NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

Transformation of Apprenticeship NVQ - Establishment Assesment Guide

Requirement of Tools , Equipment and others for

CASHIER

Competency Standards Code : K74S003.0

(Selected Package for Apprenticeship Mode)

Sourse : National Competency Standard

Name , Address of Establishment & Contact Number

Date of Assessment : **District:**

NO	Tools,Equipments & Others	Requirment for the Units					Availability at Establishment (Yes/No)	Remarks
		1	2	3	4	5		
1	Box file				✓			
2	Calculator	✓	✓	✓	✓	✓		
3	Calculator paper rolls				✓			
4	Carbon paper	✓	✓		✓			
5	Cash box	✓	✓	✓				
6	Cash counting machine	✓	✓	✓				
7	Cash register machine	✓						
8	Computer & accessories			✓				
9	Computer and accessories	✓	✓		✓	✓		
10	Computer papers				✓			
11	Credit card machine (manual/EDC)	✓	✓	✓				
12	Emergency lamp	✓						
13	Ink and ink pad		✓		✓	✓		
14	Paid stamp / seal	✓	✓	✓		✓		
15	Paper rolls					✓		
16	Paper rolls for all machines		✓					
17	Pens in different colours	✓						
18	Petty cash book			✓				
19	Petty cash vouchers			✓				
20	Photo copy machine	✓	✓	✓	✓	✓		
21	Photocopy papers					✓		

22	Receive/date and time seal	✓						
23	Ribbons		✓		✓	✓		
24	Rubber bands	✓						
25	Rubber stamps					✓		
26	Safety locker	✓	✓	✓				
27	Security alarm system	✓						
28	Stapler machine / clips	✓	✓	✓	✓	✓		
29	Stationery	✓						
30	Ultra violet machine		✓					

Selected Qualification (Package)		Units

forwarded by:	***Recommended by:***
Name of the Officer : ……	*Name of the Officer : ……*
Designation : ……	*Designation : ……*
Signature : ……..	*Signature : ……..*
Date : ……	*Date : ……*
Official Stamp : ……..	*Official Stamp : ……..*

Certified by:

Name of the Officer : …… *Designation : ……*

Signature : …….. *Official Stamp : ……..*

Date : ……