



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN  
(NATIONAL OCCUPATIONAL SKILL STANDARD)**

**STANDARD PRACTICE & STANDARD CONTENT  
FOR**

**ACCOUNTING  
LEVEL 5**



**Jabatan Pembangunan Kemahiran  
Kementerian Sumber Manusia, Malaysia**

## TABLE OF CONTENTS

No.	Contents	Page
<b>Standard Practice</b>		
1.	Introduction	i-ii
2.	Occupational Structure	iii-iv
3.	Description of Competency Level	v
4.	Malaysian Skill Certification	vi
5.	Job Competencies	vi
6.	Working Condition	vi
7.	Employment Prospects	vi
8.	Training, Industrial/Professional Recognition, Other Qualifications and Advancements	vii
9.	Sources of Additional Information	vii
10.	Acknowledgement	viii
11.	Committee Members for Development of Standard Practice (SP), Competency Profile Chart (CPC), Competency Profile (CP) and Curriculum of Competency Unit (CoCU)	ix
12.	Competency Profile Chart (CPC)	x
13.	Competency Profile (CP)	1-11
<b>Curriculum of Competency Unit (CoCU)</b>		
1.	Financial Information System (FIS)	12-19
2.	Financial Analysis	20-27
3.	Budgeting And Controls	28-36
4.	Audit Submission	37-44
5.	Tax Submission	45-50
6.	Internal Control Development	51-56
7.	Training Hour Summary	57

# STANDARD PRACTICE

## NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; ACCOUNTING LEVEL 5

### 1. INTRODUCTION

This is a NOSS developed for Accounting L5 under the Business Management – sub sector of Accounting, Auditing & Taxation.

The business management services sector in Malaysia contributed RM19.5 billion to the Gross National Income (GNI) in 2009. Between 2000 and 2010, the gross domestic product (GDP) contribution of business management services grew by 7.9% a year, making it the second fastest growing sector of the Malaysian economy. Within business management services, Information Technology services and outsourcing is the largest sub segment, contributing 37% of the sector's GNI. Engineering services, management services, legal and accountancy are also significant contributors. The business services sector encompasses a large number of industries and professions, including the accountants, lawyers and tax experts that facilitate and support the growth of an economy (Tenth Malaysia Plan. 2011-2015).

Accountancy opens up a whole range of career opportunities. The profession is stable, progressive and pays well. The services of accounting personnel are required by all organisations, as they must maintain systematic records of all transactions for the purposes of planning, effective management and furnishing tax returns. The accountancy profession in Malaysia is regulated by the Malaysian Institute of Accountants (MIA) through the powers conferred by the Accountants Act, 1967. The MIA is an agency under the Ministry of Finance and reports directly to the Accountant General Office. As at 30 June 2008, the MIA had 24,719 members of which 65% were involved in commerce and industry, 27% in public practice and 7% in government and other sectors. Selangor and the Kuala Lumpur Federal Territory have the largest concentration of MIA membership with 9,697 and 6,118 members, respectively. The MIA sets the By-Laws (on Professional Conduct and Ethics) and auditing standards for the accountancy profession in Malaysia, which are in line with the standards issued by the International Federation of Accountants (IFAC) and the International Auditing and Assurance Standards Board (IAASB).

Accounting personnel L5 will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Accounting personnel L5 supervises staff and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting activities including financial reporting, year-end audit preparation and the support of budget and forecast activities.

### **Nature of Work**

The work of the Accounting personnel L5 revolves around field accounting to ensure compliance with the International Accounting Standards (IAS). This training occupation includes the integration of knowledge and skills, which involves preparing accounting documentation and verifying the accounting transaction. An important task for the Accounting personnel L5 is to ensure proper accounting practices according to the International Financial Reporting Standard (IFRS) requirements.

