

Level: 2
 Credits: 3
 Learning Time: 30

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Be able to administer a petty cash system	1.1 Accurately administer the operation of a petty cash system over a period of time 1.2 Identify and resolve discrepancies appropriately
2 Operate customer accounts	2.1 Receive payments from customers 2.2 Make payments to customers

Unit aim

The aim of this unit is to enable learners to administer a petty cash system and manage customer accounts.