

Unit ID: 662

Domain

HAIRDRESSING

Title:

Monitor cash systems and payments in a
hairdressing salon

Level: 4

Credits: 6

Purpose

This unit standard specifies the competencies required to monitor cash systems and payments in a hairdressing salon. It includes procedures for distributing cash floats to points of sale, receiving and verifying incoming cash flow and monitoring cashing-up procedures. This unit standard is intended for those who work as hairdressers.

Special Notes

1. Entry information:

Prerequisite

- Unit 632 – *Apply personal health and safety routines in a hairdressing salon environment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which cosmetology operations are carried out.

3. All procedures associated with the use of tools, equipment and products shall comply with manufacturers' specifications and/or workplace guidelines and instructions.

4. Glossary of terms:

- '*cash float*' means notes and coins held by a retailer for the purpose of supplying customers with change
- '*specifications*' refers to any, or all of the following: manufacturers' product instructions and recommendations, workplace specific requirements.

5. Performance of all elements in this unit standard must comply with industry standards.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the

national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Distribute cash floats to points of sale

Performance Criteria

- 1.1 Cash float reinstatement is performed.
- 1.2 Denominations of money for cash floats are prepared.
- 1.3 Cash floats are distributed to points of sale in line with salon procedures.

Element 2: Receive and verify incoming cash flow

Performance Criteria

- 2.1 Payments received and documentation for the receipt of incoming cash flow are completed and verified in line with salon procedures.
- 2.2 Forms of payment are verified in line with salon procedures.
- 2.3 Cash floats are replenished in line with cash requirements and salon procedures.

Element 3: Monitor cashing-up procedures

Performance Criteria

- 3.1 Cashing-up procedures are monitored in line with salon procedures.
- 3.2 Cash received against payment details are balanced in line with salon procedures.
- 3.3 Transactional discrepancies are identified and reported in line with salon procedures.

Registration Data

Subfield:	Beauty Services
Date first registered:	July 2010
Date this version registered:	July 2010
Anticipated review:	July 2015
Body responsible for review:	Namibia Training Authority