COMPETENCY STANDARD

FOR

Accounting for Freelancing

Level: 04

(ICT Sector)

Competency Standard Code: ICTCS0023L4V1

National Skills Development Authority
Prime Minister's Office, Bangladesh

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Introduction

The National Skills Development Authority aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training programme.

"**Accounting for Freelancing**" is selected as one of the priority occupations of **Information and Communication Technology** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of students enrolled in Skills Sector. Students who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A **competency standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in **Information and Communication Technology** sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guides

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

□ a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements

BNQF/NSQF Level Descriptors

NSQF levels	Knowledge	Skills	Occupational Responsibilities	Job Classification
NSQF Level 6 (NSC 6)	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria; organize values into priorities; resolve conflicts at workplace; analyze, compare, relate and evaluate values.	Use wider range of skills according to situation; suggest critical and creative skills to perform job/tasks in a range of situations.	Execute work plans. Disseminate information to lower management. Inspire and provide guidance to low-level management and teams. Diagnose and resolve problems within and among work groups;	Mid-Level Manager
NSQF Level 5 (NSC 5)	Scrutinize and break information into parts by identifying motives or causes. Make inferences and find evidences to support generalizations; maintain workplace values with more complex state of commitment. Ability to manage team members.	Apply skills to perform duties with complex situation; practice critical and creative thinking to guide the performance of the team under his/her jurisdiction; use information and communication technologies; maintain communication to achieve time bound objectives.	Bridge between higher level management and skilled employees. Give instructions and/or orders to lower-level staffs. Responsible for the work and actions of team members.	Supervisor
NSQF Level 4 (NSC 4)	Possess a range of cognitive, affective requirements; solve problems to new situations by comparing and applying acquired knowledge, facts, skills and rules in a different way; maintain professional values.	Apply wide range of innovative and creative skills to perform works in response to workplace requirements; lead a team for effective performance as per workplace requirements.	Work efficiently with team and lead the team. Apply skills and traits in response to workplace requirements.	Highly Skilled worker
NSQF Level 3 (NSC 3)	Recognition of facts and ideas by organizing, interpreting, giving descriptions, and stating main ideas; maintain workplace values and culture. Ability to perceive ideas and abstract from drawing and design.	Apply skills to perform works using appropriate tools and equipment by recognizing the requirements of workplace settings and upholding the values, nature and culture of the workplace.	Work efficiently through exercising considerable independent judgments. Discharge duties with responsibility. Possess a thorough and comprehensive knowledge and skills of the occupations s/he is employed	Skilled worker
NSQF Level 2 (NSC 2)	Interpret and apply occupational terms and instructions; maintain awareness, attentiveness, responsiveness and punctuality.	Communicate at workplace with required clarity; apply skills for calculations, show performance to do the job; ability to work in a team and exchange views and provide feedback to others.	Do work generally of defined and routine nature with necessary skills for proper discharge of work assigned. Work under supervision with limited scope of manipulation.	Semi-skilled worker
NSQF Level 1 (NSC 1)	Ability to interpret common occupational terms and instructions; state required occupational tools, materials and their use; maintain awareness, willingness to hear, responsive to selected occupation etc.	Apply skills to perform specific work showing competencies using required tools and equipment by interpreting occupational terms and applying OSH within guided work environment/ under supervision.	Limited range of responsibilities to carry out tasks under supervision.	Basic Skilled worker

List of Abbreviations

CS – Competency Standard

ISC – Industry Skills Council

NSDA - National Skills Development Authority

NSQF – National Skills Qualifications Framework

OSH – Occupational Safety and Health

PPE – Personal Protective Equipment

SCVC – Standards and Curriculum Validation Committee

STP – Skills Training Provider
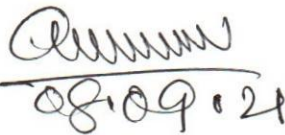
SOP – Standard Operating Procedures

TVET – Technical Vocational Education and Training
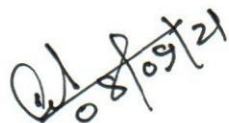
UoC – Unit of Competency

Approval of Competency Standard

Members of the Approval Committee:

