



Australian Government

Department of Education, Employment and Workplace Relations

SIRXFIN001A Balance point-of-sale terminal

Revision Number: 1

SIRXFIN001A Balance point-of-sale terminal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions and reconciling takings.

Application of the Unit

Application of the unit

This unit is undertaken with some supervision. It requires the team member to apply store policy and procedures to accurately and efficiently balance a register or terminal, maintain a cash float, reconcile cash and non-cash transactions and record takings.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

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

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Remove takings from register or terminal. | 1.1 Perform <i>register or terminal</i> balance at designated times according to <i>store policy and procedures</i> . |
| | 1.2 Separate cash float from takings prior to balancing procedure and secure according to store policy. |
| | 1.3 Supply change to register or terminal according to store policy. |
| | 1.4 Acquire and accurately interpret register or terminal reading or print-out. |
| | 1.5 Remove and transport cash and <i>non-cash documents</i> according to store security policy and 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. |

ELEMENT**PERFORMANCE CRITERIA**

- 2.4 Report discrepancies between register or terminal reading and sum of cash and non-cash transactions to ***relevant personnel*** according to store policy.
- 2.5 Record store and individual department takings and file ***records*** according to store policy.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- operating register or terminal
- completing tasks in a set timeframe
- literacy skills in regard to:
 - interpreting documentation
 - completing documentation
- numeracy skills in regard to:
 - counting cash
 - calculating non-cash transactions
 - reporting on takings.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - register or terminal balance
 - cash and non-cash transactions security
 - cash float
 - operation of equipment used at register or terminal
- cash and non-cash handling procedures, including:
 - opening and closing point-of-sale terminal
 - clearance of terminal and transference of tender
 - maintenance of cash float
 - counting cash
 - calculating non-cash documents
 - balancing point-of-sale terminal
 - recording takings
 - security of cash and non-cash transactions
 - change required and denominations of change
 - EFTPOS
 - credit cards
 - gift vouchers
 - lay-by
 - credit and returns.

REQUIRED SKILLS AND KNOWLEDGE

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- operates register or terminal equipment according to manufacturer instructions and store policy
- consistently applies store policy and procedures in regard to handling cash and removing takings from register or terminal
- consistently applies store policy and procedures in regard to cash float
- consistently applies store policy and procedures in regard to reading registers and recording information
- processes documentation and records responsibly and according to store policy and procedures
- reconciles takings according to store policy and procedures.

Context of and specific resources for assessment

Assessment must ensure access to:

- a real or simulated work environment
- relevant documentation, such as:
 - financial transaction dockets, slips and invoices
 - sample debit card and credit card vouchers
 - recording and tally sheets
 - store policy and procedure manuals in regard to register or terminal balance
- register or terminal and related equipment.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- a role play
- third-party reports from a supervisor
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIRXCCS001A Apply point-of-sale handling procedures
- SIRXRSK001A Minimise theft.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Register or terminals may be:

- manual
- electronic

RANGE STATEMENT

- cleared by operator or specialist staff
- cleared at intervals during or at close of trading.

Store policy and procedures in regard to:

- register or terminal balance
- cash handling
- security.

Non-cash documents may relate to:

- credit cards
- cheques
- gift vouchers
- hire-purchase
- lay-by
- cash on delivery (COD)
- customer refunds
- customer credit ratings.

Relevant personnel may include:

- manager
- supervisor
- team leader.

Records may be:

- manual
- electronic.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Finance

