Specification of Competency Standards
for the Chinese Catering Industry
Unit of Competency

1. Title	Master complicated skills for POS computer system
2. Code	CCZZGS404A
3. Level	4
4. Credit	3

5. Competency		Performance Requirements
	5.1 Apply POS computer system to balance off accounts, prepare reports and analyze data	♦ Understand the advanced functions of computer system ♦ Prepare various summary and analysis reports as references for decision making ♦ Backup all kinds of data
	5.2 Handle problems caused by complicated POS computer system failure and implement relevant contingency measures	♦ Know how to turn on all computer system components in restaurants and then log in ♦ Know how to communicate with supplier effectively ♦ Know how to transfer from computer system to manual system in case of computer system failure, and master the procedures to resume computer system after repairs ♦ Know how to restore data in files and reset the system
	5.3 Handle general input settings for common servers	♦ Understand the functions of server ♦ Know how to turn on the relevant system servers ♦ Get familiar with the operations of basic input settings and know how to change layout and other settings ♦ Know about the follow-up procedures for operation mistakes
	5.4 Apply complicated POS computer system	♦ Apply complicated POS computer system for operational data management in restaurants

6. Range	While working in Chinese restaurants or relevant workplaces, practitioners should be able to apply POS computer system to balance off accounts, prepare reports and analyze data independently, handle problems caused by system failure and implement the relevant contingency measures.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to apply complicated POS computer system to balance off accounts, prepare reports and analyze data; and (ii) the abilities to handle problems caused by POS computer system failure and implement the relevant contingency measures.
8. Remarks	Only applicable to staff of the catering services section and the sales sections in Chinese restaurants whose duties do not include system design and etc. The credits of this unit of competency is assigned on the assumption that trainees have already acquired the basic knowledge of POS computer system.