

Competency Unit: Perform Point of Sales Operations

COURSE OVERVIEW

This competency unit specifies the skills and knowledge required to effectively carry out point of sale transactions in a retail environment.

This competency unit consists of the following elements:

1. Prepare to operate point of sale equipment
2. Perform point of sale transaction
3. Wrap and pack goods
4. Balance register or terminal

This unit is within the competency category of *Sales and Customer Service* and is one of the elective modules leading to the WSQ Certificate in Retail Operations.

The main target audience of this module is the service and sales staff from the retail outlets of various service industry sectors.

Training Hours (inclusive of assessment): 16 hours

This module is also available in Mandarin.

Course Fee with subsidy: \$38 (before prevailing GST) for Singaporeans & PRs only (w.e.f. 1st Jan 2012)

For enquiries or registration, please call **6222 7477** (Mon to Fri: 8.30 am – 5.30 pm). Alternatively, email us at courses@sirs.edu.sg