



Australian Government

Assessment Requirements for AMPR106 Process sales transactions

Release: 1

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Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time.

The candidate must:

- identify point of sale equipment
- process a range of sales transactions to meet customer requirements in accordance with workplace requirements
- calculate total cost of sale
- manually calculate change
- provide correct and accurate receipts to customers in line with workplace requirements
- demonstrate courteous and respectful customer relations
- refer enquiries to more senior staff if appropriate
- apply relevant workplace health and safety requirements
- use communication skills appropriate to customer and enterprise requirements
- use mathematical skills relevant to the task

Knowledge Evidence

The candidate must demonstrate a basic functional knowledge of:

- procedures for using point of sale equipment
- workplace requirements for dealing with customer enquiries
- regulatory requirements related to weights and measures
- relevant workplace health and safety requirements
- legal requirements and details necessary for acceptance of cheques

Assessment Conditions

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

The following three forms of assessment must be used:

- demonstration in the workplace or simulated environment
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>