



	External Assessment Specifications Document			
Curriculum Code	Qualification Title	NQF Level	Logo	
411102001	Occupational Certificate: Cash Office Clerk	2		
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Table of content

1 ASSESSMENT STRATEGY	3
1.1 Assessment Model	3
1.2 Qualification Purpose	3
1.3 Assessment Standards	3
1.3.1 Assessment Standards for the Qualification	3
1.3.2 Assessment Standards for Phases	4
1.3.3 Assessment Standards for Part Qualifications	4
2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY	4
3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY	4
4 CRITERIA FOR THE REGISTRATION OF ASSESSORS	4
5 FOUNDATIONAL LEARNING	4
6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT	5
6.1 Qualification	5
6.2 Phase 1	6
6.3 Part Qualification	6

1 ASSESSMENT STRATEGY

1.1 Assessment Model

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria. The external assessment will test the learners ability to process back office transactions in order to balance Point of Sale (P.O.S.) transactions, deposit daily takings and prepare deposits, requisition and control change, floats and petty cash in order to fulfil business and customer requirements in a computerise or non-computerised environment. The external assessment will consist of a combination of a written assessment (paper or on-line) and the assessment of evidence produced during the workplace experience. The evidence produced during the workplace experience will be assessed by an assessor registered with the W&R SETA AQP at an approved assessment site. The written assessment will be conducted over a period of three (3) hours at an approved assessment site.

1.2 Qualification Purpose

The purpose of this qualification is to prepare a learner to operate as a Cash Office Clerk

A Cash Office Clerk process back office transactions in order to balance Point of Sale transactions, deposit daily takings and prepare deposits, requisition and control floats, change and petty cash in order to fulfill business and customer requirements.

A qualified learner will be able to:

- Cash up and consolidate multiple tills (Point of Sale) (P.O.S)
- Prepare and deposit multiple till takings in a retail environment
- Control float, change and petty cash in a retail environment

1.3 Assessment Standards

1.3.1 Assessment Standards for the Qualification

Integrated Assessment Focus Area 1

Cash up and consolidate multiple tills

Associated Assessment Criteria

- The different payments are counted and recorded in a way that is accurate and results in multiple tills being cashed up and consolidated
- The shorts and overs are recorded in a way that is accurate and the reporting of the shorts and overs results in losses being minimised
- The cash to be deposited is secured in a manner that minimise losses according to the relevant policies and procedures of the store and guards

Integrated Assessment Focus Area 2

Prepare and deposit multiple till takings in a retail environment

Associated Assessment Criteria

- Bank requirements and procedures for depositing takings are accurately identified and explained in a way that results in accurate deposits

- The cash to be deposited is prepared in a way that meets general bank requirements
- The cash deposited is appropriate to the given scenario
- Floats are replenished and issued in a way that is appropriate to the given scenarios.

Integrated Assessment Focus Area 3

Control float, change and petty cash in a retail environment

Associated Assessment Criteria

- The change ordered, replenished and secured is accurate and is appropriate to the scenario given
- The float, change and petty cash documentation is completed accurately and is appropriate to the scenario given
- The change is reconciled in a way that results in floats being balanced

1.3.2 Assessment Standards for Phases

None

1.3.3 Assessment Standards for Part Qualifications

None

2 ASSIGNMENTS TO BE EVALUATED EXTERNALLY

Evidence produced through the completion of all Work Experiences must be submitted for external assessment This includes evidence generated from: Processes and procedures for cashing up Organisational standards for recording and reporting overs and shorts Policies and procedures for consolidating multiple till takings Policies and procedures for preparing and recording deposits Policies and procedures for depositing daily takings

3 CRITICAL ASPECTS OF THE INTERNAL ASSESSMENTS TO BE ASSESSED EXTERNALLY

- No internal assessments to be re-assessed during external assessment

4 CRITERIA FOR THE REGISTRATION OF ASSESSORS

- Qualified assessor
- Supervisor/Manager with at least one (1) year experience of back office operations
- Registered with AQP as an assessor

5 FOUNDATIONAL LEARNING

Foundational learning is not applicable at this level.

6 ELIGIBILITY REQUIREMENTS FOR THE EXTERNAL ASSESSMENT

In order to qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the following subjects and modules or alternative programmes where applicable.

6.1 Qualification

<i>Proof of Knowledge Modules</i>				<i>OR</i>	<i>Proof of Alternative Programmes</i>			
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
411102001-KM-01	Concepts of cashing up	2	2					
411102001-KM-02	Principles of cashing up	2	2					
411102001-KM-03	Principles of consolidating daily takings	2	2					
411102001-KM-04	Principles of banking	2	2					
411102001-KM-05	Principles and concepts of float, change and petty cash control	2	2					

<i>Proof of Practical Skill Modules</i>				<i>OR</i>	<i>Proof of Alternative Programmes</i>			
<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>		<i>Number</i>	<i>Title</i>	<i>NQF Level</i>	<i>Credits</i>
411102001-PM-01	Balance tills and record takings	2	2					

411102001-PM-02	Calculate the store takings	2	2					
411102001-PM-03	Deposit the days takings	2	2					
411102001-PM-04	Control floats, change and petty cash	2	2					

And

Statement of Work experience

6.2 Phase 1

No Phase Tests applicable

6.3 Part Qualification