| | |
|---|---|
| **Unit Title:** | **Cash up in a retail environment** |
| OCR unit number: | 41 |
| Sector unit number: | C.46 |
| Level: | 2 |
| Credit value: | 2 |
| Guided learning hours: | 9 |
| Unit reference number: | L/503/5711 |

## Unit purpose and aim

This unit assesses the occupational competence of individuals who are responsible for cashing up in a retail environment.

| Learning Outcomes | Assessment Criteria |
|---|---|
| **The Learner will:**<br>1 Be able to cash up accurately in a retail environment | **The Learner can:**<br>1.1 cash up in line with:<br>• the organisation's schedule for cashing up<br>• organisational procedures for cashing up<br>1.2 follow organisational procedures for maintaining security when cashing up, including the security of:<br>• self<br>• cash<br>• cash equivalents<br>1.3 use cashing up equipment to reconcile takings in line with organisational and/or manufacturer's instructions<br>1.4 explain how to recognise till overages and shortages<br>1.5 deal with till overages and shortages:<br>• in line with organisational procedures<br>• within the limits of own authority<br>1.6 report till overages and shortages to the designated person when these are not within own authority to resolve |

## Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

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The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles'*. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

## Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

## Guidance on assessment and evidence requirements

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

## National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.C269

**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk**.

## Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

| **Functional Skills Standards** | | | | | |
|---|---|---|---|---|---|
| **English** | | **Mathematics** | | **ICT** | |
| Speaking and Listening | ✔ | Representing | ✔ | Use ICT systems | ✔ |
| Reading | ✔ | Analysing | ✔ | Find and select information | ✔ |
| Writing | ✔ | Interpreting | ✔ | Develop, present and communicate information | ✔ |

## Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .


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