### **Pre Requisite**

The minimum entries qualifications are those with interest to work in the area as mentioned above and hold ~~Diploma in Base~~ Level 4 ~~(DKM L4)~~ in Accounting. The candidate also must desirous to advance in the field of accountancy.

## 2. EXISTING OCCUPATIONAL STRUCTURE

	<b>Accounting (Pecukán)</b>	<b>Internal Audit (Aut Dámar)</b>	<b>External Audit (Aut Luar)</b>	<b>Taxation (Pecukán)</b>
L5	<i>Not Available (Belum ada)</i>			<b>FB-080-5</b> Tax Executive (Ekskuf Pecukán) (18-11-11)
L4				<b>FB-080-4</b> Assistant Tax Executive (Pembng Eksekuf Pecukán) (18-11-11)
L3	<b>AA-010-3</b> Account Supervisor (Pnyeb Akar) (06-03-2007)	<b>FB-050-3</b> Internal Audit Assistant (Pembantu Aut Dámar) (01-10-09)	<b>FB-010-3</b> Audit Assistant (Pembantu Aut) (08-01-2008)	<b>FB-080-3</b> Tax Assistant (Pembantu Pecukán) (18-11-11)
L2	<b>AA-010-2</b> Account Clerk (Keri Akar) (06-03-2007)		<b>FB-010-2</b> Audit Clerk (Keri Aut) (08-01-2008)	<b>AA-010-2</b> Account Clerk (Keri Akar) (06-03-2007)
L1	No Level (Tach Tahap)			

Figure 1.1 Existing Occupational Framework matrix for *Accounting and Taxation* – Sub sector of Business Management in Malaysia

**PROPOSE OCCUPATIONAL STRUCTURE**

	<b>Accounting (<i>Pedaura</i>)</b>	<b>Internal Audit (<i>Aud Dalam</i>)</b>	<b>External Audit (<i>Aud Luar</i>)</b>	<b>Taxation (<i>Pajak</i>)</b>
L5	Accounting	Internal Audit	External Audit	Taxation
L4	Accounting	Internal Audit	External Audit	Taxation
L3	Accounting	Internal Audit	External Audit	Taxation
L2	No Level ( <i>Tidak Terap</i> )			
L1	No Level ( <i>Tidak Terap</i> )			

Figure 1.2 Proposed Occupational Framework matrix for *Accounting and Taxation* – Sub sector of Business Management in Malaysia

### 3. DESCRIPTION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is the ISA guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate:  
Level 1

Competent in performing a range of varied work activities, most of which are routine and predictable.

Malaysia Skills Certificate:  
Level 2

Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and require individual responsibility and autonomy.

Malaysia Skills Certificate:  
Level 3

Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

Malaysia Skills Diploma:  
Level 4

Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.

Malaysia Skills Advanced Diploma:  
Level 5

Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

#### **4. MALAYSIAN SKILL CERTIFICATION**

Candidates after being assessed verified and fulfilled Malaysian Skill Certification requirements shall be awarded with *Dijana Lajutan Kemahiran Maysia (DLKM)* for Level 5.

Assessment must be in accordance with the following:

This NOSS outlines Competency Unit (CU) in the accounting working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the CU outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of CU must be conducted. The training & assessment of an accounting practitioner must be deployed in accordance with JPK policies.

#### **5. JOB COMPETENCIES**

The Accounting personnel (Level 5) are competent in performing the following competencies:-

- Financial Information System (FIS)
- Financial analysis
- Budgeting and cost control
- Audit submission
- Tax submission
- Internal control development

#### **6. WORKING CONDITION**

Accounting personnel L5 trained under this training programme is eligible to be employed in the business management (audit, taxation and accountancy) sub sector. The work environment of the Accounting personnel L5 requires good skills in compiling, checking, verifying, monitoring, processing and reporting in respect of the accounting cycle.

The demanding working expectations ensure that the Accounting personnel L5 practices good working habits and demonstrates good attitude, especially when it involves accuracy of the account records. The Occupation requires a high level of alertness, good communication skills, cooperation and the ability to solve problems.

