

Title	Program a sales terminal in a retail or distribution facility		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of sales terminal programming, and program sales terminals in a retail or distribution environment.
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Classification	Retail, Distribution, and Sales > Stock Control
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Available grade	Achieved
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Guidance Information

Definitions

Agreed indicates a course of action that is agreed between two or more people (including the candidate) and which follows organisational procedures.

Organisational procedures refer to instructions to staff on policy and procedures which are formally documented, or generally accepted within the workplace.

Retail or distribution environment refers to workplaces where the primary focus is on customers purchasing goods and/or services.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of sales terminal programming.

Performance criteria

1.1 Sales terminal programming procedures are identified and demonstrated in accordance with organisational procedures.

Range programming procedures – making changes, adding new goods, deleting goods.

1.2 Goods information required for sales terminal operation is identified and described.

1.3 Security requirements for programming sales terminals are identified and demonstrated.

Range security requirements may include but are not limited to – use of passwords, pin numbers, security keys.

Outcome 2

Program sales terminals in a retail or distribution centre.

Performance criteria

2.1 Sales terminal is programmed within agreed timeframe in accordance with organisational procedures.

2.2 Goods information used to program sales terminal is accurate, current, and complete in accordance with organisational requirements.

Range goods information – product code, unit price, description.

2.3 Goods information recorded on sales documentation matches scanned or entered product.

Range sales documentation – sales dockets, till tapes.

2.4 Documentation related to sales terminal programming is accurate, complete, and filed in accordance with organisational requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 October 1997	31 December 2018
Review	2	16 December 2005	31 December 2018
Review	3	8 December 2016	31 December 2024
Review	4	26 January 2023	31 December 2024

Consent and Moderation Requirements (CMR) reference

0225

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.