

# DIPLOMA IN RETAIL MANAGEMENT

The modules under WSQ Diploma in Retail Management are developed for retail professionals at the managerial level, who have a high degree of autonomy, possess responsibility in decision-making, and require knowledge and skills to perform a wide range of duties in a dynamic retail environment.

These include:

- Store / Outlet Managers
- Assistant Sales / Sales Managers
- Senior Merchandising Managers

To qualify for a WSQ Diploma in Retail Management, individuals must successfully complete:

- 7 core modules, and
- 2 elective modules

Alternatively, individuals may undertake training in an individual module or a collection of modules relevant to needs or occupation. A WSQ Statement of Attainment (SOA) will be awarded upon completion of each training module and passing the required assessments.



## Core Modules

- Manage Merchandising and Store Presentation (30 hours)
- Manage Finance for Retail Operations (48 hours)
- Manage Marketing Strategies (30 hours)
- Lead and Manage Work Teams (36 hours)
- Retailing and the Economy (24 hours)
- Manage Service Operations \* (30 hours)
- Manage Human Resources to Achieve Service Excellence \* (30 hours)

## Elective Modules

- Manage Promotional Activities (30 hours)
- Manage and Maintain Store Facilities (30 hours)
- Buy Merchandise (30 hours)
- Control Inventory (30 hours)
- Contribute to the Buying of Merchandise (24 hours)
- Manage Staff Training and Assessment (24 hours)
- Manage Customer Relationships in a Retail Environment (30 hours)
- Manage Sales Operations (30 hours)
- Develop/ Co-develop Stores Security Policies and Procedures (16 hours)
- Setup a Retail Business (30 hours)
- Manage Retail Productivity (30 hours)

## Subsidised Programme Fee

Singapore Citizen and Permanent Resident      \$2070 (before prevailing GST)

## Subsidised Course Fee for Retail WSQ module

Singapore Citizen and Permanent Resident      \$230/module (before prevailing GST)

## Subsidised Course Fee for Service Excellence module

Singapore Citizen and Permanent Resident      \$150/module (before prevailing GST)

## Entry Requirements

There is no minimum educational entry requirements for any of the modules under the WSQ Diploma in Retail Management, however, candidates must meet the required Workplace Literacy and Numeracy (WPLN) level and should possess relevant assumed skills and knowledge.

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More information may be found at [www.sirs.edu.sg](http://www.sirs.edu.sg).

For more information and booking of courses, please email us at [courses@sirs.edu.sg](mailto:courses@sirs.edu.sg) or call us at 6222-7477 (6222-SIRS).