



Australian Government

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

Release: 1

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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.gov.au/Pages/TrainingDocs.aspx?q=255d312b-db07-48f2-b6d6-1b0b06c42898>