Competency Standards for National Skill Certificate –4 in Accounting for Freelancer in ICT Sector

Course Structure

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				**30**
1.	GU005L2V1	Carry out workplace interaction in English	2	15
2.	GU013L3V1	Carry out communication with clients	3	15
Sector Specific Competencies				**45**
3.	SUICT001L4V1	Use word processing and presentation software	4	15
4.	SUICT002L4V1	Use Internet and social media	4	15
5.	SUICT004L3V1	Comply to ethical standards in IT workplace	3	15
Occupation Specific Competencies				**280**
6.	OUAF001L4V1	Execute a Project	4	10
7.	OUAF002L4V1	Use Spreadsheets	4	60
8.	OUAF003L4V1	Perform Accounting using accounting packages	4	215
		Total Nominal Learning Hours		**360**

Units & Elements at Glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU005L2V1	Carry out workplace interaction in English	1. Interpret workplace communication and etiquette 2. Interpret workplace documents 3. Participate in workplace meetings and discussions 4. Practice professional ethics at workplace	15
GU013L3V1	Carry out communication with clients	1. Interpret client-based communication and etiquette 2. Prepare documents for endeavor/working environment/platform 3. Conduct communication	15

Sector Specific Competencies

Code	Unit of Competency	1. Elements of Competency	Duration (Hours)
SUICT001L4V1	Use word processing and presentation software	1. Operate computer 2. Install application software 3. Use word processor to prepare/create documents 4. Use presentation software to create / prepare presentation	25
SUICT002L4V1	Use Internet and social media	1. Use internet and social media 2. Use audio and video messaging applications 3. Identify freelancing marketplace	15
SUICT004L3V1	Comply to ethical standards in IT workplace	1. Uphold the requirements of clients 2. Deliver quality products and services 3. Maintain professionalism at workplace 4. Maintain workplace code of conduct.	15

Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUAF001L4V1	Execute a Project	1. Interpret the project 2. Define tasks of the project Perform tasks	15
OUAF002L4V1	Use Spreadsheets	1. Format and Layout sheet 2. Use Formula and Functions 3. Create Chart 4. Create Table and Pivot 5. Use Tools 6. Develop Real life Projects	50
OUAF003L4V1	Perform Accounting using accounting software packages	1. Create the Chart of Accounts and chart of Inventory 2. Record/book Transactions 3. Edit/Cancel/Delete/archive Transaction 4. Reconcile banks and ledgers 5. Process payroll and taxes 6. Generate reports	215