



# VTP380 Retail Assistant

## DESCRIPTION

This course will provide introductory training that develops employability skills and enables you to learn more about an industry before embarking on further education or employment. This course provides the skills people who are entering retail for the first time must know. Covering both employability skills and practical, hands-on skills to ensure students are job-ready.

Learn how to produce visual merchandise displays and essential customer service skills.

## ELIGIBILITY/ENTRY REQUIREMENTS

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.

## DELIVERY DETAILS

Location(s)	Katherine Rural Campus, Remote
Duration*	One week (five full days)
Study mode ^^	Face-to-Face

\* 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

This course is scheduled based on demand. Please contact the delivery team for more information.

## FEES

Fee Type	2026 Course Fees
NT Government Supported*	\$178.50 (Regional, Remote & Katherine Rural Campus)
Full Fee	\$1,267.35

\*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>

Students are issued with learning resources for this course

## **STUDY AND CAREER PATHWAYS**

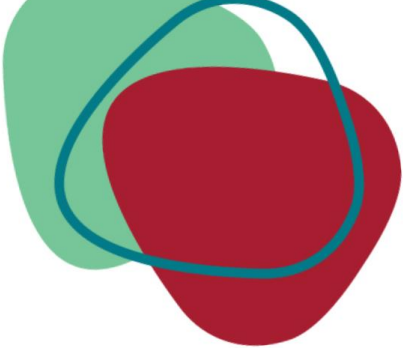
Further training pathways from this program include but are not limited to Certificate II & III qualifications.

## **PROGRAM CONTENT**

This training program covers three (3) units of competency taken from the SIR Retail Services Training Package, which is recognised nationwide.

## **UNITS**

SIRRMER001	Produce visual merchandise displays
SIRXCEG001	Engage the customer
SIRXIND004	Plan a career in the retail industry



## **WITHDRAWING FROM A PROGRAM**

You may withdraw from this program 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](mailto:vet.culinaryarts@cdu.edu.au)  
T. 08 8946 7800 (PAL); 08 8959 5461 (ASP)  
W. <https://www.cdu.edu.au/study/essentials>

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