Member	Signature
Dulal Krishna Saha Executive Chairman (Secretary) National Skills Development Authority	08/09/2021
Md. Nurul Amin Member (Admin & Finance) and (Registration & Certification) Joint Secretary National Skills Development Authority	08.09.21
Alif Rudaba Member (Planning & Skills Standard) Joint Secretary National Skills Development Authority	06/02/2022

Dulal Krishna Saha

Executive Chairman (Secretary)

National Skills Development Authority (NSDA)

:Date

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

The Generic Competencies

Unit Code and Title	GU005L2V1: Carry Out Workplace Interaction in English
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to carry out workplace interaction. It specifically includes interpreting workplace communication and etiquette; interpreting and understand workplace documents; participating in workplace meetings and discussions; and practicing professional ethics at workplace.
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables Training Components
1. Interpret workplace communication and etiquette	1.1 Workplace code of conducts are interpreted as per organizational guidelines 1.2 Appropriate lines of communication are maintained with supervisors and colleagues 1.3 Workplace interactions are conducted in a **courteous manner** to gather and convey information 1.4 Questions about routine **workplace procedures and matters** are asked and responded as required
2. Interpret workplace documents	2.1 Workplace documents are interpreted as per standard. 2.2 Assistance is taken to aid comprehension when required from peers/supervisors 2.3 Visual information/ symbols/signage's are understood and followed 2.4 Specific and relevant information are accessed from **appropriate sources** 2.5 Appropriate medium is used to transfer information and ideas
3. Participate in workplace meetings and discussions	3.1 Team meetings are attended on time and followed meeting procedures and etiquette 3.2 Own opinions are expressed and listened to those of others without interruption 3.3 Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes
4. Practice professional ethics at workplace	4.1 Responsibilities as a team member are demonstrated and kept promises and commitments made to others

	4.2 Tasks are performed in accordance with workplace procedures
	4.3 Confidentiality is respected and maintained
	4.4 Situations and actions considered inappropriate or which present a conflict of interest are avoided

Range of Variables

Variable	Range (may include but not limited to):
1. Courteous manner	1.1 Effective questioning 1.2 Active listening 1.3 Speaking skills
2. Workplace procedures and matters	2.1 Notes 2.2 Agenda 2.3 Simple reports such as progress and incident reports 2.4 Job sheets 2.5 Operational manuals 2.6 Brochures and promotional material 2.7 Visual and graphic materials 2.8 Standards 2.9 OSH information 2.10 Signs
3. Appropriate sources	3.1 HR Department 3.2 Managers 3.3 Supervisors

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency

	Assessment required evidence that the candidate:
1. Critical aspects of competency	1.1 followed workplace code of conducts is as per organizational guidelines 1.2 interpreted workplace documents as per standard 1.3 interpreted workplace instructions and symbols 1.4 interpreted and implemented meeting outcomes
2. Underpinning knowledge	2.1 Workplace communication and etiquette 2.2 Workplace documents, signs and symbols 2.3 meeting procedure and etiquette
3. Underpinning skills	3.1 Demonstrating performance of workplace communication and etiquette 3.2 Following workplace instructions and symbol 3.3 Following workplace code of conducts is as per organizational guidelines

	3.4 Interpreting workplace documents as per standard
	3.5 Interpreting and implementing meeting outcomes
4. Underpinning attitudes	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1 Relevant tools, equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of assessment	6.1 Written Test
	6.2 Demonstration
	6.3 Oral Questioning
	6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited centre. 7.2 Assessment should be done by NSDA certified/ nominated assessor.

