



**Australian Government**

**Assessment Requirements for TLIP0004  
Conduct financial transactions and  
maintain records for a taxi**

**Release: 1**

# Assessment Requirements for TLIP0004 Conduct financial transactions and maintain records for a taxi

## Modification History

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment for use in a taxi in accordance with operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant agreements, codes of practice, workplace procedures and other legislative requirements
- applying tariff structures and taxi hire arrangements
- communicating and working effectively with others
- completing documentation and maintaining records for taxation purposes
- completing documentation for conducting financial transactions and maintaining records
- conducting cash, credit and other non-cash payment transactions
- filling out documents, vouchers, point of sale documents and other relevant taxi documentation legibly
- identifying and correctly using transaction equipment, processes and procedures to calculate fares and handle payments
- identifying required credit card clearances and transaction limits
- maintaining transaction records and documentation for taxation and other purposes
- modifying activities depending on workplace contexts, risk situations and environments
- operating a taxi meter
- operating electronic payment and communications equipment to required protocols
- planning and prioritising own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and information
- selecting and using appropriate aids for carrying out calculations
- selecting and using appropriate mathematical processes when conducting transactions.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- contingency planning for managing and controlling security threats
- hiring arrangements
- implications of credit and financial institution codes of practice
- national taxation system as it relates to taxi drivers
- operational procedures for conducting direct financial transactions with customers in the taxi industry and maintaining records
- relevant state/territory regulations and codes of practice for conducting transactions and maintaining records within taxi operations
- relevant work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines
- requirements of taxi work systems, operations and relevant equipment
- risks and hazards when carrying out financial transactions and maintaining records, and related precautions to control security threats
- sources of information and documentation needed when conducting financial transactions and maintaining records within the taxi industry
- tariff structures
- taxi meter functions
- taxi subsidy scheme and/or vouchers
- typical problems that occur when carrying out financial transactions and maintaining records in a taxi and appropriate solutions.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry

- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

## **Links**

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>