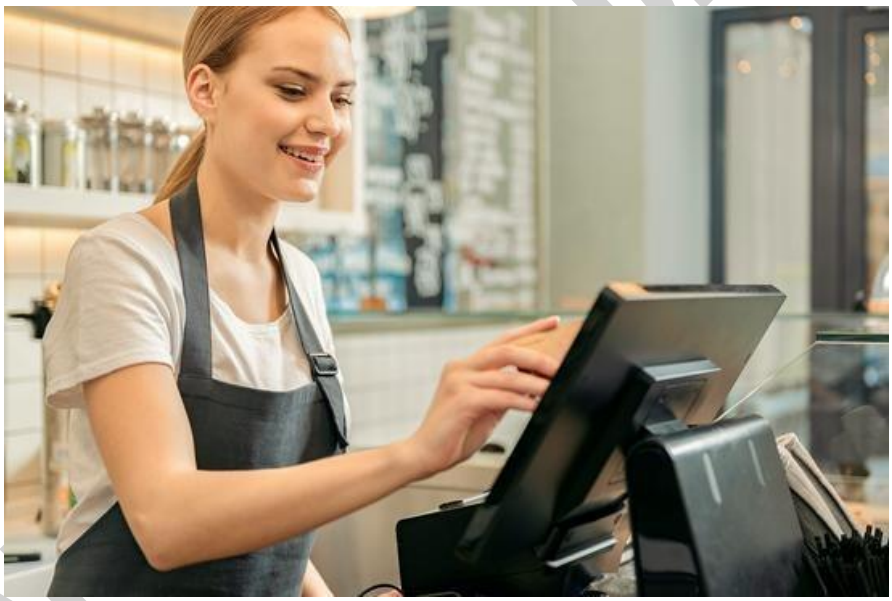
CASHIER

Source: National competency Standard
(Competency Standards Code No: K74S003)
National Certificate at NVQ Levels in the occupation of CASHIER will be awarded to those who are competent in
U01+U02+U05 - K74S003Q1L4 - NVQ Level 4 (SUPERMARKET CASHIER)
U01+U02 +U03 +U04 +U05 – K74S003Q2L4 - NVQ Level 4 (GENERAL CASHIER)



NAITA Training Division

NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY,

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Unit of Competency	Elements of Competence	Module and Module No.	Tasks
01. Make payments K74S003U01	1.1 Encash cheques	Make payments M-07	A1- En-cash cheques
	1.2 Check for authorization		A2- Pay emoluments
			A3- Make cash payments
			A4- Pay cash advance
	1.3 Identify customer for payments		A5- Hand overcheques
			A6- Prepare cash Advance Report
	1.4 Process payments		A7- Prepare Unclaimed report
			A8- Pay for money orders
02. Collect cash and cash equivalent K74S003U02	2.1 Greet the customer	Collect cash & cash equivalent M-04	B1- Collect cash
	2.2 Present the hill		B2- Collect cheques
	2.3 Collect and settle hill with cash/ foreign currency/ travelers cheque		B3- Settle bill with credit cards
	2.4 Collect and settle hill with credit card (web payments)		B4- Settle bill with gift vouchers
	2.5 Collect and settle bill with cheques		B5 - Settle bill with money orders
	2.6 Collect and settle bill with vouchers		B6- Settle bill With foreign currency
	2.7 Collect and settle bill with money orders		B7- Settle bill with travellers cheques
	2.8 Collect and settle bill with credit facility		B8- Settle bill withCredit facility
	2.9 Prepare summary report and hand over vouchers, money orders, credit card with the settlement		B9- Prepare receipt
			B10- Issue Money orders
03. Maintain petty cash imprest K74S003U03	3.1 Check voucher for authorization	Maintain petty cash imprest M-06	C1- Prepare petty cash/ advance register
	3.2 Check supporting documents		C2- Pay petty Cash
	3.3 Pay cash		C3- Pay petty Cash advance
	3.4 Make records		C4- Handle unsettle Petty cash advance

	3.5 Obtain petty cash imprest		C5- Obtain petty cash imprest
04. Prepare cash book K74S003U04	4.1 Open balance	Maintain cash book M-09	D1- Prepare cash book
	4.2 Record collection		D2- Record daily collection
	4.3 Record payment		D3- Record payments
	4.4 Record daily deposits/encashments		D4- Record Encash/Deposit
	4.5 Balance cash book		D5- Balance Cash book
05. Prepare and submit information to the management K74S003U05	5.1 Prepare hank hooks/ cash hooks/ credit card summaries	Provide information M-10	E1- Balance cash & cash equivalent
	5.2 Record customer requirement / comments		E2- Balance credit card payments
	5.3 Prepare business promotion and compliments		E3- Prepare gift voucher report
	5.4 Prepare gift voucher reports		E4- Prepare Utilities payment report
	5.5 Prepare goods in/ out reports		E5- Provide discount / Loyalty report
			E6- Provide discount /Loyalty report
	5.6 Prepare discount / loyalty report		E7- Prepare Summary reports
	5.7 Prepare utilities payment report		E8- Keep cash & cash equivalents in a safe
	5.8 Prepare refund / cancellation void report		E9- Deposit cash & cash equivalent
	5.9 Submit reports to management		E10- Handle damage Notes
			E11- Report Customer requirement /comments
			E12- Provide business Promotion & Complimentary items for special offers
			E13- Submit books of accounts
			E14- Submit reports
			E15- Provide information to the auditor

Basic Modules

M-01 Currency & Equivalents
M-02 Communication skills & Ethics
M-03 Regulations & Related laws
M-08 MS office (Windows operating system /MS

Related Knowledge for Cashier

01. Make payments K74S003U01

- Company internal memos
- Payment procedures
- Relevant Financial Regulations
- Identify authorized signature
- Maintaining required cash float
- Handling machines (cash counting machine)
- Organizational structure
- Company business
- Details of bank accounts

02. Collect cash and cash equivalent K74S003U02

- Product promotions
- Cash counting machine
- Credit card machine /manual authorization.
- Product prices / service prices.
- Forged currency / foreign currency.
- Type of credit cards and forged cards.
- Organizational procedures (loyalty system)
- Accounting coding system
- Stock taking
- Summary reports
- Details of bank accounts
- Company internal memos
- Payment procedures
- Relevant Financial Regulations
- Authorized signatures
- Organizational structure
- Company business

03. Maintain petty cash imprest K74S003U03

- Organization procedures for amount of cash float, payments, authorized persons for signature
- Product or service prices
- Forged currency/cards
- Organizational procedures
- Coding systems for accounting

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- Summary reports
- Company internal memos
- Payment procedures
- Relevant financial regulations
- Organizational structure
- Company business
- Details of bank accounts

04. Prepare cash book K74S003U04

- Basic accounting principles
- Product and service prices
- Organizational procedure
- Coding system
- Summary reports
- Details of bank accounts
- Company internal memos
- Payment procedures
- Identify authorized signatures
- Maintaining required cash balance
- Accounting structure
- Company business
- Bank statement

05. Prepare and submit information to the management K74S003U05

- Discount percentages
- Void / refund / cancellation procedures
- Company business
- Utility payment procedures
- Product service prices
- Organizational structure
- Organization procedures for amount of cash float, payment procedure, authorized person’s signature
- Summary report format
- Identify forged cards and currency
- Organizational procedures
- Accounting coding system
- Company internal memos
- Payment procedures
- Relevant financial regulations

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