Accreditation Requirements

Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	**GU013L3V1: Carry out Communication with Clients**
Nominal Hours	**15 Hours**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to carry out workplace interaction. It specifically includes interpreting workplace communication and etiquette; reading and understand workplace documents; participating in workplace meetings and discussions; and practicing professional ethics at workplace.
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables Training Components
1. Interpret client-based communication and etiquette	1.1 Code of conduct of communication are interpreted as per working environment/platform 1.2 Manners and etiquette of communication is interpreted as 1.3 Questions about routine working environment/platform procedures and matters are explained as required
2. Prepare documents for endeavor/working environment/platform	2.1 Relevant **documents** are prepared for effective communication with work environment 2.2 **Validated sources** are identified as per client's requirements 2.3 Documents are validated by the authentic sources as per client's requirements 2.4 Documents are submitted as per standard procedure
3. Conduct communication	3.1 Appropriate means/method/**way of communication** are maintained as per working environment/platform 3.2 **Channels of communication** are identified and followed 3.3 Communication is conducted in a **courteous manner** to gather and convey information 3.4 Appropriate non-verbal communication is used as required
Range of Variables	

Variable	Range (may include but not limited to):
1. Documents	1.1 Personnel identification document 1.2 Portfolio 1.3 Financial document 1.4 Task proposal
2. Validated sources	2.1 Chamber of commerce 2.2 Related association 2.3 High commission 2.4 Related Bank 2.5 Local authority

	2.6	Related legal entities
3. Way of Communication	3.1	Verbal
	3.2	Written
	3.3	Online communication
4. Channels of communication	4.1	Marketplace messenger
	4.2	Zoom
	4.3	Google meet
	4.4	Microsoft team
	4.5	Go meeting
	4.6	Boithok
	4.7	Webex
	4.8	Skype
	4.9	Whatsapp
5. Courteous Manner	5.1	Effective questioning
	5.2	Active listening
	5.3	Speaking skills

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency

1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Interpreted client-based communication and etiquette 1.2 Prepared documents for endeavour/working/environment/platform 1.3 Conducted communication
2. Underpinning Knowledge	2.1. Working platform 2.2. Terms and condition in platform 2.3. Documents for communication 2.4. Validated sources 2.5. Way of communication 2.6. Channel of communication 2.7. Courteous manner
3. Underpinning Skills	3.1 Handling personal computer/laptop 3.2 Interpreting communication needs 3.3 Using channels of communication 3.4 Logging with online platform 3.5 Interpreting terms and condition
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace

5. Resource Implications	The following resources must be provided: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Sector Specific Competencies

Unit Code and Title	**SUICT001L4V1**: Use word **processing and presentation software**
Nominal Hours	**15 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitude required to operate office application software. It specifically includes operating computer, installing application software, using word processor to prepare/create documents, using spread sheet to create /prepare worksheets, using presentation software to create / prepare presentation, and printing a document.
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variable Training Components
1. Operate computer	1.1 Safe workplace practices are observed according to IT workplace guideline. 1.2 **Peripherals** are checked, connected and added with desktop computer/Laptop as per SOP 1.3 Desktop computer/Laptop is put on as per SOP 1.4 Computer **desktop/laptop / GUI settings** are arranged and customized as per requirement 1.5 Files and folders are **manipulated** as per requirement 1.6 Properties of files and folders are viewed and searched 1.7 Disks are defragmented, formatted as per requirement 1.8 Desktop computer/Laptop is Shutdown as per SOP
2. Install application software	2.1 Installation requirements of software are identified and listed as required 2.2 Software sources and CD key/ password are assured 2.3 **Appropriate software** is collected and selected as per requirement 2.4 software is installed with necessary customization as per installation Instructions 2.5 Correctness of Installation is checked and adjusted as required
3. Use word processor to prepare/create documents	3.1 Documents are created in Bangla as per requirement in Personal use and office environment 3.2 Documents are created in English as per requirement in Personal use and office environment

	3.3	Data, figures, pictures and other resources are inserted to document form web or other sources as required.
	3.4	Documents are **formatted** as required
	3.5	Document is saved in desired format and location
	3.6	Document is printed as required
4. Use presentation software to create / prepare presentation	4.1	Appropriate **presentation applications** are selected and started
	4.2	Presentation is created as per requirement in personal use and office environment
	4.3	Image, Illustrations, text, table, symbols and media are entered as per requirements
	4.4	Presentations are formatted and animated
	4.5	Presentations are viewed and saved
	4.6	Presentations are printed as required

