

***Guild Training***  
RTO0452

# ***SIR30116 Certificate III in Community Pharmacy***

## ***COURSE INFORMATION***

***When quality counts***

### **CONTACT GUILD TRAINING TODAY!**

**NSW & ACT:** 02 9467 7130 or [learning@nsw.guild.org.au](mailto:learning@nsw.guild.org.au)  
**QLD:** 07 3831 3788 or [admin.training@qldguild.org.au](mailto:admin.training@qldguild.org.au)  
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### **GUILD.ORG.AU/TRAINING**

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**The Pharmacy  
Guild of Australia**

**TRADING AS GUILD TRAINING**



**NATIONALLY RECOGNISED  
TRAINING**

## SIR30116 *Certificate III in Community Pharmacy*

**Develops basic retail skills, product knowledge and an understanding of key pharmacy operations, as well as skills to assist customers with common health conditions and prescription needs.**

SIR40216 Certificate IV in  
Community  
Pharmacy Dispensary

SIR40116  
Certificate IV in  
Community Pharmacy

**SIR30116  
Certificate III in  
Community Pharmacy**

SIR20116  
Certificate II in  
Community Pharmacy



### Who should complete this training?

This qualification will benefit pharmacy assistants already working in community pharmacy. Expanding your skills provides career growth and opportunities, helping you to secure your future.

As a pharmacy assistant, you provide customers with medicines and pharmacy products to help them with common illnesses and health conditions. You are also a vital link between the customer and the pharmacist.

Accredited training can help you ensure that your customers receive the best advice, care and health solutions.

### What training do I need?

The Certificate III in Community Pharmacy is a recognised qualification for a pharmacy assistant working in a community pharmacy. This qualification is nationally recognised in all states and territories of Australia.

The Certificate III in Community Pharmacy will provide pharmacy assistants with foundation skills in product knowledge, health conditions and key pharmacy functions. These skills will ensure that you can provide health advice and information to customers with confidence and accuracy.

### **DO YOU KNOW ABOUT RECOGNITION OF PRIOR LEARNING (RPL)?**



Available for all qualifications, the RPL process recognises the skills and competencies gained through work experience, prior training and life experience.

Through RPL, competency may be granted for specific units within community pharmacy qualifications, meaning some pharmacy assistants can finish their course earlier than expected.



## How long will the course take to complete?

The Certificate III in Community Pharmacy is a flexible course that can be tailored to meet your learning requirements and career goals.

We will work with you to develop a training plan to meet your needs and the needs of your pharmacy.

Most pharmacy assistants complete the course in less than 24 months.



## What will I study?

Guild Training is the preferred training provider for community pharmacy qualifications and offers real-life learning solutions.

To complete the Certificate III in Community Pharmacy you will need to complete 19 units—11 core units and 8 elective units. The core units will provide you with the skills to help customers with common health conditions, assist customers with their prescription needs and basic retail skills.

The elective units have been grouped into three streams, Health, Dispensary and Front of Shop.

You simply need to select one of these streams. For more information regarding the units studied please see the back of the flyer.



## What are the entry requirements?

Minimum age requirements vary based on state legislation. Please contact us so we can discuss your state's legislation requirements.

The course has entry requirements which include :

- Being employed prior to enrolment
- Having access to a computer or device with internet access
- A degree of digital literacy which allows you to upload documents, recordings and complete your assessments online
- Your level of english spoken and written needs to be at a level to communicate with the general community
- Your numeracy skills need to be at a level to handle money and calculate medicine doses

Our staff can discuss these requirements with you.



## When can I start?

The Certificate III in Community Pharmacy is a flexible course, so we can start as soon as you are ready.



## How much will this qualification cost?

Eligibility requirements apply to government funded courses which can impact the cost of a course.

Successful completion of a course under government funding may restrict your ability to access further funding.

Payment plans are also available.

So the sooner you contact us the better.

### OUR TRAINERS

- Qualified and experienced
- Have current and extensive pharmacy experience
- Understand the needs of you and your pharmacy

### OUR SUPPORT

- Dedicated trainer for the term of your qualification
- Provide regular contact either via phone, email or face-to-face
- Responsive to your needs

### OUR RESOURCES

- Developed by pharmacy experts
- Designed to reflect current pharmacy practice
- Focus on providing solutions for your customers

### OUR CAPABILITIES

- Industry leaders
- Flexible delivery distance, on-line and face-to-face
- Access to government funding
- Payment plans available

**GOVERNMENT FUNDING OR INCENTIVES MAY APPLY**



Make sure you contact our training specialists to discuss eligibility.

## SIR30116 Certificate III in Community Pharmacy

### Core units

SIRCCS002	Provide and promote services to pharmacy customers
SIRCDIS001	Assist customers with prescriptions
SIRCIND001	Work effectively in a community pharmacy
SIRCIND002	Support the supply of Pharmacy Medicines and Pharmacist Only Medicines
SIRCINF001	Use pharmacy practices for infection control
SIRCPPA005	Assist customers with cough and cold relief products
SIRCPPA006	Assist customers with skin and anti-fungal products
SIRCPPA008	Assist customers with products for gastro-intestinal conditions
SIRCPPA009	Assist customers with allergy relief products
SIRCPPA010	Assist customers with analgesic and anti-inflammatory products
HLTWH5001	Participate in workplace health and safety

### Elective unit options – specialised streams

DISPENSARY	
HLTAAP001	Recognise healthy body systems
SIRCDIS003	Assist in dispensing prescriptions
SIRCDIS006	Maintain dispensary stock
SIRCDIS007	Administer dispensary computer system and claims
SIRCPPA018	Assist customers with women's and men's health care products
SIRCPPA001	Assist customers with vitamins, minerals and supplements
SIRCPPA002	Assist customers with eye and ear care products
SIRCPPA003	Assist customers with first aid products

HEALTH	
HLTAAP001	Recognise healthy body systems
SIRCPPA001	Assist customers with vitamins, minerals and supplements
SIRCPPA002	Assist customers with eye and ear care products
SIRCPPA003	Assist customers with first aid products
SIRCPPA007	Assist customers with pregnancy and maternal health products and services
SIRCPPA011	Assist customers with baby and infant care products
SIRCPPA013	Assist customers with smoking cessation products
SIRCPPA018	Assist customers with women's and men's health care products

FRONT OF SHOP	
SIRCCPM001	Assist in managing Pharmacy Medicines and Pharmacist Only Medicines
SIRXMG001	Supervise and support frontline team members
SIRXCEG003	Build customer relationships and loyalty
SIRRINV001	Receive and handle retail stock
SIRRINV002	Control stock
SIRXMKT001	Support marketing and promotional activities
SIRRMER001	Produce visual merchandise displays
SIRXSL5002	Follow point-of-sale procedures

### NEXT STEPS?

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