations. They have sound knowledge of product and service offerings. These individuals possess a range of well-developed skills where discretion and judgement is required. They work with some independence under limited supervision. Some individuals working at this level are responsible for supervising other team members and monitoring day-to-day workplace operations.

The qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants. Individuals with this qualification can perform roles such as frontline sales assistant, customer service representative, shop assistant, retail supervisor, team leader and senior sales assistant.

This course can be undertaken as a traineeship. Visit [TAFE Apprenticeships and Traineeships](#) for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

A pre-enrolment process to establish suitability to undertake the course and to determine support requirements will be conducted, which will include a Language, Literacy, Numeracy and Digital Literacy (LLND) assessment.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

Students require a retail workplace where they can have a minimum of three (3) hours weekly practice to develop their skill base. This can be unpaid, such as a volunteer in a charity store.

DELIVERY DETAILS

Location(s)	Palmerston, Remote
Duration*	12 months part time
Study mode ^^	Face-to-face in workplace, simulated workplace
Dates ^	Start date - 2/2/2026 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.
Attendance ^	Face to face workshops in the workplace or simulated workplace by arrangement with the lecturer. Students will receive an individualised student plan.

* Duration may vary depending on how long a student takes to reach the required competency level.

^ A course timetable/study plan will be provided on application for the course.

^^ Information relating to study modes can be found in the 2026 TAFE Student Guide

FEES

Fee Type	2026 Course Fees
Fee Free TAFE*	Free
Full Fee	\$5,591.25 - \$6,634.95

*This course is part of the Fee Free TAFE initiative. Fee Free TAFE and vocational education and training is a joint initiative of the Northern Territory Government and Australian Governments providing tuition-free training places to students wanting to train, retain or upskill.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

RESOURCES

Students are provided with a Learner Guide and access to online modules.

Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to SIR40316 Certificate IV in Retail Management.

Possible occupations relevant to this qualification include:

- Frontline Sales Assistant
- Customer Service Representative
- Retail Assistant
- Retail Supervisor
- Team leader (Retail)
- Cashier

QUALIFICATION CONTENT

To achieve SIR30216 Certificate III in Retail a total of thirteen (13) units of competency must be completed comprising eight (8) core and five (5) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

SIRXCEG001	Engage the customer
SIRXCEG002	Assist with customer difficulties
SIRXCEG003	Build customer relationships and loyalty
SIRXCOM002	Work effectively in a team
SIRXIND001	Work effectively in a service environment
SIRXRSK001	Identify and respond to security risks
SIRXSLS001	Sell to the retail customer
SIRXWHS002	Contribute to workplace health and safety

ELECTIVE UNITS *(Select 5)*

SIRRFSA001	Handle food safely in a retail environment
SIRRFSA002*	Supervise a food safety program
SIRRINV001	Receive and handle retail stock
SIRRRTF001	Balance and secure point-of-sale terminal
SIRXCOM003	Promote team cohesion
SIRXIND002	Organise and maintain the store environment
SIRXMGT001	Supervise and support frontline team members
SIRRMER001	Produce visual merchandise displays
SIRXCEG008	Manage disrespectful, aggressive or abusive customers
SIRXIND003	Organise personal work requirements

*Pre-requisite unit: *SIRRFSA001 Handle food safety in a retail environment*

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support - Life, Health and Wellbeing](#)

CONTACT DETAILS

Culinary Arts and Hospitality

E: vet.culinaryarts@cdu.edu.au
T: 08 8946 7800 (PAL) 08 8959 5461 (ASP)
W: <https://www.cdu.edu.au/tafe>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.