#### **7. EMPLOYMENT PROSPECT**

Accounting personnel L5 may be employed by all public and private sectors. Apprentices trained under this training occupation will be able to further this carrier or undergo advance training. Accounting personnel is highly demanded in providing appropriate information for decision making.



## **8. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, QUALIFICATIONS AND ADVANCEMENTS**

As for career advancement, most competent Accounting personnel L5 learn their competency on the job. They usually begin as accounts assistant manager and gradually learn their new skills as they gain experience for career advancement.

## **9. SOURCES OF ADDITIONAL INFORMATION**

- The Malaysian Institute of Accountants (MIA)  
Dewan Akauntan  
No.2 Jalan Tun Sambanthan 3,  
Brickfields, 50470 Kuala Lumpur,  
Malaysia.  
Tel: 603-2279 9200  
Fax: 603-2274 1783  
Website : [www.mia.org.my](http://www.mia.org.my)
- The Malaysian Account Standard Board (MASB)  
Suite 5.02, Level 5,  
Wisma UOA Pantai,  
11 Jalan Pantai Jaya,  
59200 Kuala Lumpur.  
Tel : 603-2240 9200  
Fax : 603-2240 9300  
Website: [www.masb.org.my](http://www.masb.org.my)
- The Financial Reporting Foundation (FRF)  
Suite 5.02, Level 5,  
Wisma UOA Pantai,  
11 Jalan Pantai Jaya,  
59200 Kuala Lumpur.  
Tel : 603-2240 9200  
Fax : 603-2240 9300  
Website: [www.masb.org.my](http://www.masb.org.my)

## 10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

This standard has been checked by the Standard Technical Evaluation Committee (STEC). Panel members of STEC are listed below:

- En. Razali bin Abd. Karim – Razali Abd Karim & Co
- En. Ismail bin Set – Nurdini & Co
- En. Teh Thian Sung – School of Accountancy & Business School, EU Institute
- Dato' Md Yusof bin Haji Ismail – Xelfact Sdn Bhd
- Cik Ng Boon Teen – LCCI International Qualifications

**11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP),  
COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND  
CURICULUM OF COMPETENCY UNIT (COCU)**

