



CATAPULT

SITHACS007

Conduct night audit

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SITHACS007.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/SITHACS007/>

Trainer/assessor guide

SITHACS007

Conduct night audit

Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to check and reconcile daily financial transactions and records, and produce reports relating to commercial accommodation establishment trading and revenue.

The unit applies to all types of commercial accommodation, and to reception personnel or night auditors who check financial transactions during periods of minimal customer activity at the front desk. They work within established procedures and systems under some supervision, but the problem-solving nature of this activity means they apply some discretion and judgment.

In many establishments, the night audit function is now automated and runs throughout the day.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Review financial transactions.	5
Checking financial transactions	5
Checking balances	8
Discrepancies and resolution.....	10
Implementing financial systems	12
Monitoring financial systems	14
Check your understanding	17
Topic 2: Complete routine records and reports	19
Completing records and reports.....	19
Forwarding reports.....	22
Reducing waste	24
Check your understanding	27
Assessment workbook.....	29
Unit information	31
What is competency-based assessment?.....	32
How will my competency be assessed?.....	33
Assessment agreement.....	34
Foundation skills checklist.....	35
Skills recognition.....	36
Topic 1: Review financial transactions	37
Topic 2: Complete routine records and reports	38
Knowledge questions	39
Topic 1: Review financial transactions	40
Topic 2: Complete routine records and reports	50
Topic 3: Specific knowledge evidence	54
Performance tasks.....	60
Third party evidence collection agreement	61
Topic 1: Review financial transactions	62
Topic 2: Complete routine records and reports	65
Completion record.....	67
Unit mapping and assessment checklist	68
Trainer/ assessor user instructions.....	71

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Review financial transactions
- » Complete routine records and reports

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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