

Retail Traineeship

What does a Retail trainee do?

Sales assistants sell goods to customers in retail and wholesale establishments. Sales assistants may perform the following tasks:

- advise customers on the location, selection, price, delivery, use and care of goods available from the store, with the aim of encouraging them to buy and to return to buy in the future
- operate cash registers and accept payment, or prepare finance arrangements (e.g. invoices and contracts)
- take special orders for items not currently in stock, or not normally stocked, and notify customers when the items have arrived
- package goods for customers and arrange delivery
- price, stack and display items for sale, and keep the store tidy and attractive
- be aware of health, safety and welfare issues and practices
- participate in stocktaking (counting and describing the goods in stock)
- arrange for the repair of damaged goods, or advise on needed repairs
- order items.

What personal attributes might a successful Retail trainee have?

- enjoy working with people
- a helpful, courteous manner
- neat personal appearance
- good communication skills
- able to deal accurately with money
- motivation and drive
- no skin disorders if working with food
- willing to work as part of a team.



How long does it take to complete a traineeship ?

Generally many traineeships are a one year term (full time), however this varies according to the Certificate level undertaken, the hours worked per week and the pace at which an individual is able to demonstrate competence in the units of training.

How much does a trainee earn?

Whilst pay rates might vary depending on the actual work site, base weekly wage rates for a trainee is based on the appropriate state award or specific host Enterprise Agreement.

What is group training and how does it work?

Group Training Organisations such as Novaskill, employ apprentices and trainees in many occupations for the entire duration of their training period. We then lease these apprentices and trainees out to other local businesses. This means that apprentices often get the opportunity to work with different businesses over their four-year training period, resulting in a broader range of skills and the development of strong industry contacts for employment as a tradesperson at the end of the training period

How do I apply for employment with NovaSkill?

Watch our website for details—www.novaskill.com.au

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