



Australian Government

TLIP0004 Conduct financial transactions and maintain records for a taxi

Release: 1

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Modification History

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

Application

This unit involves the skills and knowledge required to conduct financial transactions and maintain records for a taxi.

It includes operating a taxi meter in accordance with different tariff structures and taxi hire arrangements, calculating fares and handling payment transactions, and maintaining daily records for accounting purposes when providing taxi services. It also includes using basic financial transaction principles, routine procedures and regulatory requirements, as part of taxi driving operations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Operate a taxi meter in accordance with

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Tariff structures and various forms of taxi hire are identified and applied

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| tariff structures and hiring arrangements | 1.2 | Meter functions are identified and applied |
| | 1.3 | Meter is operated at beginning, throughout and at the end of hiring, in line with regulations and workplace procedures |
| | 1.4 | Meter is used to access information to complete driver running sheet, end-of-shift reports and reconciliation taking/fares |
| 2 Calculate fares and handle payment transactions | 2.1 | Amount owing is calculated and communicated to customer |
| | 2.2 | Amount tendered in cash transactions is checked, and correct change is calculated and given |
| | 2.3 | Adequate change is maintained for use in transactions |
| | 2.4 | Adequate supplies of dockets, vouchers and point of sale documents are maintained |
| | 2.5 | Cash, electronic and non-cash payment transactions are handled in accordance with workplace policy and procedures |
| | 2.6 | Hazards are identified, risks are assessed and control measures implemented |
| | 2.7 | Security is maintained when handling payments in accordance with workplace security procedures |
| | 2.8 | Taxi subsidy scheme transactions are processed in accordance with state requirements |
| 3 Maintain daily records | 3.1 | Records are completed for all cash, credit and other non-credit transactions in accordance with workplace policy and procedures |
| | 3.2 | Calculations to complete driver running sheet are carried out |
| | 3.3 | End-of-shift reconciliation is completed |
| | 3.4 | Appropriate records are maintained for taxation purposes |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2037 Carry out financial transactions and maintain records.

Links

Companion Volume Implementation Guides are found in VETNet -

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