



Australian Government

Department of Education, Employment and Workplace Relations

SIRXFIN201 Balance and secure point-of-sale terminal

Release: 1

SIRXFIN201 Balance and secure point-of-sale terminal

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	This is a revised unit, based on and equivalent to SIRXFIN001A Balance point-of-sale terminal.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions, and reconciling and recording takings. The unit requires the application of store policy and procedures in undertaking those tasks.

Application of the Unit

This unit applies to frontline retail staff working under some supervision.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Balance and secure takings from register or terminal.	<p>1.1.Perform <i>register or terminal</i> balance at designated times according to <i>store policy and procedures</i>.</p> <p>1.2.Separate cash float from takings prior to balancing procedure and secure according to store policy.</p> <p>1.3.Supply change to register or terminal according to store policy.</p> <p>1.4.Obtain and interpret register or terminal reading or print-out.</p> <p>1.5.Secure cash and <i>non cash documents</i> according to store security policy and procedures.</p>
2. Reconcile takings.	<p>2.1.Count cash accurately.</p> <p>2.2.Calculate non cash documents accurately.</p> <p>2.3.Determine balance between register or terminal reading and sum of cash and non cash transactions.</p> <p>2.4.Report discrepancies between register or terminal reading and sum of cash and non cash transactions to <i>relevant personnel</i> according to store policy.</p> <p>2.5.Record store and individual department takings and file <i>records</i> according to store policy.</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy and numeracy skills to:
 - balance the register or terminal
 - count cash
 - calculate non-cash transactions
 - calculate discrepancies between reported and actual takings
 - complete documentation
 - interpret documentation
 - report on takings
- planning and organising skills to complete tasks in a set timeframe
- technology skills to operate register or terminal

Required knowledge

- cash and non-cash handling procedures, including:
 - balancing point-of-sale terminal
 - calculating non-cash documents
 - change required and denominations of change
 - clearance of terminal and transference of tender
 - counting cash
 - credit and returns
 - credit cards
 - EFTPOS
 - gift vouchers
 - lay-by
 - maintenance of cash float
 - opening and closing point-of-sale terminal
 - recording takings
 - security of cash and non-cash transactions
- store policy and procedures in regard to:
 - cash float
 - operation of equipment used at register or terminal
 - register or terminal balance
 - security of cash and non-cash transactions

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- operates register or terminal equipment according to manufacturer instructions and store policy
- applies store policy and procedures in regard to handling cash and removing takings from register or terminal
- applies store policy and procedures in regard to cash float
- applies store policy and procedures in regard to reading registers and recording information
- processes documentation and records responsibly and according to store policy and procedures
- reconciles takings according to store policy and procedures.

Context of and specific resources for assessment

Assessment must ensure access to:

- a real or simulated retail work environment
- relevant documentation, such as:
 - financial transaction dockets, slips and invoices
 - sample debit card and credit card vouchers
 - recording and tally sheets
 - store policy and procedure manuals in regard to register or terminal balance
- register or terminal and related equipment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- role play
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIRXCCS201 Apply point-of-sale handling procedures
- SIRXRSK201 Minimise loss.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) may also be included.

- Register or terminal*** may be:
- cleared at intervals during or at close of trading
 - cleared by operator or specialist staff
 - electronic
 - manual.
- Store policy and procedures*** in regard to:
- cash handling
 - register or terminal balance
 - security.
- Non-cash documents*** may relate to:
- cash on delivery (COD)
 - cheques
 - credit cards
 - customer credit ratings
 - customer refunds
 - gift vouchers
 - hire-purchase
 - lay-by.
- Relevant personnel*** may include:
- manager
 - supervisor
 - team leader.
- Records*** may be:
- electronic
 - manual.

Unit Sector(s)

Cross-Sector

Competency Field

Finance