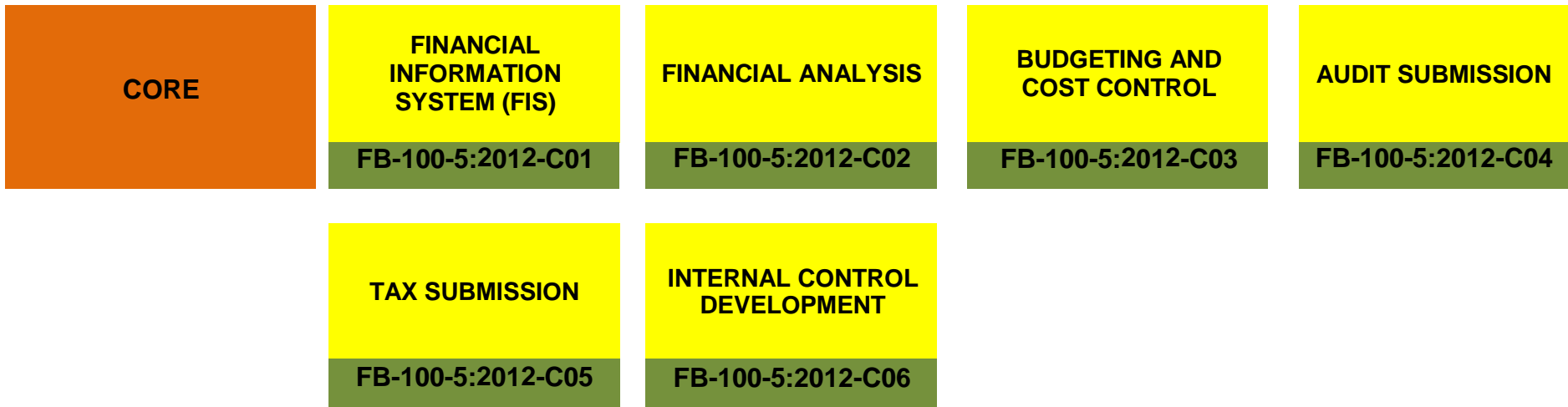
**ACCOUNTING LEVEL 5**

<b>PANEL EXPERTS</b>		
1	En Mohd Haswadi Bin Hassan	Executive Director Beyond Advisory Services
2.	En Izdihar Bin Mostaman	Head of Risk Management Perbadanan Nasional Berhad
3.	En Ahmad Bin Zainal Abidin	Assistant Manager RHB Islamic Bank
4.	Pn Siti Sahza Binti Saril	Managing Director SGSS Tech (M) Sdn Bhd
5.	En Mohd Zahiruddin Bin Zaharin	Project Accountant KNM Process (M) Sdn Bhd
6.	Pn Haslina Binti Hassan	Licensing Officer Suruhanjaya Perkhidmatan Air Negara (SPAN)
7.	En Nor Zuraidi Bin Md Noor	Finance Manager SME Bank
8.	Pn Nor Alisma Binti Che Alias	Head of Finance Technology Park Malaysia College Sdn Bhd
9.	En Othman Bin Sual	Account & Finance Manager Hotel Singgahsana, Petaling Jaya
10.	En Ahmad Monir Bin Abdullah	Senior Lecturer University of Kuala Lumpur
<b>FACILITATORS</b>		
1.	En Ah Faezal Husni Bin Arshad	
2.	Pn Eliza Binti Ramly	
<b>DOCUMENTOR</b>		
1.	Mohamad Hafiz Bin Hashim	

## COMPETENCY PROFILE CHART (CPC)

<b>SECTOR</b>	<b>BUSINESS MANAGEMENT</b>		
<b>SUB SECTOR</b>	<b>ACCOUNTING, AUDITING AND TAXATION</b>		
<b>JOB AREA</b>	<b>ACCOUNTING</b>		
<b>JOB LEVEL</b>	<b>FIVE (5)</b>	<b>JOB AREA CODE</b>	<b>FB-100-5:2012</b>

