# 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 EnglishGU013L3V1: Carry out Communication with ClientsSUICT001L4V1: Use word processing and presentation software SUICT002L4V1: Use of Internet and social mediaSUICT004L3V1: Comply to Ethical Standards in IT WorkplaceOUAF001L4V1: Execute a ProjectOUAF002L4V1: 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: |