Range of Variables

Variable	Range (May include but not limited to:)	
1. Peripherals	1.1	Monitor
	1.2	Keyboard
	1.3	Mouse
	1.4	Modem
	1.5	Scanner
	1.6	Printer
2. Desktop/Laptop/ GUI settings	2.1	Icons
	2.2	Taskbar
	2.3	View
	2.4	Resolutions
3. Manipulate	3.1	Create
	3.2	Open
	3.3	Copy
	3.4	Rename
	3.5	Delete
	3.6	Sort
4. Appropriate software	4.1	Word processor
	4.2	Presentation application
5. Word processor	5.1	MS Word processor
	5.2	Open office Org
	5.3	Google docs
	5.4	Word perfect
	5.5	LibreOffice
6. Format	6.1	Font

	6.2	Alignment
	6.3	Advanced formatting
	6.4	Styles
	6.5	Border
	6.6	Header and footer
	6.7	Page Setup/Margin
	6.8	Page number
	6.9	Format painter
	6.10	Cut, Copy and Paste
	6.11	Sorting
7. Presentation application	7.1	MS PowerPoint
	7.2	Google Slides
	7.3	Prezi

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1 installed Operating system
	1.2 manipulated Files and folders as per requirement
	1.3 installed application software
	1.4 used functions and formula in spread sheet.
	1.5 applied animations into presentation slide.
	1.6 printed document.
2. Underpinning knowledge	2.1. Desktop and laptop items
	2.2. Computer hardware
	2.3. Computer software
	2.4. Software installation procedure
	2.5. Computer peripherals
	2.6. Different type of software and application packages
	2.7. Use of word processor
	2.8. File
	2.9. Folder
	2.10. Use of spread sheet
	2.11. Use of presentation software
	2.12. Type of printers
	2.13. Type of charts
	2.14. Different type of math and logical functions.
3. Underpinning skill	3.1 Handling tools and equipment
	3.2 Interpreting job requirements
	3.3 Interpreting instructions
	3.4 Identifying and selecting peripherals

	3.5	Following OSH
	3.6	Maintaining green practices
	3.7	Communicating in the workplaces
4. Required attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided:	
	5.1	Well-equipped computer lab with audio visual accessories
	5.2	Dedicated internet facilities
	5.3	Relevant tools, Equipment, software and facilities needed to perform the activities
	5.4	Uninterrupted powers supply source
	5.5	Required learning materials.
6. Methods of assessment	6.1	Written Test
	6.2	Demonstration
	6.3	Oral Questioning
	6.4	Portfolio
7. Context of assessment	7.1.	Competency assessment must be done in NSDA accredited center.
	7.2.	Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	**SUICT002L4V1: Use of Internet and social media**
Unit Descriptor	This unit covers the knowledge, skills and attitude required to practice use of internet and social media. It specifically includes – interpret internet and social network; use audio and video messaging applications; and demonstrate use of social media.
Nominal Hours	**15 Hours**
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables
1. Use internet and social media	1.1 The term Internet is interpreted 1.2 Website are browsed asper requirement 1.3 Email address is created as required 1.4 Mail is sent and received as per requirement 1.5 **Social media** are identified and there uses are explained 1.6 Personal account is created in social media 1.7 Social media are used as required
2. Use audio and video messaging applications	2.1 **Audio application** and **video application** are identified and applied 2.2 Video conferencing with appropriate application is performed Audio conferencing with appropriate application is performed
3. Identify freelancing marketplace	3.1 Freelancers market places are identified 3.2 Freelancers market places are accessed 3.3 An account on **freelancing marketplace** is created
Range of Variables	
Variable	**Range** (may include but not limited to):
1. Social media	1.1 Facebook 1.2 Twitter 1.3 LinkedIn 1.4 Youtube

		1.5 Google Plus
		1.6 WAYN
		1.7 Flicker
		1.8 Fotki
		1.9 DeviantArt
		1.10 DailyBooth
		1.11 Zooppa
		1.12 Xing
2.	Video application	2.1. Skype
		2.2. IMO
		2.3. Facebook Messenger
		2.4. Whatsapp
		2.5. Viber
		2.6. ooVoo
		2.7. TokBox
		2.8. WebEx Meeting Center (paid)
		2.9. AT&T Connect (paid)
3.	Audio application	3.1 Uber Conference
		3.2 FreeConferenceCall
		3.3 Wiggio
		3.4 Speek
		3.5 Rondee
		3.6 JoinMe
		3.7 GoogleVoice
4.	Freelancing marketplace	4.1 Upwork
		4.2 Fiverr
		4.3 Freelancer.com
		4.4 Project4hire
		4.5 Paro
		4.6 SpareHire

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.

