

Unit Title: Handling Payment for Goods and Services
Level: One
Credit Value: 2
GLH: 18
QCDA Unit Reference Number: 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.

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Owning Body	NOCN
Unit Grading System	PASS
Unit Sector/Subject Area	14.2
Availability for Use	Shared
Purpose and Aim of the Unit	This unit is about learners being able to demonstrate they have the skills needed to handle payments given in various forms in exchange for goods and services.
Guidance for developing assessment arrangements for the unit (if appropriate)	N/A
Additional Assessment Requirements specified by a sector or regulatory body (if appropriate)	N/A
Details of relationship between the Unit and the relevant NOS or other professional standards or curricula (if appropriate)	N/A
Support for the Unit from a SSC or other appropriate body (if required)	N/A