



Australian Government

Department of Education, Employment and Workplace Relations

FNSICACC304B Prepare and bank receipts

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the functions involved in preparing and banking financial receipts.
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Application of the Unit

This unit requires the application of skills and knowledge required to prepare and bank financial receipts. The unit encompasses batching monetary items, preparing deposit facilities and lodging flows.

The unit may apply to any sector within the financial services sector where preparing and banking receipts is required. The unit has application to any job function within the financial services sectors that involves preparing and banking receipts. For example, bank tellers, credit union tellers, cashiers at foreign exchange outlet.

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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements. The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the Element. **Bold, italicised** terms are elaborated in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

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Element	Performance Criteria
1 Batch monetary items	1.1 Items are batched completely and accurately 1.2 Batch items are matched to initial receipt records precisely
2 Prepare deposit facility	2.1 Deposit facility selected is appropriate to the banking method used 2.2 Batch is balanced with deposit facility without error
3 Lodge flows	3.1 Security and safety precautions are taken appropriate to the method of banking in accordance with company policy and industry and legislative requirements 3.2 Proof of lodgement is obtained and filed in accordance with company procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE&SKILLS

Knowledge requirements include:

company policy and procedures
knowledge or awareness of relevant acts and regulations
legal systems and procedures
industry codes of practice
computer systems
procedure writing

Skills requirements include:

computerised spreadsheet and database
data analysis and interpretation
evaluative and general analytical skills
negotiation and interpersonal skills

Evidence Guide

EVIDENCE GUIDE

Assessment of performance requirements in the unit should be undertaken in an industry context. The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for the unit. Competency is demonstrated by performance of all stated criteria including the Range Statement applicable to the workplace.

Overview of assessment requirements

To achieve competency in this unit, a person must be able to demonstrate:

knowledge of relevant industry and legislative requirements

knowledge of relevant company policies and procedures

knowledge of relevant security measures for preparing and banking receipts

ability to batch monetary items

ability to prepare deposit facilities

ability to lodge flows

Critical aspects of evidence

Evidence required for demonstration of consistent performance:

Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statement and contexts applicable to the work environment.

Delivery/relationship to other units:

This unit may be assessed on its own or it may be assessed with other units that cover related skills and knowledge.

Evidence is most relevant when provided through an integrated activity which combines the elements of competency for the unit, or a cluster of units of competency.

Assessment requirements

Method of assessment:

For valid and reliable assessment of this unit, evidence must be gathered through a range of methods to indicate consistent performance.

Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning

on underpinning knowledge and skills and other methods as required.

Context of assessment:

Assessment of performance requirements in this unit should be undertaken within the financial services industry context and should cover aspects of personal/financial responsibility and accountability.

Aspects of competency, including the attainment of relevant knowledge and skills, may be assessed in a relevant workplace, a closely simulated work environment, or other appropriate means that clearly meet industry competency requirements.

Resources required for assessment:

Unless otherwise specified, there are no significant resource implications for assessment of this unit, apart from access to a relevant workplace or closely simulated office environment and the use of a range of office equipment, technology and consumables. These may include standard commercial computer hardware, software, telephones, facsimiles, and other relevant office equipment.

Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. If **bold italicised** text is shown in Performance Criteria, details of the text are provided in the Range Statement.

Batches are:	grouped receipts treated as a separate transaction entity
Deposits facilities may include:	bank deposit slip direct debit transaction report
Banking methods may include:	personal through third party security company pick-up
Security measures may include:	banking of all negotiable instruments on day received all batches posted on day of receipt cash management processes
Company policy and procedures may include:	operations manual internal control guidelines computer system documentation
Industry and legislative requirements may cover:	Australian Accounting Standards relevant insurance act Consumer Credit legislation Privacy Act Taxation Act industry code of practice Australian Securities and Investments Commission (ASIC) Code Trade Practices Act Stamp Duties Act

Proof of lodgement may include:

bank stamped deposit facility
verified transaction listing

Unit Sector(s)

Not applicable.

Relationship to other units

This unit replaces FNSICACC304A.

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