1. Critical aspects of competency	1.1 Performed audio conference efficiently
	1.2 Arranged video conference with appropriate application successfully
	1.3 Used social network effectively
	1.4 Created an account on freelancing marketplace
2. Underpinning knowledge	2.1 Internet
	2.2 Freelancing
	2.3 Freelancing marketplaces

	2.4 Scope of freelancing
	2.5 Online audio, video messaging applications
	2.6 Video conferencing
	2.7 Social media
3. Underpinning skills	3.1 Arranging audio / video conference
	3.2 Using social network
4. Underpinning attitudes	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided:
	5.1 Workplace (simulated or actual)
	5.2 Environment on internet
	5.3 Popular browsers
	5.4 Audio-video chatting apps
	5.5 Course materials
	5.6 Laptops / computers
	5.7 Projector
6. Methods of assessment	Methods of assessment may include but not limited to:
	6.1 Demonstration
	6.2 Oral questioning
	6.3 Written test
	6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in a training centre or in an actual or simulated work place after completion of the training module
	7.2 Assessment should be done by NSDA certified assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	**SUICT004L3V1: Comply to Ethical Standards in IT Workplace**
Nominal Hours	**15 Hours**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to comply to ethical standards in IT workplace. It specifically includes upholding the requirements of clients, delivering quality products and services, maintaining professionalism at workplace, and maintaining workplace code of conduct.
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variables
1. Uphold the requirements of clients	1.1 Clients' requirements are identified. 1.2 Confidentiality of information is maintained in accordance with workplace policies / organizational policies/ national legislation. 1.3 Potential conflicts of interest are identified and involved parties of potential conflicts are notified. 1.4 Proprietary rights of client/customer is asserted.
2. Deliver quality products and services	2.1. Products and services are provided according to the clients' requirements. 2.2. Work is completed as per standards. 2.3. Quality processes are implemented when developing products and services.
3. Maintain professionalism at workplace	3.1 Work processes are delivered as per standards. 3.2 Skills, knowledge and qualifications are presented in a professional manner. 3.3 Services and products developed by self and others are delivered as per workplace standard. 3.4 Unbiased and objective information are provided to clients. 3.5 Realistic estimates for time, cost and delivery of outputs are presented during negotiation.
4. Maintain workplace code of conduct.	4.1 Workplace code of conduct are interpreted 4.2 Workplace code of conduct is followed.

Range of variables	
Variables	**Range** (may include but not limited to):

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 asserted proprietary rights of client/customer. 1.2 completed work to industry and international standards. 1.3 implemented quality processes when developing products and services. 1.4 delivered services and products developed by self and others. 1.5 provided unbiased and objective information to clients. 1.6 followed workplace code of conduct.
2. Underpinning knowledge	2.1. Corporate code of confidentiality of information 2.2. organizational policies, national legislation and workplace policies in relation to IT sector 2.3. Law and regulations pertaining to proprietary rights 2.4. Quality processes for products and services 2.5. Procedure of provided to client information 2.6. Method of estimating for time, cost and delivery products and services 2.7. Workplace code of conduct in IT sector
3. Underpinning skills	3.1. Upholding confidentiality of information in accordance with organizational policies, national legislation and workplace policies 3.2. Asserting proprietary rights of client/customer 3.3. Completing work in accordance with industry and international standards 3.4. Implementing quality processes when developing products and services 3.5. Delivering correctly services and products developed by self and others 3.6. Providing unbiased and objective information are to clients. 3.7. Presenting realistic estimates for time, cost and delivery of outputs during negotiation

