SIR Retail Services Training Package Release 1.0 & 2.0

The Victorian Registration and Qualifications Authority determines that the following are the approved training schemes for the vocations listed in the table below.

<table>
<thead>
<tr>
<th>COLUMN 1</th>
<th>COLUMN 2</th>
<th>COLUMN 3</th>
<th>COLUMN 4</th>
<th>COLUMN 5</th>
<th>COLUMN 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training scheme</td>
<td>Maximum duration (months)</td>
<td>Minimum hours per week for employment and training</td>
<td>Probationary period (days)</td>
<td>Selected provisions of the ACT apply</td>
<td>State training wage category</td>
</tr>
<tr>
<td>Code</td>
<td>Title</td>
<td>FT</td>
<td>PT</td>
<td>Note 1</td>
<td>Note 1</td>
</tr>
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</tr>
<tr>
<td>SIR20116</td>
<td>Certificate II in Community Pharmacy</td>
<td>12</td>
<td>24</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>SIR20216</td>
<td>Certificate II in Retail Services</td>
<td>12</td>
<td>24</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>SIR30116</td>
<td>Certificate III in Community Pharmacy</td>
<td>24</td>
<td>48</td>
<td>13</td>
<td>13</td>
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<tr>
<td>SIR30216</td>
<td>Certificate III in Retail</td>
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<td>48</td>
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<tr>
<td>SIR30316</td>
<td>Certificate III in Business to Business Sales</td>
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<tr>
<td>SIR40116</td>
<td>Certificate IV in Community Pharmacy</td>
<td>24</td>
<td>48</td>
<td>N/A</td>
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<tr>
<td>SIR40216</td>
<td>Certificate IV in Community Pharmacy Dispensary</td>
<td>24</td>
<td>48</td>
<td>N/A</td>
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<tr>
<td>SIR40316</td>
<td>Certificate IV in Retail Management</td>
<td>24</td>
<td>48</td>
<td>N/A</td>
<td>13</td>
</tr>
</tbody>
</table>

**Note 1**
These maximum durations assume that the apprentice has not gained a lower level qualification prior to entering the training contract.
For example:
If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the training contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the training contract signed by the apprentice, employer and Registered Training Organisation (RTO).

**Note 2**
In order for a training contract to be registered as a School Based Apprenticeship or Traineeship (SBAT), the conditions set out in the Department of Education and Training guidelines must be met. This requires that there be a minimum of seven hours per week of
employment and a minimum of six hours per week of structured training which may be averaged over three periods of four months in each year of the program, unless the program is fully workplace based in which case the standards for workplace based training shall apply (see below). Additionally, a school representative is required to sign the training plan and the plan should be submitted within two months of the training contract commencing. At least one day per week must be timetabled to be spent on the job or in training during the normal school week.

The Certificate IV in Community Pharmacy (SIR40116), Certificate IV in Community Pharmacy Dispensary (SIR40216) and Certificate IV in Retail Management (SIR40316) are not available for delivery as an SBAT.

**Note 3**
For part time apprenticeships and traineeships, the requirements of the part time apprenticeships and traineeships policy shall apply. This requires that there be a minimum of seven hours per week of employment and a minimum of 6 hours per week of structured training. This may be averaged over 1, 2 or 4 week cycles unless the apprentice or trainee is also a school student undertaking the apprenticeship or traineeship outside school hours in which case it may be averaged over three periods of four months in each year of the program. However if the training program is fully workplace based, the standards for workplace based training shall apply (see below).

**Note 4**
For Apprenticeship vocations (A) sections 5.5.15(1), 5.5.16(2), (3) and (4), 5.5.17(1) (d) and 5.5.19 of the *Education and Training Reform Act 2006* (the Act) apply. For Traineeship vocations (T) these sections do not apply.

**Note 5**
Trainees undertaking a Certificate IV traineeship shall receive the relevant weekly wage rate for Certificate III trainees at Wage levels A, B or C as applicable with the addition of 3.8 per cent of that wage rate.

