# SELF-ASSESSMENT GUIDE

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| Qualification: | | Accounting for freelancing, Level 4 | | |
| Candidate’s Name | |  | | |
| Application SL no | |  | | |
| Instruction:   * + Read each of the questions under each unit of competency in the left-hand column of the chart.   + Place a tick in the appropriate box opposite each question to indicate your answer. | | | | |
| Can I? | | | YES | NO |
| **unit of competency:** **GU005L2V1: Carry Out Workplace Interaction in English** | | |  |  |
| * Interpret workplace code of conducts as per organizational guidelines | | |  |  |
| * Maintain appropriate lines of communication with supervisors and colleagues | | |  |  |
| * Conduct workplace interactions in a courteous manner to gather and convey information | | |  |  |
| * Asked and respond questions about routine workplace procedures and matters as required | | |  |  |
| * Interpret workplace documents as per standard | | |  |  |
| * Take assistance to aid comprehension when required from peers/supervisors | | |  |  |
| * Understand and follow Visual information/ symbols/signage’s | | |  |  |
| * Accessed specific and relevant information from appropriate sources | | |  |  |
| * Use appropriate medium to transfer information and ideas | | |  |  |
| * Attend team meetings on time and follow meeting procedures and etiquette | | |  |  |
| * Express own opinions and listen to those of others without interruption | | |  |  |
| * Provided Inputs consistent with the meeting purpose and interpreted and implement meeting outcomes | | |  |  |
| * Demonstrate responsibilities as a team member and keep promises and commitments made to others | | |  |  |
| * Perform tasks in accordance with workplace procedures | | |  |  |
| * Respect and maintain Confidentiality | | |  |  |
| * Consider and avoided situations and actions inappropriate or which present a conflict of interest | | |  |  |
| **unit of competency:** **GU013L3V1: Carry out Communication with Clients** | | |  |  |
| * Interpret code of conduct of communication as per working environment/platform | | |  |  |
| * Interpret manners and etiquette of communication | | |  |  |
| * Explain questions about routine working environment/platform procedures and matters as required | | |  |  |
| * Prepare relevant documents for effective communication with work environment | | |  |  |
| * Identify validated sources as per client’s requirements | | |  |  |
| * Validate documents by the authentic sources as per client’s requirements | | |  |  |
| * Submit documents as per standard procedure | | |  |  |
| * Maintain appropriate means/method/way of communication as per working environment/platform | | |  |  |
| * Identify and follow channels of communication | | |  |  |
| * Conduct communication in a courteous manner to gather and convey information | | |  |  |
| * Use appropriate non-verbal communication as required | | |  |  |
| **unit of competency:** **SUICT001L4V1: Use word processing and presentation software** | | |  |  |
| * Observe safe workplace practices according to IT workplace guideline. | | |  |  |
| * Check, connect and add peripherals with desktop computer/laptop as per SOP | | |  |  |
| * Put on desktop computer/laptop as per SOP | | |  |  |
| * Arrange and customize computer desktop/laptop / GUI settings as per requirement | | |  |  |
| * Manipulate files and folders as per requirement | | |  |  |
| * View and search properties of files and folders | | |  |  |
| * Defragment, format disks as per requirement | | |  |  |
| * Shutdown desktop computer/laptop as per SOP | | |  |  |
| * Identify and list installation requirements of software as required | | |  |  |
| * Assure software sources and CD key/ password | | |  |  |
| * Collect and select appropriate software as per requirement | | |  |  |
| * Install software with necessary customization as per installation Instructions | | |  |  |
| * Check and adjusted correctness of installation as required | | |  |  |
| * Create documents in Bangla as per requirement in personal use and office environment | | |  |  |
| * Create documents in English as per requirement in personal use and office environment | | |  |  |
| * Insert data, figures, pictures and other resources to document form web or other sources as required. | | |  |  |
| * Format documents as required | | |  |  |
| * Save desire document format and location | | |  |  |
| * Print document as required | | |  |  |
| * Select and started appropriate presentation applications | | |  |  |
| * Create presentation as per requirement in personal use and office environment | | |  |  |
| * Enter image, illustrations, text, table, symbols and media as per requirements | | |  |  |
| * Format and animate presentations | | |  |  |
| * View and save presentations | | |  |  |
| * Print presentations as required | | |  |  |
| **Unit of competency:** **SUICT002L4V1: Use of Internet and social media** | | |  |  |
| * Interpret the term internet | | |  |  |
| * Browse website asper requirement | | |  |  |
| * Create email address as required | | |  |  |
| * Sent and receive mail as per requirement | | |  |  |
| * Identify Social media and there uses are explained | | |  |  |
| * Create personal account in social media | | |  |  |
| * Use social media as required | | |  |  |
| * Identify and apply audio application and video application | | |  |  |
| * Perform video conferencing with appropriate application | | |  |  |
| * Identify freelancers market places | | |  |  |
| * Access freelancers market places | | |  |  |
