

Title	Carry out administration duties in a TAB retail outlet		
Level	4	Credits	3

Purpose	<p>This unit standard is for people who have overall responsibility for administration duties in a TAB outlet.</p> <p>People credited with this unit standard are able to: handle cash transactions in a TAB retail outlet; prepare cheques, carry out banking procedures, and describe the procedures for letter of credit and cash pick up in a TAB retail outlet; and describe the contractual requirements of a TAB manager, and prepare a time and wages book.</p>
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Classification	Equine > Racing Operations
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Available grade	Achieved
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Guidance Information

- 1 Legislation and regulations relevant to this unit standard include but are not limited to the Health and Safety in Employment Act 1992, Fair Trading Act 1986, Racing Act 2003, Financial Transactions Reporting Act 1996, Gambling Act 2003, Tax Administration Act 1994, and any subsequent amendments.
- 2 Reference
New Zealand Racing Board, *TAB Retail Procedures Manual*. The latest version of this manual can be obtained from the New Zealand Racing Board (NZRB), PO Box 38899, Wellington, Lower Hutt 5045 (referred to as the 'Manual').
- 3 Definition
TAB® is a registered brand of the New Zealand Racing Board and is referred to in this unit standard as TAB.

Outcomes and performance criteria

Outcome 1

Handle cash transactions in a TAB retail outlet.

Performance criteria

- 1.1 Daily TAB transactions are recorded in a cashbook in accordance with the Manual.

Range one of – rolling float, fixed float, office balance, cash on hand.

- 1.2 Outstanding TAB money is settled with the NZRB, and a settlement report and summary, and tax invoice are produced, in accordance with the Manual.
- 1.3 The procedures for creating an advance are described in accordance with the Manual.
- 1.4 The procedures for creating short settlements are described in accordance with the Manual.
- 1.5 The procedures for creating settlements owed to the retailer and retailer's fees are described in accordance with the Manual.

Outcome 2

Prepare cheques, carry out banking procedures, and describe the procedures for letter of credit and cash pick up in a TAB retail outlet.

Performance criteria

- 2.1 Cheques are written and cheque advice issued in accordance with the Manual.

Range includes but is not limited to – NZRB settlement, cash cheque, verification.
- 2.2 Banking is prepared, completed, and presented at the bank in accordance with the Manual.
- 2.3 Eftpos transactions and advice are completed in accordance with the Manual.
- 2.4 Cheque books are stored, reordered, and cancelled in accordance with the Manual.
- 2.5 The procedures for Letter of Credit and Cash Pickup are described in accordance with the Manual.

Outcome 3

Describe the contractual requirements of a TAB manager, and prepare a time and wages book.

Performance criteria

- 3.1 Contractual requirements for administration and procedures, or ordering consumables, are described in accordance with the Manual.

Range requirements for – keeping a float, cash control, cash insurance, general insurance, retention of documents.
- 3.2 A time and wages book is prepared in accordance with the Manual.

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	20 November 2009	31 December 2022
Revision	2	19 November 2010	31 December 2022
Review	3	27 May 2021	31 December 2022

Consent and Moderation Requirements (CMR) reference

0018

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