**Standards for 'Workplace Based Training'**

The minimum hours of employment are 13 hours per week.

All apprentices/trainees undertaking workplace training at Certificates I or II must be withdrawn from routine work duties for a minimum of 1.5 hours per week (pro rata for part time apprentices/trainees with a minimum of one half hour), averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

Where the qualification is at Certificate III or above, apprentices/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees with a minimum of one hour) for planned training, averaged over a four week cycle.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

**In the table:**

**COLUMN 1** specifies the relevant vocation and level of qualification, under the Australian Qualifications Framework (AQF), that will be issued on successful completion of the Approved Training Scheme.

**COLUMN 2** specifies the maximum duration of the Approved Training Scheme for each relevant qualification on a full-time, and where available, a part-time basis.

**COLUMN 3** specifies the minimum average number of hours of employment and training required under the training contract and references the guidelines on part time apprenticeships and traineeships including School Based Apprenticeships and Traineeships.

**COLUMN 4** specifies any applicable probationary period.

**COLUMN 5** specifies whether sections 5.5.15(1), 5.5.16(2), (3) and (4), 5.5.17(1)(d) and 5.5.19 apply in respect of training contracts in the approved training scheme.
specifies the applicable industry/skill level (if any) for the purposes of the State Training Wage provisions in Schedule 4 to the Act.

In accordance with the principles of competency based training, upon the apprentice achieving the required national competencies, both on and off the job, a qualification will be issued by the RTO. The training contract is then concluded. If the competencies are not achieved during the maximum duration, the duration of the training contract may be extended in accordance with the Act.

Workplace training component

The apprentice must receive from an employer instruction, practical and workplace training under a training contract in the national competencies for the qualification as stated in the Endorsed Training Package. Competencies gained in the workplace must be validated by the RTO before a qualification is issued.

Credit for prior training and experience

Time served under a prior training contract or contract of training in the vocation will be credited towards the maximum duration of the training contract.

Prior training and experience gained in another vocation may be credited, by agreement of the parties, towards the workplace training component of the approved training scheme.

Credit may be given towards the relevant qualification in accordance with the rules of the endorsed training package.

Training Plan

Consistent with user choice, a RTO may provide its own training program to achieve the competencies of the qualification. In order to assist RTOs, a Sample Training Plan is available on the Department of Education and Training website.

Standards to be attained and assessment

The competencies to be attained and the method of assessment are as follows.

- National competencies specified in the endorsed training package
- Assessment and certification by the RTO.

Entrance requirements

An apprentice must be at least 15 years of age. Other legislative requirements with respect to age may also apply.

Meaning of terms

In this Determination

'Act' means the Education and Training Reform Act 2006 as amended.

'Apprentice' means a person whom an employer has undertaken to train under a training contract.

'Employment' refers to the actual performance of paid duties, or paid service, by an employee for the employer. This means that periods of leave such as leave without pay or annual leave do not count towards the minimum employment requirements as specified above.

'Endorsed Training Package' means the training package titled SIR Retail Services Training Package Release 1.0 & 2.0 as endorsed by the National Quality Council, and agreed to by the Ministerial Council for Vocational and Technical Education.

'Qualification' means a qualification listed on the State Register of Accredited Courses and Recognised Qualifications maintained by the Victorian Registration and Qualifications Authority under section 4.6.1 of the Act.
'Registered Training Organisation' means a person or body registered under section 4.6.2 of the Act to issue the relevant qualification.

'Training contract' means a training contract entered into between an apprentice and an employer in accordance with the requirements of the Act.

'Workplace training component' refers to the national competencies specified under Workplace training component above.

Authority for Determination

This Determination:

- is made under section 5.5.2 of the Act.
- replaces the previous SIR07 Retail Services Training Package Determination number 892.
- remains in force until it is amended or revoked.

Made by Denver Blake, Manager Apprenticeships Field Officers Unit, delegate of the Victorian Registration and Qualifications Authority.

Signature

Date 21 October 2016

Determination number: 973