



Australian Government

Assessment Requirements for TLIP2032

Maintain petty cash account

Release: 2

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Modification History

Release 2. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

- Assessment Conditions updated.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and negotiating effectively with others when maintaining petty cash accounts
- completing documentation related to petty cash accounts
- interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- reading and interpreting instructions and procedures relevant to petty cash accounts
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant computer, communications and office equipment
- working collaboratively with others when maintaining petty cash accounts
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- codes of practice and regulations relevant to maintaining petty cash accounts
- documentation requirements for maintaining petty cash accounts
- focus of operation of work systems, equipment, management and site operating systems for maintaining petty cash accounts
- instruments of payment, including letters of credit, cheques, promissory notes and bank drafts
- problems that may occur when maintaining petty cash accounts and appropriate action

that can be taken to resolve these problems

- workplace procedures and policies for maintaining petty cash accounts.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>