



Australian Government

**Assessment Requirements for AURSCA004
Carry out cash and non-cash payment
operations**

Release: 1

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Modification History

| Release | Comment |
|-----------|-------------------------|
| Release 1 | New unit of competency. |

Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria and foundation skills:

- determine transaction amount and conduct one of each of the following different payment operations:
 - cash
 - credit or debit card
 - cheque
- prepare three invoices for different products or services and submit them for payment.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- key legal requirements relating to carrying out cash and non-cash payment operations, including obligations under the Australian Consumer Law (ACL)
- factors to be considered when calculating final price, including:
 - goods and services tax (GST)
 - sales, discounts and promotions
 - deposits and partial payments
- procedures for carrying out cash and non-cash operations, including:
 - calculating sales balance
 - receiving and counting money
 - common sales security procedures for handling cash
 - calculating and returning change, including using:
 - manual methods

- point-of-sale (POS) equipment
- receiving and processing cheques
- using electronic funds transfer at point-of-sale (EFTPOS) equipment
- issuing receipts
- operation and maintenance of common sales equipment, including:
 - calculators
 - POS equipment, including procedures for changing receipt rolls
 - EFTPOS terminals
- procedures for preparing and distributing invoices, including:
 - types and applications of invoices
 - required contents of invoices
 - common types of software for producing invoices
 - common methods of distributing invoices to customers.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to having carried out cash and non-cash payment operations in an automotive sales and service workplace, e.g. sales receipts and invoices.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following should be made available:

- sales and service workplace or simulated workplace
- workplace procedures for carrying out cash and non-cash payment operations and distributing invoices
- commercially realistic situations involving cash and non-cash payment transactions
- point-of-sale software
- computer hardware, software and business equipment required for processing cash and non-cash transactions and preparing invoices.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

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