



Australian Government

Assessment Requirements for FNSRTS303 Balance retail transactions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- maintain cash drawers and relevant cash dispensers
- undertake all tasks related to cash and non-cash documents in accordance with organisational procedures and security requirements
- accurately balance daily management of cash holdings and record in accordance with organisational requirements and procedures
- precisely check cash and non-cash transactions
- effectively use relevant data entry, terminal and office equipment.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the key features of industry codes of practice and legislation including:
 - National Credit Code
 - Privacy Act
 - Credit Act
- describe the key features of organisational policy and procedures relating to balancing transactions, including security policy and procedures
- describe the steps involved in cash and non-cash security checking procedures
- identify the key operational features and maintenance requirements of equipment and cash stocks.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial retail services field of work and include access to:

- common office equipment, technology, software and consumables
- integrated transaction system and data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>