



Australian Government

SIRRRTF001 Balance and secure point-of-sale terminal

Release: 1

SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment, clear registers, count money, calculate non cash transactions, and reconcile and record takings.

It applies to individuals working in frontline operational roles in a diverse range retail industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Balance and secure takings.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1.Perform register or terminal balance at designated times.
- 1.2.Separate cash float from takings prior to balancing and secure takings.
- 1.3.Supply change to register or terminal and accurately record.
- 1.4.Obtain and interpret register or terminal reading or print-out.
- 1.5.Secure cash and non cash documents according to organisational procedures.

2. Reconcile takings.
 - 2.1.Count cash accurately.
 - 2.2.Calculate non cash documents accurately.
 - 2.3.Determine balance between register or terminal reading and sum of cash and non cash transactions.
 - 2.4.Investigate or report discrepancies between register or terminal reading and sum of cash and non cash transactions to relevant personnel.
 - 2.5.Record takings and file records according to organisational procedures.

Foundation Skills

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

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consistently apply organisational policies and procedures to:
 - balance a register or terminal on three occasions with complete accuracy
 - reconcile three different sets of takings comprising both cash and non-cash with complete accuracy
 - identify and resolve three different types of balancing discrepancies
 - process three different types of takings according to organisational policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role and importance of the balancing process
- techniques for identifying and resolving discrepancies
- functions and procedures for operating point-of-sale equipment:
 - opening and closing
 - balancing
 - clearance of terminal and transference of tender
 - recording takings
 - consumables required by system
 - security
- cash handling procedures:
 - counting cash
 - handling cash floats
 - change required, denominations of change and tendering change
 - security
- organisational policies and procedures for non-cash transactions:
 - credit cards
 - EFTPOS
 - vouchers

- organisational policies and procedures for:
 - exchanges
 - refunds
 - lay-by
 - cash handling
 - cash float
 - operation of point-of-sale equipment
 - register or terminal balance
 - security of cash and non cash transactions.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures related to point-of-sale
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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