

SIR40316 Certificate IV in Retail Management

DESCRIPTION

This qualification reflects the role of individuals who lead a frontline team and manage day-to-day operations of a retail store or department to implement and deliver on organisational objectives and standards. These individuals possess a range of highly developed selling and customer engagement skills with sound knowledge of product and service offerings. They work with independence, taking responsibility for their own functions and outputs.

This qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores, and quick service restaurants.

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

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 and Numeracy (LLN) assessment.

To gain entry into SIR40316 Certificate IV in Retail Management, candidates require:

have achieved a Certificate III in Retail

or

have relevant industry employment experience in a job role that has involved the application of skills and knowledge described in core units of competency from the SIR30216 Certificate III in Retail.

DELIVERY DETAILS

Location(s)	Palmerston, Remote
Duration*	6 – 12 months part time
Study mode ^^	Simulated workplace, 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.

^ Course timetable 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
NT Government Supported*	\$1,443.75 – \$1,540.00
Full Fee	\$5,591.25 - \$5,964.00

*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

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 will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>

STUDY AND CAREER PATHWAYS

Possible occupations relevant to this qualification include:

- Store Manager

- Department Manager
- Assistant Store Manager

QUALIFICATION CONTENT

To achieve SIR40316 Certificate IV in Retail Management, a total of eleven (11) units of competency must be completed comprising seven (7) core and four (4) elective units as detailed in the packaging rules and listed below.

CORE UNITS

SIRRRTF002	Monitor retail store financials
SIRXCEG004	Create a customer-centric culture
SIRXHRM002	Maintain employee relations
SIRXMGT002	Lead a frontline team
SIRXRSK002	Maintain store security
SIRXSLS003	Achieve sales results
SIRXWHS003*	Maintain workplace safety

ELECTIVE UNITS *(Select 4)*

BSBCUS401	Coordinate implementation of customer service strategies
SIRRFSA001	Handle food safely in a retail environment
SIRRFSA002**	Supervise a food safety program
SITXHRM002	Roster staff
BSBINN301	Promote innovation in a team environment
SIRRINV002	Control stock
SIRXMKT003	Manage promotional activities

Pre-requisite units:

* SIRXWHS002 *Contribute to workplace health and safety*

** SIRRFSA001 *Handle food safely 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

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Page 3 of 4

SIR40316 Certificate IV in Retail Management
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For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.