

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Store Operations

Title	Perform retail sales system clearing
Code	105119L2
Range	This unit of competency (UoC) is applicable to staff responsible for cash settlement in the retail industry. It covers the abilities to complete related work accurately within specified time in familiar and routine working environment according to established codes and procedures for retail sales system clearing of the organization.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of retail sales system clearing <ul style="list-style-type: none"> • Understand the code of practice and operating procedures for retail sales system clearing, including: <ul style="list-style-type: none"> • Handling deposits, withdrawals and balance • Handling cash and non-cash items • Security for the property being kept • Handling disposable cash • Operating the retail sales system and its ancillary devices • Understand the ways to handle cash and non-cash items, including: <ul style="list-style-type: none"> • How to turn on and off the retail sales system • Retail sales system clearing, e.g. clearance and transfer • Maintaining cash flow • Counting cash and non-cash items • Auditing non-cash papers • Recording withdrawn and deposited amount and balance • Handling credit cards and cheques • Master the legislations and regulatory codes on business transactions imposed by the Government and regulators • Master the clearing methods of the retail sales system, e.g.: <ul style="list-style-type: none"> • Manual method • Electronic method • Clearing done by dedicated operator/expert • Clearing done at specified time /closing time on a daily basis 2. Perform retail sales system clearing <ul style="list-style-type: none"> • Operate the retail sales system according to the code of practice and operating procedures • Handle cash, withdrawals and cash flow according to established procedures • Record the data and information of the retail sales system accurately • Verify the records and clearing information of the retail sales system, including: <ul style="list-style-type: none"> • Checking related documents, e.g. the memorandum, invoice and receipt of financial transactions • Checking signed credit card slips • Checking the automatic printout with all the items listed by the retail sales system • Stop the system if there is any problem, and report to the high level and ask the maintenance company for repair 3. Exhibit professionalism <ul style="list-style-type: none"> • Perform retail sales system clearing in a professional manner and prevent any corrupt conduct or fraudulent conduct from happening
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Perform retail sales system clearing accurately within the specified time according to relevant codes and procedures established by the organization; and • Verify the records and clearing information of the retail sales system and if in doubt, report to the high level immediately.
Remark	