

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Handling Payments in a Sales Situation
Unit Reference Number:	T/618/3247
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to handle money in a sales situation	1.1 Give reasons why it is important to keep money secure
	1.2 Give examples of ways to keep money secure in a sales situation
	1.3 State why it is important to be accurate when handling money
	1.4 List aspects of cash transactions where accuracy is needed
	1.5 List key checking procedures that can be used to ensure accuracy
2. Know the purpose of a float	2.1 State the purpose of a float
	2.2 State why it is important to know how much money is in the float
3. Be able to take a cash payment	3.1 Request the right amount from a customer
	3.2 Check money handed over by customer
	3.3 Provide the right change
	3.4 Store the money safely
4. Be able to take a cashless payment	4.1 Request the right amount from a customer

	4.2	Check that the correct amount appears on the payment device
	4.3	Request the customer to make the payment (contactless or by pin)
	4.4	Identify problems that might occur when using cashless payments
	4.5	State how you would communicate with customers when a problem occurs, how you would resolve the situation and/or who to seek assistance from to bring about a resolution
4. Be able to calculate takings	4.1	Identify a secure setting in which to count money
	4.2	Calculate takings accurately