Assessment Requirements for SIRXSL002
Follow point-of-sale procedures

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:
- follow procedures for set up, maintenance and close of point-of-sale area/terminal on three different occasions
- perform three point-of-sale transactions for each of the following:
  - cash sales
  - non-cash sales
- perform three point-of-sale transactions for each of the following:
  - refunds
  - exchanges
- make six accurate financial calculations relating to product pricing that individually or cumulatively involve:
  - multiple products
  - products of varying prices
  - products with percentage discounts
- follow procedures to complete four sales that require post purchase activity.

Knowledge Evidence
Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:
- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
- basic key aspects of legislation that impact point-of-sale activities:
  - Australian Consumer Law
- features of products sold by the organisation
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - clearance of terminal and transference of tender
  - recording takings
• consumables required by system
• security
• cash handling procedures:
  • counting cash
  • handling cash floats
  • change required, denominations of change and tendering change
• security
• procedures for non-cash transactions:
  • credit cards
  • EFTPOS
  • vouchers
• types of purchase follow up activities and associated organisational policies and procedures:
  • placing of orders
  • delivery
  • issuing of invoices
  • issuing of receipts
  • wrapping and packing.

Assessment Conditions

Skills must be demonstrated in a service industries environment. This can be:
• an industry workplace
• a simulated industry environment.

Assessment must ensure access to:
• organisational policies and procedures for point-of-sale activities
• current plain English regulatory documents distributed by government regulators outlining key aspects of legislation that impact point-of-sale activities as listed in the Knowledge Evidence
• point-of-sale equipment and consumables
• financial transaction documentation for non-cash sales
• cash
• assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations’ requirements for assessors.
Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1e-49699303188d