

Accreditation : This Module is a Nationally Accredited Course
Title : **WRRF1B – BALANCE REGISTER/TERMINAL**
Field Of Study : **FINANCE**

What is this course all about?

This unit encompasses the skills, knowledge and attitudes required to balance the register/terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions and reconciling takings.

When you have finished this course you should be able to demonstrate your ability to:

Remove takings from register/terminal - WRRF1B/01

- ❑ Register/terminal balance performed at designated times according to store policy and procedures.
- ❑ Cash float separated from takings prior to balancing procedure and secured according to store policy.
- ❑ Change supplied to register/terminal according to store policy.
- ❑ Register/terminal reading or print out accurately determined.
- ❑ Cash and non-cash documents removed and transported according to store security policies and procedures.

Reconcile takings - WRRF1B/02

- ❑ Cash counted accurately.
- ❑ Non-cash documents calculated accurately.
- ❑ Balance between register/terminal reading and sum of cash and non-cash transactions determined accurately.
- ❑ Records for store and individual department takings recorded accurately and according to store policy.

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors
- ❑ Team leaders
- ❑ Administration
- ❑ Sales / Customer Services Staff / Operations Staff

You will have better skills & knowledge and familiarise yourself more in the following areas –

Competency in this unit requires evidence that, you the candidate: -

- ❑ Operates register/terminal equipment according to manufacturers' instructions and store policy.
- ❑ Consistently applies store policies and procedures in regard to handling cash and removing takings from register/terminal;
- ❑ Consistently applies store policies and procedures in regard to reading registers and recording information;
- ❑ Processes documentation/records responsibly and according to store policies and procedures;
- ❑ Reconciles takings according to store policies and procedures

Store policies and procedures, in regard to:

- ❑ register/terminal balance;
- ❑ cash and non-cash transactions security;
- ❑ cash float;
- ❑ operation of equipment used at register/terminal

Cash and non-cash handling procedures including:

- ❑ opening and closing point of sale terminal;
- ❑ clearance of terminal and transference of tender;
- ❑ maintenance of cash float;
- ❑ counting cash;
- ❑ calculating non-cash documents;
- ❑ balancing point of sale equipment;
- ❑ recording takings
- ❑ security of cash and non cash transactions;
- ❑ change required and denominations of change
- ❑ EFTPOS/credit cards;
- ❑ gift vouchers/lay by;
- ❑ credit and returns.

Skills in:

- ❑ Completing tasks in a set time frame;
- ❑ Literacy skills in regard to interpreting documentation;
- ❑ Questioning and active listening;
- ❑ Dealing with different types of transactions;

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ Trade Practices Act;
- ❑ consumer law;
- ❑ industry codes of practice;

What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9854-6124 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.