



Australian Government

TLIP2032 Maintain petty cash account

Release: 2

TLIP2032 Maintain petty cash account

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.

Application

This unit involves the skills and knowledge required to maintain a petty cash account in accordance with relevant regulations and workplace requirements, as part of work activities within the transport and logistics industry.

It includes preparing petty cash documentation and conducting cash transactions.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare petty cash documentation

PERFORMANCE CRITERIA

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

1.1 Requests for petty cash advances are validated and required vouchers are prepared

- 1.2 Petty cash claims are validated and attached receipts are checked
 - 1.3 Before processing, claim documentation is prepared and checked for accuracy
 - 1.4 Claims and vouchers are presented to nominated person/section for checking and approval appropriate to workplace limits
 - 1.5 Irregularities are noted and referred to nominated person/section for resolution
 - 1.6 Details of claims and vouchers are recorded to enable tracing and balancing of cash holding
- 2 **Conduct cash transactions**
 - 2.1 Petty cash is provided against claims and vouchers from cash holding
 - 2.2 Petty cash returns are secured and return receipts are provided
 - 2.3 Petty cash returns are documented to enable tracing and balancing of cash holding
 - 2.4 Documented transactions are reconciled against cash held
 - 2.5 Cash is drawn to maintain a balance appropriate to normal transaction levels in accordance with workplace procedures
 - 2.6 Cash is secured in accordance with workplace security requirements

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2032A Maintain petty cash account.

Links

Companion Volume Implementation Guides are found in VETNet -

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

Assessment Requirements for TLIP2032 Maintain petty cash account

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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.

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