



Fully Registered with the Higher Education Commission of Fiji as Higher Education Provider under Higher Education Act 2008. Registration Certificate Number RGN0002/11

Admission open for semester 1 – 2024

National Certificate in Retail (Intermediate) (Level 3)

Fiji National Qualification framework (FNQF)

Level	03
Credits	105
Credit range	25 compulsory credits at L2 20 compulsory credits at L3 50 compulsory credits at L3 10 additional credits at L3

Nationally recognised & registered training provider

VIT (Vishan Institute of Technology) proudly offers Higher education Commission Fiji’s “**National Certificate in Retail (Intermediate) (Level 3)**” a National Qualification ensuring pathway to academic excellence & Industry relevance. Upon successful completion you receive a prestigious Higher education Commission Fiji quality Certificate & Transcript.

“Empowering futures: National qualifications accredited by HEC Fiji, Delivered by VIT - Your path to excellence with official certificates & Transcripts”

Purpose

This is a qualification for people who are currently engaged in the retail sector.

The aim of this qualification is to:

- provide competent employees who are able to work in entry level positions in the retail sector
- provide for those individuals who are working in entry level positions using retail and customer service skills, a credential that will support their career opportunities across a range of organisations in the retail sector
- establish standards of professional practice for retail and customer service skills that can provide customers with confidence in the service they receive.

Course Highlights:

➤ **Nationally Recognised**

Fiji National Qualification framework

➤ **Accreditation**

Higher Education Commission Fiji

➤ **Programme Moderation by**

The National Qualification offered by VIT is moderated by Higher Education Commission Fiji

➤ **Certification by**

Higher Education Commission Fiji

Delivery mode: Face to Face / Online class available

Blended Delivery (Suva | Lautoka | Nadi | Nausori)

This qualification will be provided by face-to-face training sessions and online live webinar training via a web-hosted online training service (e.g., Microsoft Teams, Google MEET and GoToMeeting); however, in any special circumstances, the mode of delivery can be adjusted reasonably and fair to the learner cohorts.

Assessment:

Assessments will take the form of written tasks including workbook, quiz, reflective journal, report writing, and case studies and practical tasks including role play, presentation, group discussions, observation, projects and hands on practical lab activities in a simulated work environment. Supplementary evidence will be gathered if required from the course workbook.

Intake dates:

VIT – Quarterly intakes

Study Period – 7 – 8 Months

In a year, there are two terms:

- The 1st study period: from February to May
- The 2nd study period: from July to October

Certificates Awarded by

Higher Education Commission Fiji

Credit points:

Total number of units = 15

105 Credit points

15 Core units

Course Format

Core Subjects

RT00012

Demonstrate knowledge of products and product information in a retail environment

RT00023

Complete sales transactions in a retail or distribution environment

RT00033

Maintain stock in a retail or distribution facility

RT00042

Demonstrate knowledge of security systems and procedures used in a retail or distribution environment

RT00052

Demonstrate knowledge of cash handling in a retail environment

RT00062

Use safe work practices in a retail environment under supervision

RT00072

Demonstrate and apply knowledge of legislation applicable to sale of goods and services

RT00082

Establish and maintain positive customer service interactions in a retail environment

CG

Maintain personal presentation and a positive attitude in a workplace involving customer contact

RT00093

Apply knowledge of target markets, buyer behaviour and marketing mix to sales situations

RT00103

Apply product information to selling goods in a retail environment

RT00113

Describe, operate, and maintain security systems and equipment in a retail or distribution environment

RT00123

Prepare cash for banking in a retail environment

CG

Apply health, safety and security practices to service delivery operations

CG

Apply standard operating procedures and the code of conduct to a work role in a service delivery organisation

Entry Requirements

A pre-requisite for entry into this qualification will be those who are able to:

- have undergone at least 6 months of work experience in the retail industry; and

- are able to demonstrate some technical skills with basic literacy and numeracy skills in retail.
- are a graduate of the National Certificate in Retail (Customer Service and Sales Support) (Level 2); or
- have undergone at least one (1) year of experience;

FEES –

Tuition fee FJD (\$2250-00) (Two Thousand two hundred dollars)

Payable through **FNPF /CASH**

Mpisa Number - 8705744 MyCash Number - 7649773

BANK DETAILS: Bank (Branch): WESTPAC LAUTOKA
Account Name: THE VISHAN INSTITUTE OF TECHNOLOGY PTE LTD
ACCOUNT NO: 9808282355

RPL candidates

Prior to commencing the RPL process, RPL candidates are required to have relevant work experiences and/or any other evidence to match with the training package requirements.

The mode of delivery of RPL candidates depends on the process and outcome of the RPL. The candidates can refer to the process of RPL from the Recognition of prior learning (RPL) Information Kit – RPL Kit and RPL policy.

HOW TO ENROLL?

A – Online www.vishaninfotech.ac.fj (Upload scanned copies of Birth certificate, Joint Card, Results / Transcripts / Letters) Or CLICK <https://forms.gle/YXF3RTjirkN9ekAF6>

B – Visit our nearest Campus along with requirements (Copies of Birth certificate, Joint Card, Results / Transcripts / Letters)

C – Email info@vishaninfotech.ac.fj

Download admission form from www.vishaninfotech.ac.fj print, fill and email along with scanned documents.

Contact us : Call / Viber / WhatsApp 8705744 – 7649773 – 6640646

Email info@vishaninfotech.ac.fj

Campus 1)

Vishan Institute of Technology - level 1, Gurbachan Singh Building, Raojibhai Patel street, Suva, Fiji Islands (Off Waimanu Road Above CJs)

Campus 2)

Vishan Institute of Technology - Level 2, Sarju Prasad Building, Vakabale street, Lautoka, Fiji Islands (Near Market)

Campus 3)

Vishan Institute of Technology -- Level 1, Vunavou Street, off Main street, Opposite - FNPF Plaza, Nadi, Fiji Islands

Center 4)

Best Wishes for 2024 !!!