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| Title | Prepare cash for banking in a retail environment | | |
| Level | 3 | Credits | 5 |

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| Purpose | <p>This entry-level unit standard is for people who are working in a retail environment involved in cash handling.</p> <p>People credited with this unit standard are able to: prepare cash for banking in a retail environment.</p> |
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| Classification | Retail, Distribution, and Sales > Retail and Distribution Core Skills |
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| Available grade | Achieved |
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Guidance Information

- 1 Definitions

Retail environment – workplaces where the primary focus is on customers purchasing goods or services.

Takings – cash (coins, banknotes), cheques, company sales vouchers, credit card vouchers, debit card vouchers, gift vouchers, foreign currency, travellers' cheques, EFTPOS payment received through sales transactions.

Workplace procedures refer to applicable procedures found in the following: organisational performance guidelines and standards; manufacturer's procedures and specifications; Government and local body legislation.
- 2 Legislation relevant to this unit standard includes but is not limited to: Consumer Guarantees Act 1993, Fair Trading Act 1986, Privacy Act 2020, Contract and Commercial Law Act 2017.
- 3 Evidence for the practical components of this unit standard needs to be demonstrated in the workplace.
- 4 All assessment tasks must be carried out in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Prepare cash for banking in a retail environment.

Performance criteria

1.1 Sales transactions and takings are reconciled.

Range reconciliation may include but is not limited to – records of sales transactions, calculation of total sales and total takings, checking totals, identifying variances, completing documentation; evidence is required of two examples.

1.2 Variations from standard prices are processed.

Range may include but is not limited to – promotions, speciality functions, voids, price over-rides.

1.3 Takings are prepared for banking.

1.4 Petty cash is maintained.

1.5 Documentation is completed.

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| Replacement information | This unit standard replaced unit standard 11956. |
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| Planned review date | 31 December 2027 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-----------------|--------------------------|
| Registration | 1 | 21 May 2015 | 31 December 2021 |
| Review | 2 | 8 December 2016 | 31 December 2021 |
| Revision | 3 | 29 March 2018 | 31 December 2024 |
| Review | 4 | 2 March 2023 | N/A |

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| 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>.

Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.