

Course Requirements & Timetable

SIR20216 – Certificate II Retail Services

Stationery Requirements

- A4 double ring file
- 5-tab A4 file dividers x 2
- Pens
- Highlighters
- Whiteout

Note: Please label all personal equipment

Uniform

- Retail Services T-Shirt embroidered with SRTAFE logo



Males:

7COP – Mens Cool Polo

Colour – Black/Aqua/Grey

Females:

7COP1 – Ladies Cool Polo

Colour – Black/Aqua/Grey

To be purchased from Work Clobber Bunbury. Shirts are approx. \$35.00, pricing is subject to change.

- Full length plain black work pants (leggings/trackpants are not acceptable)

Work Placement

This will be discussed with you on your first day of TAFE. Students will be required to;

- Complete 66 hours of work placement at an appropriate workplace
- Work with your lecturer to arrange placement with an employer and complete and submit all forms PRIOR to commencing placement

Indicative Timetable

Your timetable is subject to change, your official timetable will be emailed to you prior to class commencing. Please use the below as an indication only. Classes are due to commence week commencing 3 February 2025.

Day	Time	Room	Lecturer
2 days per week	9am – 3pm	TBC	TBC