

Use electronic cash processing systems and equipment

Overview

This NOS sets out the skills, knowledge and understanding for you to electronic systems and equipment when carrying out cash processing activities.

This NOS is aimed at people involved with cash processing.

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Performance criteria

You must be able to:

1. turn on and use systems and equipment in accordance with manufacturers' instructions
2. ensure that any peripheral systems and equipment is working as required for cash processing work
3. refer to appropriate people any difficulties in setting up systems and equipment that you cannot resolve yourself
4. follow agreed procedures to access data files, using a password where necessary
5. input accurate cash values relevant to the consignment being processed
6. follow relevant cash processing operating procedures and processes when inputting information
7. ensure that timescales for inputting information relating to the consignment are met
8. use only licensed and authorised software programmes
9. back up data when required as specified in agreed procedures
10. maintain the security and confidentiality of data and information as specified in company procedures

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Knowledge and understanding

You need to know and understand:

1. health and safety issues relating to the use of cash processing systems and equipment and precautions to address these
2. the day to day security risks associated with using computer equipment and how to address these
3. your levels of responsibility for setting up computer equipment and for connecting computer peripherals within your area of operation
4. the principal types of errors that may occur in the use of computer equipment within your area of operation, and the procedures for addressing these
5. company procedures for dealing with difficulties in setting up and using computer equipment within your area of operations
6. company requirements for backing up data
7. requirements regarding the maintenance of security and confidentiality of data within your area of operation
8. requirements regarding inappropriate use of computers and the importance of meeting those requirements
9. correct equipment to use when inputting information on inbound consignments
10. the management information generated as a result of cash processing data input activity
11. relevant operating procedures and processes
12. the importance of adhering to timescales when inputting information

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