Australian Government

AURSCA2004 Carry out cash, credit and funds transfers

Release 1

AURSCA2004 Carry out cash, credit and funds transfers

Modification History

Release	Comment
Release 1	Replaces AURS241608A Carry out cash and/or credit/funds transfer transactions
	Unit code updated to meet policy requirements
	Minor change to unit title
	Reference to OHS legislation replaced with new WHS legislation
	Licensing statement added to unit descriptor

Unit Descriptor

Unit descriptor	This unit of competency covers the competence required to undertake cash, cheque, credit/funds transfer card transactions. It also includes preparation and dispatch of debtor invoices.
	Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.

Application of the Unit

Application of the unit	This unit of competence applies to the following and should be contextualised to the qualification it is being applied:
	• retail, service and repair administration/sales finance - cash and non-cash transactions.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Handle cash transactions	1.1. Cash is received and counted
	1.2. Correct balance is determined, taking price, invoices, discounts, etc. into account, and correct change is given
	1.3. Irregularities are noted and referred to appropriate persons for resolution
	1.4. Cash is stored according to enterprise policies and procedures
	1.5. Receipts are issued and transaction documented according to enterprise policies and procedures
2. Handle credit/funds transfer card transactions	2.1. Correct documentation and equipment for particular credit/funds transfer card is identified and accessed
	2.2. Credit/funds transfer card recording device is identified and accessed
	2.3. Recording device is operated according to provider procedures and taking into account enterprise credit limits
	2.4. Irregularities are noted and referred to appropriate persons for resolution
	2.5. Receipts are issued and transaction documented according to enterprise policies and procedures
3. Handle cheque transactions	3.1. Cheques are received and examined for correctness (amount, dates and signature)
	3.2. Irregularities are noted and referred to appropriate persons for resolution
	3.3. Cheques are stored according to enterprise policies and procedures
	3.4. Receipts are issued and transaction documented according to enterprise policies and procedures
4. Carry out invoicing procedures	4.1. Calculations are performed to produce accurate customer invoices
	4.2. Documentation is completed to ensure accuracy of content
	4.3. Invoices are distributed to appropriate persons/section for certification prior to being dispatched
	4.4. Verified invoices are dispatched within designated time limits
	4.5. Invoices are copied and filed for auditing purposes

ELEMENT	PERFORMANCE CRITERIA
	according to enterprise policies and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- collect, organise and understand information related to collation of cheques for processing   - communicate ideas and information on irregularities in cash balancing to appropriate persons   - plan and organise activities for the development of invoices   - work with others and in a team with office persons to develop invoices   - use mathematical ideas and techniques to count cash   - establish diagnostic processes which re-count cash and credit transactions to balance books   - use workplace technology related to record sales
Required knowledge
- money handling security methods   - personal safety requirements   - applicable legislation   - GST information   - equipment safety requirements   - enterprise transaction policies   - cash/credit/funds transfer systems

Evidence Guide

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.

EVIDENCE GUIDE	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	It is essential that competence in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in the critical aspects of: • conducting cash and non-cash transactions • preparation of invoices • interpreting and communicating operational information • safe work practices • operation of office/sales equipment • communicating effectively with others involved in or affected by the work.
Context of, and specific resources for assessment	• Underpinning knowledge and skills may be assessed on or off the job • The following are required: 　• cash and non-cash transaction equipment 　• computer software/hardware, calculator, office equipment, enterprise stationery, safes, cash register, EFTPOS systems, credit card systems, stock scanning/ pricing equipment, postage equipment 　• a qualified workplace assessor.
Method of assessment	• Assessment of practical skills must take place only after a period of supervised practice and repetitive experience. If workplace conditions are not available assessment in simulated workplace conditions is acceptable • Prescribed outcome must be able to be achieved without direct supervision • Practical assessments: 　• recognise denominations of Australian currency notes and coinage 　• access and apply cash/credit systems 　• receive cash, perform calculations and give correct change 　• use equipment 　• handle cash correctly 　• use security systems (where applicable) 　• prepare and dispatch invoices • Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.

EVIDENCE GUIDE	
Guidance information for assessment	

Range Statement

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 candidate, accessibility of the item, and local industry and regional contexts) may also be included.	

Methods	Methods include:
	• conducting sales transactions using cash and non-cash procedures
	• telephone, fax, written communication, verbal
	• preparation of debtor invoices
	Specific requirements may include:
	• literacy/numeracy
Workplace health and safety (WHS) requirements	WHS requirements may include:
	• state/territory/industry WHS requirements
Resources	Resources may include:
	• cash and non-cash transaction equipment
	• invoice dispatching system
	• computer software/hardware, calculators, office equipment, enterprise stationery, safes, cash register, EFTPOS systems, credit card systems, stock scanning/ pricing equipment, postage equipment
Information/documents	Sources of information/documents may include:
	• enterprise operating procedures
	• job cards
	• product manufacturer/component supplier specifications
	• company stationery

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RANGE STATEMENT	
	• customer requirements • industry/workplace codes of practice

Unit Sector(s)

Unit sector	Sales and Parts, Administration and Management

Co-requisite units

Not applicable.

Competency field

Competency field	Sales and Marketing

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