SIR40316 · CERTIFICATE IV · BUSINESS & WORKPLACE SAFETY

CERTIFICATE IV IN RETAIL MANAGEMENT

Step up to store or department manager.



NATIONALLY RECOGNISED TRAINING

COURSE FEE	UNITS	PLACEMENT	YOU GET
$1,979	11	None	Certificate IV

WHAT YOU'LL LEARN

- ✓ Lead a frontline team and maintain employee relations
- ✓ Achieve sales results and build a customer-centric culture
- ✓ Monitor store financials
- ✓ Keep your store secure and your workplace safe

COURSE REQUIREMENTS

BEFORE YOU ENROL

Retail experience

A Certificate III in Retail, or retail work experience covering the Certificate III core skills.

PLACEMENT

None

No placement. You'll draw on your own retail workplace for evidence.

HOW YOU SHOW IT

- Written tasks
- Workplace evidence
- A recorded role-play where a task asks for one

CHECKS

None required

No police check or Working with Children Check is needed for this course.

UNITS YOU'LL STUDY

CODE	UNIT TITLE
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

HOW YOUR COURSE RUNS

1. **Check entry**
   Cert III or retail experience
2. **Enrol**
   Pay upfront or in 4
3. **Study online**
   At your own pace
4. **Workplace evidence**
   From your own store
5. **Certificate**
   Recognised Australia-wide

VIDEO RECORDING RULES

1. Hold photo ID next to your face and say your name, the date and the task at the start.
2. Record in one continuous take: no cuts, edits, filters or speeding up.
3. Keep your whole body and the equipment in frame, in good light, with clear sound.
4. Talk through what you are doing and why, as if explaining to the assessor.
5. Use the equipment listed for your course.
6. Only film people who have agreed to it. Never film children, clients or patients.
7. Upload the video to Cloudemy under the matching assessment task.

If a video doesn't show the full task, your assessor will ask for a new recording or a live video session.

CAREERS

- Store manager
- Department manager
- Assistant store manager

NEXT STEP

Further study in leadership and management.

ENROL ONLINE

www.staonline.com.au/products/certificate-iv-retail-management-online-course

Questions? Call 1300 722 689 or email hello@staonline.com.au

Verify SIR40316 and RTO 45870 at training.gov.au

$1,979

or 4 × $494.75 with Afterpay

Training and assessment are delivered by Spectral Training Academy Pty Ltd (RTO 45870, ABN 70 646 793 277). Requirements are taken from the official training.gov.au listing and checked 15 November 2026. See our refund policy at

staonline.com.au/policies/refund-policy.