

# Outcomes Based Audit Certificate II in Hospitality – Gaming



Name of student: \_\_\_\_\_

Certificate details: \_\_\_\_\_

RTO: \_\_\_\_\_ Certificate issue date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer name: \_\_\_\_\_ Contact: \_\_\_\_\_

Y	N	Tasks	Comment
<input type="checkbox"/>	<input type="checkbox"/>	Cashiering – buying and selling of coin	
<input type="checkbox"/>	<input type="checkbox"/>	Clearing coin jams from comparators	
<input type="checkbox"/>	<input type="checkbox"/>	Removal of coin comparators	
<input type="checkbox"/>	<input type="checkbox"/>	Clearing hoppers of jammed coin	
<input type="checkbox"/>	<input type="checkbox"/>	Removal of hoppers	
<input type="checkbox"/>	<input type="checkbox"/>	Refilling of empty hoppers	
<input type="checkbox"/>	<input type="checkbox"/>	Completing payout vouchers	
<input type="checkbox"/>	<input type="checkbox"/>	Assisting with hopper weights	
<input type="checkbox"/>	<input type="checkbox"/>	Assisting with cash box clearances	
<input type="checkbox"/>	<input type="checkbox"/>	Changing of light globes and machine buttons	
<input type="checkbox"/>	<input type="checkbox"/>	Reading and interpreting of machine scorecards	
<input type="checkbox"/>	<input type="checkbox"/>	Using the menu system to replay previous games	
<input type="checkbox"/>	<input type="checkbox"/>	OHS awareness - emergency situations, inert gases, chemicals, venue security	
<input type="checkbox"/>	<input type="checkbox"/>	OHS - comply with policies and procedures and actively participate in company OHS program	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental - use energy, water and other resources efficiently, recycling containers and safe disposal of all waste, especially hazardous substances	
<input type="checkbox"/>	<input type="checkbox"/>	Adhere to security and safety procedures within gaming rooms	

Comments: \_\_\_\_\_

Auditor name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Outcomes Based Audit Certificate III in Hospitality – Gaming



Name of student: \_\_\_\_\_

Certificate details: \_\_\_\_\_

RTO: \_\_\_\_\_ Certificate issue date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer name: \_\_\_\_\_ Contact: \_\_\_\_\_

Y	N	Tasks (In addition to cert 2)	Comment
<input type="checkbox"/>	<input type="checkbox"/>	Observe players and onlookers, note any unusual practices or behaviours accurately and report to Gaming Manager as appropriate	
<input type="checkbox"/>	<input type="checkbox"/>	End of shift cashiering reports	
<input type="checkbox"/>	<input type="checkbox"/>	Performing cash box clearances	
<input type="checkbox"/>	<input type="checkbox"/>	Recording hard and soft meters	

Comments: \_\_\_\_\_

Auditor name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Outcomes Based Audit Certificate IV in Hospitality – Gaming



Name of student: \_\_\_\_\_

Certificate details: \_\_\_\_\_

RTO: \_\_\_\_\_ Certificate issue date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer name: \_\_\_\_\_ Contact: \_\_\_\_\_

Y	N	Tasks (In addition to cert 2 & 3)	Comment
<input type="checkbox"/>	<input type="checkbox"/>	Monitor enterprise security and safety procedures for gaming machines	
<input type="checkbox"/>	<input type="checkbox"/>	Provide information and assistance to customers about problem gambling	
<input type="checkbox"/>	<input type="checkbox"/>	Control of gaming keys	
<input type="checkbox"/>	<input type="checkbox"/>	End of shift, end of week and end of month gaming reconciliation – including the recording of hard and soft meters	
<input type="checkbox"/>	<input type="checkbox"/>	Supervising cash box clearances	
<input type="checkbox"/>	<input type="checkbox"/>	Supervising hopper weighs	
<input type="checkbox"/>	<input type="checkbox"/>	Completing appropriate paperwork associated with hopper weighs and cash box clearances	
<input type="checkbox"/>	<input type="checkbox"/>	Coordinating promotions within budget requirements	
<input type="checkbox"/>	<input type="checkbox"/>	Roster gaming staff	
<input type="checkbox"/>	<input type="checkbox"/>	Supervision of gaming room	
<input type="checkbox"/>	<input type="checkbox"/>	Ordering of stock for gaming room- machine light globes, voucher booklets, promotional materials etc	
<input type="checkbox"/>	<input type="checkbox"/>	Supervise staff	
<input type="checkbox"/>	<input type="checkbox"/>	Induct staff within company policy and guidelines	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor and coach staff with performance issues	
<input type="checkbox"/>	<input type="checkbox"/>	Discipline staff appropriately within company policy and report any disciplinary actions to management	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor, assess and adjust staffing levels for safety and cost effectiveness, ensuring adequate customer service levels are maintained at all times	
<input type="checkbox"/>	<input type="checkbox"/>	Roster staff taking into account seasonal demands, leave requests, sickness and illness	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor compliance with legislation eg signage	
<input type="checkbox"/>	<input type="checkbox"/>	Monitor and adhere to company Occupational Health and Safety policy in relation to the health and safety of employees and third parties who may be on the premises	
<input type="checkbox"/>	<input type="checkbox"/>	Report maintenance problems promptly and record all accidents and injuries to management	

Comments: \_\_\_\_\_

Auditor name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_