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|  | **Unit ID: 111** |
| **Domain** | **OFFICE ADMINISTRATION** |
| **Title:** | **Complete routine financial documents in**  **an office environment** |
| **Level: 2** | **Credits: 4** |

# Purpose

This unit standard is intended for those who complete routine financial documents in an office environment. People credited with this unit standard are able to handle petty cash and complete financial documents.

This unit standard is intended for people who carry out administrative functions in an office environment.

# Special Notes

1. Entry information

Prerequisite:

 Unit 1157 *- Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, evidence is required of handling petty cash and completing three financial documents listed below: deposit slips, purchase orders, requisitions, receipts, cheques, invoice, delivery notes, quotations and petty cash journal or book.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

1. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, practical unit standards in this Subfield.

1. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer’s specifications.

1. Regulations and legislation relevant to this unit standard include the following:
   * Labour Act, No. 11, 2007
   * Occupational Health and Safety Regulations, 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 who 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 on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

# Elements and Performance Criteria

## Element 1: Handle petty cash

**Range:**

Petty cash concepts may include imprest amount, petty cash voucher, petty cash journal, petty cash requisition and reimbursement.

## Performance Criteria

1.1 Petty cash concept is explained.

1.2 Petty cash procedures are adhered to and followed.

1.3 Petty cash voucher is completed in line with organisational requirements.

1.4 Petty cash requisition form is completed in line with organisational requirements.

1.5 Petty cash journal is completed in line with organisational requirements.

## Element 2: Complete financial documents

**Range:**

Financial documents may include, but are not limited to, deposit slips, purchase orders, requisitions, delivery notes, receipts, invoices and quotations.

## Performance Criteria

2.1 Financial documents are identified and their functions are explained.

2.2 Financial documents are completed in line with organisational requirements.

# Registration Data

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| **Subfield:** | Business services |
|  |  |
| **Date first registered:** | 28 September 2006 |
| **Date this version registered:** | 28 March 2018 |
| **Anticipated review:** | 2023 |
|  |  |
| **Body responsible for review:** | Namibia Training Authority |