	3.8. Following workplace code of conduct
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace.
5. Resource implications	The following resources must be provided: 5.1 Well-equipped computer lab with audio visual accessories 5.2 Dedicated internet facilities 5.3 Relevant tools, Equipment, software and facilities needed to perform the activities 5.4 Uninterrupted powers supply source 5.5 Required learning materials.
6. Methods of assessment	6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1. Competency assessment must be done in NSDA accredited center. 7.2. Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NSQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

The Occupation Specific Competencies

Unit Code and Title	OUAF001L4V1: Execute a Project
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to execute a project. It specifically includes interpreting the project, defining tasks of the project, and performing tasks.
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables Training Components

1. Interpret the project	1.1 Project instructions are accessed and explained 1.2 Project objectives are comprehended 1.3 Project scopes are recognized
2. Define tasks of the project	2.1 Tasks are explained as per scope of the project 2.2 Required source documents are obtained 2.3 Tasks are defined as per requirements 2.4 Tasks are finalized
3. Perform tasks	3.1 Tasks are completed 3.2 Tasks are submitted for review 3.3 Tasks are revised and updated as per review comments

Range of Variables

Variable	Range (may include but not limited to):

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Interpreted the project 1.2 Defined tasks of the project 1.3 Performed tasks
2. Underpinning knowledge	2.1 Define projects 2.2 Objectives of the project 2.3 Project outlines and scope 2.4 Source documents
3. Underpinning skills	3.1 Demonstrating performance of workplace communication and etiquette 3.2 Interpreting workplace documents as per standard 3.3 Performing tasks
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided:

	5.1 Relevant tools, equipment, software and facilities needed to perform the activities.
	5.2 Required learning materials.
6. Methods of assessment	6.1 Written Test
	6.2 Demonstration
	6.3 Oral Questioning
	6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited centre.
	7.2 Assessment should be done by NSDA certified/ nominated assessor.

Accreditation Requirements

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Unit Code and Title	**OUAF002L4V1: Use Spreadsheets**
Nominal Hours	**50 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitude required to use Spreadsheet (MS Excel and Google Sheet) applications.
	It specifically includes formatting and layout sheet, using formula and functions, creating chart, table and pivot, using tools and developing real life projects.
Elements of Competency	**Performance Criteria**
	Bold and Underlined terms are elaborated in the Range of Variable
1. Format and Layout sheet	1.1 **Sheet** is prepared
	1.2 Sheet is **formatted** as per requirement

		1.3	Layout is made as required
2.	Use Formula and Functions	2.1	**Functions** are selected as required
		2.2	Functions are used as per requirements
3.	Create Chart	3.1	Data is accessed as per client's requirements
		3.2	**Chart type** is selected as per client's requirements
		3.3	Chart is created as required
		3.4	Chart is formatted as required
		3.5	Chart if presented as required
4.	Create Table and Pivot	4.1	Data is accessed as per client's requirements
		4.2	Data is formatted as Table
		4.3	Report is designed in Pivot as requirement
		4.4	Report is submitted to client
5.	Use Tools	5.1	**Tools** are selected
		5.2	Tools are learned
6.	Develop Real life Projects	6.1	**Project** type is determined
		6.2	Structure of project is designed
		6.3	Project is developed as per design

Range of Variables

Variable		Range (May include but not limited to:)	
1.	Sheet	1.1	Google Sheet
		1.2	MS Excel
2.	Formatted	2.1	Font
		2.2	Alignment
		2.3	Advanced formatting
		2.4	Conditional formatting
		2.5	Styles
		2.6	Border
		2.7	Header and footer
		2.8	Page Setup/Margin
		2.9	Format painter
		2.10	Cut Copy Paste
		2.11	Sorting (Ascending, Descending) and Filtering
3.	Functions	3.1	Logical Functions are learned
		3.2	Text Functions
		3.3	Financial Functions
		3.4	Math Functions
		3.5	Information Function for error checking
		3.6	Lookup Functions
		3.7	Date and Time Functions
4.	Chart Type	4.1	Pie chart
		4.2	Bar Chart

