

Unit Title: Handling Payment for Goods and Services
Unit Level: Level 1
Unit Credit Value: 2
GLH: 18
LASER Unit Code: CAK546
Ofqual Unit Code: R/600/3238

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand financial terms in relation to handling money.	1.1	Outline the meaning of financial terms in relation to handling money, for example, discount, sales reports, point of sale, receipt, refund, credit.
2.	Understand different methods of payment.	2.1	Identify different methods of payment.
3.	Know how to record prices of goods and services and obtain total costs.	3.1	Record and total prices of goods and services as required.
		3.2	Issue receipts as required.
4.	Know how to handle cash given in exchange for goods and services.	4.1	Receive payment in notes or coins, sorting into compartments.
		4.2	Give change using appropriate denominations of notes or coins.
5.	Know how to handle non-cash payments given in exchange for goods and services.	5.1	Outline how to process non-cash payments for goods and services, for example, payment by credit or debit card, or by cheque.

Assessment Guidance:
NA

Additional Information:
NA