



Excellect 209 (PTY) LTD Trading as

NICORE

Training and Development

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CONDUCT BASIC FINANCIAL TRANSACTIONS

US 14353

NQF Level: 02

Credits: 3

COURSE OVERVIEW



US 14353

Conduct Basic Financial Transactions



PURPOSE OF THE UNIT STANDARD

Learners will be learning towards obtaining a national qualification at level 2 or are working in an administrative environment, including SMME's (Small, Medium and Micro Enterprises), where the acquisition of competence against this standard will add value to the learner's job, or chances of finding employment.

Learners will be well positioned to extend their learning and practice into other areas in the business environment, or to strive towards professional standards and improved performance.

The qualifying learner capable of:

- Explain and apply the basic procedures for receiving and receipting payments
- Utilise a petty cash system to purchase office items
- Explain and apply the procedures for depositing monies and conducting basic banking transactions

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Explain and apply the basic procedures for receiving and receipting payments

ASSESSMENT CRITERIA

1. Receipting procedures are described.
2. The parties to and the legal importance of a receipt is explained.
3. The procedures for the securing of monies are applied.
4. The legal requirements of valid cheques are explained.
5. The safekeeping of all relevant source documents are demonstrated.

SPECIFIC OUTCOME 2

Utilise a petty cash system to purchase office items

ASSESSMENT CRITERIA

1. Petty cashier is approached for relevant funds and justification for purchase is explained.
2. Any necessary application forms are completed.
3. Items are purchased and receipts for items are returned to petty cash officer according to organisational procedures.

SPECIFIC OUTCOME 3

Conduct basic banking transactions

ASSESSMENT CRITERIA

1. Banking is prepared according to organisation procedures.
2. Deposit books or slips are completed.
3. Cash and cheque deposits are verified against receipt book.
4. The physical deposit of cash to the bank is ensured.
5. Deposit books or slips are secured and filed according to organisational procedures.