

Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria) to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

Qualification	Certificate in Accounting for Freelancing, Level-4	
Candidate Name		
Application Serial/ Registration No.		
Instructions: - Read each of the questions 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
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		
GU013L3V1: Carry out communication with clients		
1. Interpret client-based communication and etiquette		
2. Prepare documents for endeavor/working environment/platform		
3. Conduct communication		
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		
SUICT002L4V1: Use Internet and social media		
1. Use internet and social media		
2. Use audio and video messaging applications		
3. Identify freelancing marketplace		
SUICT004L3V1: Comply to Ethical Standards in the ICT Workplace		
1. Uphold the requirements of clients		
2. Deliver quality products and services		
3. Maintain professionalism at workplace		
4. Maintain workplace code of conduct.		
OUMAF001L4V1: Execute a Project		
1. Interpret the project		
2. Define tasks of the project		
3. Perform tasks		
OUMAF002L4V1: 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		
OUA003L4V1: 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		
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:	

COMPETENCY ASSESSMENT AGREEMENT

Qualification:	Certificate in Accounting for Freelancing, Level-4		
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 Internet and social media SUICT004L3V1: Comply to Ethical Standards in the ICT 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:	

PRACTICAL DEMONSTRATION – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Accounting for Freelancing, Level-4	
Assessment Centre:		
Date of Assessment:		
Instructions:	The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate. Performance can be observed in an actual workplace or in a simulated working environment. If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject. The assessment activity (practical demonstration) should: ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate	
OBSERVATION RECORD		
Please read the different “Job Sheets. Refer to the “Specific Instructions (for the candidate)” when you are preparing the different documents, worksheets and other requirements for this assessment.		
During the demonstration of skills, did the candidate	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Job 1:		
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	☐	☐
GU013L3V1: Carry out communication with clients		
1. Interpret client-based communication and etiquette	☐	☐
2. Prepare documents for endeavor/working environment/platform	☐	☐
3. Conduct communication	☐	☐
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	☐	☐
SUICT002L4V1: Use Internet and social media		
1. Use internet and social media	☐	☐
2. Use audio and video messaging applications	☐	☐
3. Identify freelancing marketplace	☐	☐

SUICT004L3V1: Comply to Ethical Standards in the ICT Workplace			
1. Uphold the requirements of clients	☐	☐	
2. Deliver quality products and services	☐	☐	
3. Maintain professionalism at workplace	☐	☐	
4. Maintain workplace code of conduct.	☐	☐	
OUAF001L4V1: Execute a Project			
1. Interpret the project	☐	☐	
2. Define tasks of the project	☐	☐	
3. Perform tasks	☐	☐	
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	☐	☐	
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	☐	☐	
Feedback to candidate:			
Overall Assessment decision for this Demonstrations:			
☐ Competent		☐ Not Yet Competent	
Candidate's Signature:		Date:	
Assessor' Signature:		Date:	

Competency Assessment Results Summary (CARS)

Candidate Name:							
Assessor Name:							
Registration No							
Title of Qualification	Certificate in Accounting for Freelancing, Level-4						
Assessment Centre:				Date of Assessment:			
The performance of the candidate in the following unit(s) of competency and corresponding assessment methods							
Units of Competency	Assessment Events						
	Written Test		Demonstration		Oral Questioning		
	S	NS	S	NS	S	NS	
GU005L2V1: Carry out workplace interaction in English							
GU013L3V1: Carry out communication with clients							
SUICT001L4V1: Use word processing and presentation software							
SUICT002L4V1: Use Internet and social media							
SUICT004L3V1: Comply to Ethical Standards in the ICT Workplace							
OUAF001L4V1: Execute a Project							
OUAF002L4V1: Use Spreadsheets							
OUAF003L4V1: Perform Accounting using accounting software packages							
Note 1: For written test Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency. Note 2: Satisfactory Performance shall only be given to candidate who demonstrated successfully all the competencies identified in the above-named Qualification/Cluster of Units of Competency. Note 3: For oral questioning Satisfactory result shall only be given to candidate who successfully answer all the questions identified in the above-named Qualification/Cluster of Units of Competency							
Recommendation	☐ For issuance of NSC/SOA (Indicate title/s of SOA, if Full Qualification is not met)		☐ For submission of Additional documents Specify:		☐ For re-assessment (pls. specify)		
Did the candidate overall performance meet the required evidence/standards?					☐ Yes		☐ No
OVERALL EVALUATION		☐ Competent			☐ Not Yet Competent		
General Comments [Strengths/Improvements needed]							
Candidate signature:					Date:		
Assessor signature:					Date:		
Assessment Centre Manager signature					Date:		
Attested by (Representative of NSDA):	Name and Signature				Date:		

CANDIDATE'S COPY (Please present this form when you claim your NSC/SOA)

COMPETENCY ASSESSMENT RESULTS SUMMARY

Candidate Name							
Assessor Name							
Registration No							
Title of Qualification	Certificate in Accounting for Freelancing, Level-4						
Assessment Centre				Date of Assessment:			
The performance of the candidate in the following unit(s) of competency and corresponding assessment methods							
Units of Competency	Assessment Events						
	Written Test		Demonstration		Oral Questioning		
	S	NS	S	NS	S	NS	
GU005L2V1: Carry out workplace interaction in English							
GU013L3V1: Carry out communication with clients							
SUICT001L4V1: Use word processing and presentation software							
SUICT002L4V1: Use Internet and social media							
SUICT004L3V1: Comply to Ethical Standards in the ICT Workplace							
OUAF001L4V1: Execute a Project							
OUAF002L4V1: Use Spreadsheets							
OUAF003L4V1: Perform Accounting using accounting software packages							
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Recommendation	☐ For issuance of NSC/SOA (Indicate title/s of SOA, if Full Qualification is not met)		☐ For submission of Additional documents Specify:		☐ For re-assessment (pls. specify)		
Did the candidate overall performance meet the required evidences/standards?					☐ Yes		☐ No
OVERALL EVALUATION		☐ Competent			☐ Not Yet Competent		
Candidate signature:					Date:		
Assessor signature:					Date:		
Assessment Centre Manager signature					Date:		
Attested by (Representative of NSDA):	Name and Signature				Date:		