



Australian Government

AMPRET207 Process sales transactions

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Modification History

Release	Comments
1	This unit of competency was first released in AMP Australian Meat Processing Training Package Release 9.0.

Application

This unit describes the skills and knowledge required to carry out sales transactions.

This unit applies to those who work under general supervision in meat retailing premises.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and food safety regulations, legislation and standards that apply to the workplace.

Licensing/Regulatory Information

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

Pre-requisite unit(s)

Nil.

Competency field(s)

N/A

Unit sector(s)

Retail (RET)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Operate point of sale equipment	1.1 Prepare to work in meat retail environment following workplace health and safety, and hygiene and sanitation requirements

	1.2 Enter correct code for meat product 1.3 Inform customer of the weight of the product on scale, and seek approval to proceed with sale 1.4 Follow correct procedure for operating register, including entering correct operator number 1.5 Inform customer of total cost
2. Process electronic payments	2.1 Confirm customer payment method 2.2 Process electronic payments, asking customer to add PIN when required 2.3 Provide receipt to customer as required
3. Process cash payments	3.1 Receive cash and add to point of sale drawer in correct position 3.2 Provide customer with correct change 3.3 Observe correct hygiene procedures while handling cash transactions 3.4 Refer any issues with sales transaction to supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Oral communication	Interact politely with customers
Numeracy	- Recognise Australian currency amounts - Calculate correct change from \$100, \$50, \$20, \$10, \$5 amounts - Use scales to weigh meat products (kg, g) - Weigh meat product to 3 decimal places

Range of conditions

No conditions apply to this unit of competency at the time of publication.

Unit Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
AMPRET207 Process sales transactions	AMPR106 Process sales transactions	Unit code updated Unit sector code added AQF code updated to Level 2 Unit application updated Performance Criteria updated Foundation Skills added Assessment Requirements updated	Not-Equivalent

Assessment Requirements for AMPRET207 Process sales transactions

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has processed at least five sales transactions using point of sale equipment, including at least one cash sale.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- procedures for using point of sale equipment
- workplace requirements for dealing with customer enquiries
- the purpose of barcodes and/or price look-up codes
- workplace health and safety hazards encountered when working with meat, and how the associated risks are controlled
- hygiene and sanitation requirements for working with meat products.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat retailing premises or in an environment that accurately reflects workplace conditions
- resources, equipment and materials:
 - personal protective equipment
 - meat products
 - point of sale register/scales
 - cash or simulated cash

- specifications:
 - task-related documents
- personnel:
 - customers
 - access to supervisor or mentor.

Assessment for this unit must include at least three forms of evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Link

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>.