



Australian Government

Assessment Requirements for PSPCART006 Handle monies received in satisfaction of warrants and orders

Release: 1

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Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- eliciting required payment from clients and clarifying processes
- dealing with difficult customer service situations
- receipting payments
- completing and maintaining financial records
- operating technology for credit card transactions or electronic funds transfer
- problem-solving and responding to contingencies
- applying legislation, regulations and policies relating to money handling
- working in the field collecting monies to satisfy warrants and orders

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, regulations and organisational policy and procedures relating to control of monies received in satisfaction of warrants and orders
- operational safety procedures
- financial guidelines relating to the collection, receipting, security and banking of monies in the public sector
- duty of care requirements relating to handling monies received in satisfaction of warrants and orders

- software relating to financial administration

Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when handling monies received in satisfaction of warrants and orders.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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