

Title	Perform the night audit function in a commercial hospitality environment		
Level	5	Credits	8

Purpose	<p>This unit standard is for experienced people who carry out the night audit function in a management capacity in a commercial hospitality environment.</p> <p>People credited with this unit standard are able to: perform end of day procedures; and prepare for the next day's operations, in a commercial hospitality environment.</p>
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Classification	Hospitality > Hospitality Management
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Available grade	Achieved
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Explanatory notes

- 1 Definitions

Establishment requirements – any policy, procedure, process or agreed requirement, either written or oral, that is made known to the candidate prior to assessment against this unit standard.

Night audit function – refers to the end-of-day process of balancing all shifts, reconciliation, creating reports, and setting up for the next day.
- 2 Legislation to be complied with includes but is not limited to – Health and Safety in Employment Act 1992, Privacy Act 1993.
- 3 Evidence for the practical components of this unit standard must be gathered in the workplace.

Outcomes and evidence requirements

Outcome 1

Perform end-of-day procedures in a commercial hospitality environment.

Evidence requirements

- 1.1 Cashier functions are performed in accordance with establishment requirements.

Range functions include but are not limited to – postings, shift audits, cash handling.

- 1.2 Daily front office transactions are balanced and vouchers and documentation are validated, in accordance with establishment requirements.
- 1.3 Any errors and discrepancies are corrected in guest folios and recorded, in accordance with establishment requirements.
- 1.4 Guest ledger final balances are accurate and complete in accordance with establishment requirements.
- 1.5 Rate check is performed, guest accommodation charges are posted to guest accounts, and all payments are reconciled, in accordance with establishment requirements.
- 1.6 Departmental sales are balanced and all records are accurate, complete, and ready for the next day's trading, in accordance with establishment requirements.
- 1.7 Daily backup and report is completed within agreed timeframe in accordance with establishment requirements.
- 1.8 Daily audit procedures and reports are completed in accordance with legislative and establishment requirements.

Outcome 2

Prepare for the next day's operations in a commercial hospitality environment.

Evidence requirements

- 2.1 Routine reports are compiled in agreed format, within agreed timeframe, in accordance with establishment requirements.
- 2.2 Daily statistics are updated in accordance with establishment requirements.
- 2.3 Completion of daily reports and records complies with legislative and establishment requirements.
- 2.4 System is prepared for the next day's operations in accordance with establishment requirements.

Planned review date	31 December 2019
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 March 1998	31 December 2013
Rollover and Revision	2	24 August 2006	31 December 2017
Review	3	20 November 2009	31 December 2017
Review	4	20 February 2014	N/A

Consent and Moderation Requirements (CMR) reference	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact ServiceIQ at qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.