



**Australian Government**

**Assessment Requirements for  
SHBXCCS001 Conduct salon financial  
transactions**

**Release: 1**

## **Assessment Requirements for SHBXCCS001 Conduct salon financial transactions**

### **Modification History**

Not applicable.

### **Performance Evidence**

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- operate electronic point-of-sale equipment to accurately perform each of the following transactions on at least two occasions:
  - cash sales
  - non-cash sales:
    - credit card
    - EFTPOS
  - refunds/exchanges
- demonstrate the following secure payment handling procedures for all transactions listed above:
  - balancing point-of-sale terminal
  - calculating non-cash documents
  - clearing terminal and transferring tender
  - counting cash
  - determining change required and denominations of change
  - ensuring security of cash and non-cash transactions
  - maintaining cash float
  - opening and closing of point-of-sale terminal
  - recording takings
  - securing cash and non-cash transactions
  - tendering change.

### **Knowledge Evidence**

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- cash and non-cash handling procedures:
  - balancing point-of-sale equipment
  - change required, denominations of change and tendering change
  - clearance of terminal and transference of tender

- counting cash
- maintenance of cash float
- opening and closing point-of-sale terminal
- recording takings
- security of cash and non-cash transactions
- organisational policies and procedures relevant to financial transactions:
  - cash handling security
  - exchanges and returns
  - operation of point-of-sale equipment
  - point-of-sale transactions
  - work health and safety
- functions and procedures for operating point-of-sale equipment:
  - cash register
  - EFTPOS terminal
  - barcode scanner
- relevant federal, state or territory legislation:
  - consumer protection
  - privacy
  - GST
  - work health and safety.

## **Assessment Conditions**

Skills must be demonstrated in a personal services salon environment; this can be:

- a industry workplace or
- a simulated workplace set up for the purpose of skills assessment, that provides services to paying members of the public.

Assessment must ensure access to:

- paying clients, both new and regular, with different transaction requirements, who have the expectation that the services provided reflect those of a commercial business
- relevant workplace documentation:
  - organisational policies and procedures relevant to financial transactions
  - manufacturer instructions.

Assessment must ensure use of:

- computer with salon software system
- point-of-sale equipment that can process credit cards and EFTPOS transactions
- relevant point-of-sale documents:

- stock, inventory and price lists
- financial transaction dockets and slips
- credit and product return slips
- sample debit and credit card vouchers.

Assessment activities that allow the individual to:

- complete financial transactions within commercially realistic speed, timing and productivity
- demonstrate competency in an environment reflective of real work situations
- manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors.

## **Links**

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=255d312b-db07-48f2-b6d6-1b0b06c42898>