



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Cashiering Equipment Operation and Maintenance

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 258855 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills and knowledge required to operate and maintain cashiering equipment effectively in a retail or financial environment. Participants will learn to handle daily cashiering tasks, perform routine maintenance, and troubleshoot common equipment issues, ensuring accuracy and efficiency in financial transactions.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	258855
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the correct procedures for operating various cashiering equipment, including POS terminals, barcode scanners, and cash drawers.
- Apply routine maintenance checks and cleaning schedules to ensure equipment reliability and longevity.
- Identify and troubleshoot common equipment malfunctions, implementing basic corrective actions.
- Implement security protocols to prevent fraud and errors during cash handling and equipment use.
- Analyze transaction reports to verify accuracy and reconcile cash balances at the end of shifts.

WHO SHOULD ATTEND

- This course is designed for cashiers, retail staff, and financial service employees who are responsible for operating and maintaining cashiering equipment such as point-of-sale (POS) systems, cash registers, and related hardware.

COURSE OUTLINE

Day 1: Cashiering Equipment Operation and Maintenance

- Overview of cashiering equipment: cash registers, POS systems, barcode scanners, receipt printers
- Operating procedures: powering on, user login, transaction processing, payment handling
- Maintenance tasks: cleaning, paper roll replacement, battery checks, software updates
- Troubleshooting common issues: paper jams, scanner errors, connectivity problems
- Safety guidelines: electrical safety, proper handling, spill prevention
- End-of-day procedures: balancing, report generation, shutdown sequence

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **4 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	31 Jul 2026	On-Campus	Dar es Salaam, Tanzania
03 Aug 2026	03 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Mauritius
05 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 258855) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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