



Australian Government

AMPR106 Process sales transactions

Release: 1

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Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to carry out the procedures for processing a sales transaction.

This unit is applicable to meat retailing operations.

All training must be conducted according to Australian meat industry standards and regulations.

All work should be carried out to comply with workplace requirements.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

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

Pre-requisite Unit

Nil.

Unit Sector

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. Process transaction	1.1 Accurately process transaction 1.2 Accurately process transaction through point of sale equipment 1.3 Provide correct and accurate receipts to customer 1.4 Thank customer according to workplace requirements 1.5 Observe correct hygiene while handling cash transactions

Foundation Skills

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

Range of Conditions

Unit Mapping Information

MTMR107C Process sales transactions	E
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Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AMPR106 Process sales transactions

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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.

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