

# Candidate Evidence Checklist

## OCR Level 2 Award/Certificate in Retail Knowledge

Unit 6: Understanding the handling of customer payments in a retail business

This form should only be used for candidates **not** using the OCR Candidate Evidence Booklet.

### Level 2

CANDIDATE	
<b>Candidate's name:</b>	_____
I confirm that this is all my own work.	
<b>Candidate's signature</b>	<b>Date</b> _____

ASSESSOR	
<b>Assessor's name:</b>	_____
I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.	
<b>Assessor's signature</b>	<b>Date</b> _____

Assessment criteria	Document/Page number	Attached (insert ✓)
1.1 List the methods of payment typically accepted by retail businesses and describe how each is processed		
2.1 Describe how errors can arise when accepting cash payments at the till, and explain how these can result in losses		
2.2 Identify the security risks that may arise when handling payments		
3.1 Outline the cashier's key responsibilities for serving customers at the payment point		
3.2 Identify common problems which can arise at the payment point and describe how the cashier can resolve or refer these		
3.3 Describe additional services which are often offered to customers at the payment point, such as cash-back or wrapping		

Assessment criteria	Document/Page number	Attached (insert ✓)
3.4 Describe how the cashier can help to promote additional sales at the payment point		
4.1 List the types and age restrictions of products which can be sold only to customers, or by employees, who are over a minimum age specified by law		
4.2 State the consequences for the cashier and the business if legal age restrictions are not complied with		
4.3 Describe the cashier's responsibilities for helping to ensure that legal age restrictions are complied with		