	4.3	Line Chart
	4.4	Area Chart
	4.5	X Y Chart
5. Tools	5.1	Data Validation
	5.2	Remove Duplicate Data
	5.3	Data Sorting and Filtering
	5.4	Text to column
	5.5	Advanced Filtering
	5.6	Data Consolidation
	5.7	Hyperlink
6. Project	6.1	Accounting System
	6.2	Inventory System
	6.3	Payroll System

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:	
	1.1	Sheet is Formatted and Layout is made
	1.2	Used Formula and Functions
	1.3	Created Chart
	1.4	Created Table and Pivot Table
	1.5	Used Special Tools
	1.6	Developed Real life Projects.
2. Underpinning knowledge	2.1.	Use of spread sheet
	2.2.	Use of formulas and functions
	2.3.	Different types of charts and their use
	2.4.	Formatting of text and cells
	2.5.	Procedure of creating columns, rows and sheets
3. Underpinning skill	3.1	Handling Personal Computer
	3.2	Interpreting client's requirements
	3.3	Interpreting instructions
	3.4	Identifying and selecting peripherals
	3.5	Following OSH
	3.6	Maintaining green practices
	3.7	Communicating in the workplaces
	3.8	Practicing ethics and etiquette of IT sector

4. Required attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
	4.9	Uphold mutual cooperation within stakeholders
5. Resource implication	The following resources must be provided:	
	5.1	Well-equipped computer lab with audio visual accessories
	5.2	Internet facilities
	5.3	Relevant tools, Equipment, software and facilities needed to perform the activities
	5.4	Uninterrupted powers supply source
	5.6	Required learning materials.
	5.7	Stand by fire extinguisher
	5.8	CC TV
6. Methods of assessment	6.1	Written Test
	6.2	Demonstration
	6.3	Oral Questioning
	6.4	Portfolio
7. Context of assessment	7.1.	Competency assessment must be done in online platform or NSDA accredited center.
	7.2.	Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit title	OUAF003L4V1: Perform Accounting Using Accounting Software Packages
Nominal hours	**215 Hours**
Descriptor	This unit covers the knowledge, skills and attitude required to perform accounting using accounting software packages. It specifically includes creating the chart of accounts and inventory, recording book and transactions, editing/cancelling/deleting transaction, reconciling banks and ledgers, processing payroll and taxes, and generating reports.
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variable
1. Create the Chart of Accounts and Chart of Inventory	1.1 Application **software** is selected as required 1.2 Company **Profile** in Software is created as required 1.3 Groups/Accounts Type is created as required 1.4 Ledgers under Groups are created as required 1.5 Groups/Inventory Category is created as required 1.6 Items under Groups are created 1.7 Units of Measure is determined/created
2. Record/book Transactions	2.1. **Source Documents** of transactions are collected as required 2.2. Debit and Credit heads are determined 2.3. Transactions are journalized 2.4. Transactions are recorded/booked
3. Edit/Cancel/Delete /Archive Transaction	3.1 Edit/Cancellation/Delete/Archive is Requested 3.2 Approval is obtained as per standard procedure 3.3 Transaction is edited/cancelled/deleted/archived
4. Reconcile Banks and Ledgers	4.1 Source documents are collected 4.2 **Reconcilable Ledgers** are reconciled 4.3 Bank Reconciliations are done
5. Process payroll and taxes	5.1 Detailed information of **employees** related to tax is collected 5.2 Payroll is processed as required 5.3 Allowances and deductions are calculated as per standard rules 5.4 Pay slips are generated as per requirement 5.5 Information required to compute **taxes** is accessed and obtained 5.6 Tax is computed as per standard rules

	5.7	Tax is recorded as per standard procedure
6. Generate Reports	6.1	**Reports** are configured as required
	6.2	Reports are generated
	6.3	Reports are submitted according to requirement

