

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

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**

Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; manufacturer's procedures and specifications; Government and local body legislation.

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.
- 2 Legislation relevant to this unit standard includes but is not limited to: Consumer Guarantees Act 1993, Fair Trading Act 1986, Privacy Act 1993, Contract and Commercial Law Act 2017.**
- 3 Evidence for the practical components of this unit standard needs to be demonstrated in the workplace.**

Outcomes and performance criteria

Outcome 1

Prepare cash for banking in a retail environment.

Performance criteria

- 1.1 Sales transactions and takings are reconciled in accordance with organisational procedures.
- 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 in accordance with organisational procedures.
- Range may include but is not limited to – promotions, speciality functions, voids, price over-rides.
- 1.3 Takings are prepared for banking in accordance with organisational procedures.
- 1.4 Petty cash is maintained in accordance with organisational procedures.
- 1.5 Documentation is completed in accordance with organisational procedures.

Replacement information	This unit standard replaced unit standard 11956.
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Planned review date	31 December 2021
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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	N/A

Consent and Moderation Requirements (CMR) reference	0225
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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 ServicelQ qualifications@ServicelQ.org.nz if you wish to suggest changes to the content of this unit standard.