| * Create an account on freelancing marketplace | | |  |  |
| **unit of competency:** **SUICT004L3V1: Comply to Ethical Standards in IT Workplace** | | |  |  |
| * Identify clients’ requirements | | |  |  |
| * Maintain confidentiality of information in accordance with workplace policies / organizational policies/national legislation | | |  |  |
| * Identify and notify potential conflicts of interest and involved parties of potential conflicts | | |  |  |
| * Assert proprietary rights of client/customer | | |  |  |
| * Provide products and services according to the clients’ requirements | | |  |  |
| * Complete work as per standards | | |  |  |
| * Implement quality processes when developing products and services | | |  |  |
| * Deliver work processes as per standards | | |  |  |
| * Present skills, knowledge and qualifications in a professional manner | | |  |  |
| * Deliver services and products developed by self and others as per workplace standard | | |  |  |
| * Provide unbiased and objective information to clients | | |  |  |
| * Present realistic estimates for time, cost and delivery of outputs during negotiation | | |  |  |
| * Interpret workplace code of conduct | | |  |  |
| * Follow workplace code of conduct | | |  |  |
| **Unit of Competency:** **OUAF001L4V1: Execute a Project** | | |  |  |
| * Project instructions are accessed and explained | | |  |  |
| * Project objectives are comprehended | | |  |  |
| * Project scopes are recognized | | |  |  |
| * Tasks are explained as per scope of the project | | |  |  |
| * Required source documents are obtained | | |  |  |
| * Tasks are defined as per requirements | | |  |  |
| * Tasks are finalized | | |  |  |
| * Tasks are completed | | |  |  |
| * Tasks are submitted for review | | |  |  |
| * Tasks are revised and updated as per review comments | | |  |  |
| Unit of Competency: **OUAF002L4V1: Use Spreadsheets** | | |  |  |
| * Prepare Sheet | | |  |  |
| * Format sheet as per requirement | | |  |  |
| * Make layout as required | | |  |  |
| * Select functions as required | | |  |  |
| * Use functions as per requirements | | |  |  |
| * Access data as per client’s requirements | | |  |  |
| * Select chart type as per client’s requirements | | |  |  |
| * Create chart as required | | |  |  |
| * Format chart as required | | |  |  |
| * Present chart as required | | |  |  |
| * Access data as per client’s requirements | | |  |  |
| * Format data as table | | |  |  |
| * Design report in Pivot as requirement | | |  |  |
| * Submit report to client | | |  |  |
| * Select tools | | |  |  |
| * learn Tools | | |  |  |
| * Determine project type | | |  |  |
| * Design structure of project | | |  |  |
| * Develop project as per design | | |  |  |
| Unit of Competency: **OUAF003L4V1: Perform Accounting Using Accounting Software Packages** | | |  |  |
| * Select application software as required | | |  |  |
| * Create company Profile in Software as required | | |  |  |
| * Create groups/accounts type as required | | |  |  |
| * Create ledgers under Groups as required | | |  |  |
| * Create Groups/Inventory Category as required | | |  |  |
| * Create Items under Groups | | |  |  |
| * Determine/create Units of Measure | | |  |  |
| * Collect source documents of transactions as required | | |  |  |
| * Determine debit and credit heads | | |  |  |
| * Journalized transactions | | |  |  |
| * Record/book transactions | | |  |  |
| * Request edit/cancellation/delete/archive | | |  |  |
| * Obtain approval as per standard procedure | | |  |  |
| * Edit/cancel/delete/archive transaction | | |  |  |
| * Collect source documents | | |  |  |
| * Reconcile reconcilable ledgers | | |  |  |
| * Do bank reconciliations | | |  |  |
| * Collect detail information ofemployees related to tax | | |  |  |
| * Process payroll as required | | |  |  |
| * Calculate allowances and deductions as per standard rules | | |  |  |
| * Generate pay slips as per requirement | | |  |  |
| * Access and obtain information required to compute taxes | | |  |  |
| * Compute tax as per standard rules | | |  |  |
| * Record tax as per standard procedure | | |  |  |
| * Configure reports as required | | |  |  |
| * Generate reports | | |  |  |
| * Submit reports according to requirement | | |  |  |
| Candidate’s Signature |  | | Date: | |
| Assessor’s Signature |  | | Date: | |

COMPETENCY ASSESSMENT AGREEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Name: |  | | |
| Assessor’s Name: |  | | |
| Qualification/Units of Competency to be Assessed | GU005L2V1: Carry Out Workplace Interaction in English  GU013L3V1: Carry out Communication with Clients  SUICT001L4V1: Use word processing and presentation software  SUICT002L4V1: Use of Internet and social media  SUICT004L3V1: Comply to Ethical Standards in IT Workplace  OUAF001L4V1: Execute a Project  OUAF002L4V1: Use Spreadsheets  OUAF003L4V1: Perform Accounting Using Accounting Software Packages | | |
| Candidate to answer the question: | | Yes | No |
| * Have the context and purpose of assessment been explained | |  |  |
| * Have the qualification and units of competency been explained? | |  |  |
| * Have the Project-Based Assessment been explained? | |  |  |
| * Do you understand the assessment procedure and evidence to be collected? | |  |  |
| * Have your rights and appeal system been explained? | |  |  |
| * Have you discussed any special needs to be considered during assessment? | |  |  |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor. | | | |
| Candidate’s Signature: | | Date: | |
| Assessor’s Signature: | | Date: | |