Range of Variables

Variable	Range (May include but not limited to:)	
1. Software	1.1	Tally
	1.2	QuickBooks Online
	1.3	Xero
	1.4	Redbook
2. Profile	2.1.	Company Name
	2.2.	Address
	2.3.	Financial Year Beginning
	2.4.	Books Beginning Date
	2.5.	Opening/Conversion Balance
	2.6.	Currency
3. Source documents	3.1	Bank Feed
	3.2	Receipt Entry
	3.3	Payment Entry
	3.4	Cash and Bank Entry
	3.5	Journal Voucher
	3.6	Sales
	3.7	Sales Return
	3.8	Purchase
	3.9	Purchase Return
	3.10	Physical Inventory
4. Reconcilable Ledgers	4.1	Banks
	4.2	Credit Cards
	4.3	Holding accounts
	4.4	Accounts/Bills Receivable
	4.5	Account/Bills Payable
	4.6	Inventory
	4.7	Other asset accounts
	4.8	Other liability accounts
5. Employees	5.1	Full time
	5.2	Part time
	5.3	Consultants
	5.4	Contractual service providers
6. Taxes	6.1	Value Added Tax (VAT)
	6.2	Income tax
	6.3	Corporate tax
	6.4	GST

7. Reports	7.1	Individual Ledger Statement
	7.2	Group Statement
	7.3	Receivable
	7.4	Payable
	7.5	Payroll Summary
	7.6	Cash Book
	7.7	Bank Book
	7.8	Trial Balance
	7.9	Profit and Loss A/c. Balance Sheet
	7.10	Changes in Equity
	7.11	Cash Flow Statement
	7.12	Fixed Asset Register
	7.13	Stock Summary
	7.14	Stock Summary for particular warehouse
	7.15	Stock Valuation
	7.16	Stock to client
	7.17	Movement Analysis.

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:
	1.1 Created the chart of accounts and chart of inventory
	1.2 Recorded book transactions
	1.3 Edited transaction
	1.4 Reconciled banks and ledgers
	1.5 Processed payroll and taxes
	1.6 Generated reports
2. Underpinning Knowledge	2.1. Basic Accounting (Type of Accounts, Ledger, Debit, Credit)
	2.2. Debit Note & Credit Note
	2.3. Double entry
	2.4. Profit and Loss
	2.5. Sales Cycle
	2.6. Purchase Cycle
	2.7. Depreciation
	2.8. Types of depreciation
	2.9. Depreciation methods
	2.10. Depreciation recording system
	2.11. Accounting Voucher
	2.12. Debit Voucher
	2.13. Payment Voucher
	2.14. Credit Voucher
	2.15. Receipt Voucher

	2.16.	Contra Voucher
	2.17.	Cash and Bank Transactions
	2.18.	Journal Voucher
	2.19.	Adjusting Entries
	2.20.	Inventory Voucher (Invoicing, Delivery Note, Receipt Note)
	2.21.	Debit Note
	2.22.	Credit Note
	2.23.	VAT
	2.24.	Tax and VAT rules and regulations
	2.25.	Accounting Voucher
3. Underpinning Skills	3.1	Handling of Personal Computer
	3.2	Using Internet
	3.3	Planning for own activities
	3.4	Communicating with clients effectively
	3.5	Handling Clients
	3.6	Practicing code of conduct for IT sector
4. Underpinning Attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
	4.9	Uphold mutual cooperation within stakeholders
5. Resource Implication	The following resources must be provided:	
	5.1	Well-equipped computer lab with audio visual accessories
	5.2	Internet facilities
	5.3	Relevant tools, Equipment, software and facilities needed to perform the activities
	5.4	Uninterrupted powers supply source
	5.9	Required learning materials.
	5.10	Stand by fire extinguisher
	5.11	CC TV
6. Assessment Method	6.1	Written Test
	6.2	Demonstration
	6.3	Oral Questioning
	6.4	Portfolio

| 7. Context of Assessment | 7.1. | Competency assessment must be done in online platform or NSDA accredited center. |
| | 7.2. | Assessment should be done by NSDA certified/ nominated assessor |

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Development of Competency Standard

The Competency Standards for National Skills Certificate level-04 **Accounting for freelancing,** is developed by the following members and approved by NSDA.

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Validation of Competency Standard by Standard and Curriculum Validation Committee

The Competency Standards for National Skills Certificate level-04 in **Aaccounting for Freelancing,** is validated by SCVC on 22th August 2021 and approved by NSDA.

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This Competency Standard for **Accounting for freelancing** is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order for individuals who graduated through the established standard via competency-based assessment to be suitably qualified for a relevant job.

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