



**Australian Government**

# **TLIP2024 Conduct financial transactions**

**Release: 2**

# TLIP2024 Conduct financial transactions

## Modification History

**Release 2.** This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor update to unit Application
- Minor wording changes to Performance Criteria
- Minor update to Knowledge Evidence
- Update to Assessment Conditions.

**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.

It includes operating point of sale equipment, transacting sales, clearing register activity and maintaining sales documents. Work must be carried out in compliance with relevant codes and regulations concerned with the conduct of financial transactions during the collection and delivery of valuables, secured products, documents and materials.

Work is performed under general supervision.

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

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
<b>1 Operate point of sale equipment</b>	<b>1.1</b> Point of sale equipment is operated and maintained in line with manufacturer specifications and workplace procedures
	<b>1.2</b> Procedure for opening cash equipment or register is followed
	<b>1.3</b> Adequate change is maintained for use in transactions
	<b>1.4</b> Sales equipment or register is closed off in accordance with workplace cash security procedures
<b>2 Transact sale</b>	<b>2.1</b> Amount owing is calculated and customer is advised
	<b>2.2</b> Amount tendered in cash transactions is checked, correct change is calculated and given, and receipt/tax invoice is provided, as required
	<b>2.3</b> Electronic and non-cash transactions are processed
<b>3 Clear register</b>	<b>3.1</b> Sales equipment/register is cleared and cash is transferred at required times in accordance with workplace policy
	<b>3.2</b> Cheques, credit and other non-cash transaction documents are handled in accordance with workplace policy and procedures
	<b>3.3</b> Security is maintained when handling cash in accordance with workplace security procedures
<b>4 Maintain sales documents</b>	<b>4.1</b> Records are completed for all transactions, including refunds and no sales
	<b>4.2</b> Adequate supplies of docketts, vouchers and point of sale documents are maintained
	<b>4.3</b> Debtor transactions are processed in line with workplace procedures

## 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 TLIP2024A Conduct financial transactions.

## Links

Companion Volume Implementation Guides are found in VETNet -

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