

Unit Title: Handling Payment for Goods and Services
Unit Level: Level 2
Unit Credit Value: 2
GLH: 16
LASER Unit Code: CAK547
Ofqual Unit Code: A/600/3248

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	Explain 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	Describe different methods of payment and how they are used.
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, including manual 'counting up' to amount tendered.
		4.3	Describe methods of checking for counterfeit notes.
5.	Know how to handle non-cash payments given in exchange for goods and services.	5.1	Describe how to process non-cash payments for goods and services, for example, payment by credit or debit card, or by cheque.
		5.2	Describe the security features associated with receiving in-person credit or debit card payments.

Assessment Guidance:
NA

Additional Information:
NA