← **COMPETENCY** →
←—————→
**COMPETENCY UNIT** →



**COMPETENCY PROFILE (CP)**

Sub Sector		ACCOUNTING, AUDITING AND TAXATION		
Job Area		ACCOUNTING		
Level		FIVE (5)		
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Financial Information System (FIS)	FB-100-5:2012-C01	<p>The CU title describes the competency in Financial Information System.</p> <p>He or she is the person who involve in managing of financial information system in the organisation.</p> <p>The person who is competent in this CU shall be able to analyse FIS requirement, develop FIS, administer FIS and maintain FIS.</p> <p>The outcome of this competency is to ensure the proper structure of FIS in the organisation.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:- i. Not applicable</p>	<p>1. Analyse FIS requirement</p> <p>2. Develop FIS</p>	<p>1.1 Information on the company requirement for FIS identified</p> <p>1.2 System to be adopted identified according to company policy and requirements</p> <p>1.3 Existing FIS compatibility checked</p> <p>1.4 System requirement report prepared</p> <p>1.5 System requirement finding recommended for improvement</p> <p>2.1 User Requirement Specification requested from every department</p> <p>2.2 Committee requirement needs for the FIS identified</p> <p>2.3 The requirement needs of the committee finalised</p> <p>2.4 The requirement needs submitted to vendor</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p data-bbox="1157 240 1402 269">3. Administer FIS</p> <p data-bbox="1157 574 1373 604">4. Maintain FIS</p>	<p data-bbox="1610 240 1992 305">3.1 Arrange vendor selection process</p> <p data-bbox="1610 308 1992 438">3.2 FIS vendor proposed according to the best requirement needs fulfilment</p> <p data-bbox="1610 441 1992 506">3.3 FIS documents signed with selected vendor</p> <p data-bbox="1610 509 1992 539">3.4 FIS training is arranged</p> <p data-bbox="1610 574 1992 672">4.1 Chart of Accounts created according to company requirements</p> <p data-bbox="1610 675 1992 805">4.2 User access profile created according to company SOP and guidelines</p> <p data-bbox="1610 808 1992 1003">4.3 Financial report format (such as aging report, balance sheet, profit &amp; loss, income report) created according to MASB requirements</p> <p data-bbox="1610 1006 1992 1104">4.4 FIS implementation exercise presented to management</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Financial Analysis	FB-100-5:2012-C02	<p>The CU title describes the competency in financial analysis.</p> <p>He or she is the person who analyse the company performance based on the financial report.</p> <p>The person who is competent in this CU shall be able to gather account financial analysis information and documents, prepare cash flow statement, analyse financial report and prepare financial analysis report.</p> <p>The outcome of this competency is to update company financial performance and produce variance analysis, essential and critical items report to management.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:- i. Not applicable</p>	<p>1. Gather account financial analysis information and documents</p> <p>2. Prepare cash flow statement</p> <p>3. Analyse financial report</p>	<p>1.1 Monthly management report obtained</p> <p>1.2 Accuracy of monthly management report checked</p> <p>1.3 Financial ratio method identified and confirmed according to company requirement</p> <p>1.4 Performance period to be analysed identified</p> <p>2.1 Cash flow items identified</p> <p>2.2 Cash flow preparation method identified</p> <p>2.3 Cash flow statement format and content determined</p> <p>2.4 Cash flow statement prepared</p> <p>2.5 Accuracy of cash flow statement checked with cash book</p> <p>3.1 Current company performance analysed based on identified performance period</p> <p>3.2 Current company performance analysed against approved budget</p> <p>3.3 Financial ratio analysed based on confirmed financial ratio method</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Prepare financial analysis report	4.1 Variance analysis report on Trading Profit & Loss and Balance Sheet items prepared 4.2 Financial ratio analysis such as gearing ratio, current ratio, quick ratio, stock turnover, debtor and creditors turnover period prepared 4.3 Cash flow analysis prepared 4.4 Essential and critical items report prepared 4.5 Financial analysis report submitted for management review



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Budgeting And Controls	FB-100-5:2012-C03	<p>The CU title describes the competency in budgeting and control.</p> <p>He or She is the person who preparing financial budget report.</p> <p>The person who is competent in this CU shall be able to gather budgeting and controls information and documents, prepare financial budget, analyse budget performance and monitor budget implementation.</p> <p>The outcome of this competency is to ensure the budget performance monitored and reviewed periodically in order to control the cost as well as to increase the company profit.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p> <p>i. Not applicable</p>	<p>1. Gather budgeting and controls information and documents</p> <p>2. Prepare financial budget</p>	<p>1.1 Types of budget ( master budget, operating and financial budget, cash budget) identified</p> <p>1.2 Budget form prepared according to company SOP and guidelines</p> <p>1.3 Budget form distributed to all department according to company SOP</p> <p>1.4 Completed budget form collected from all department</p> <p>1.5 Current and last months or last year financial statement obtained</p> <p>2.1 Financial budget format and content determined</p> <p>2.2 Budget information/form compiled</p> <p>2.3 Financial budget prepared according to standard format</p> <p>2.4 Budget computation tallied with assumption</p> <p>2.5 Financial budget proposed to management/ BOD for approval</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Analyse budget performance</p> <p>4. Monitor budget control activities</p>	<p>3.1 Actual and budgeted (proportionate budget) financial statement compared periodically</p> <p>3.2 Year to year performance (such as 5 years records) compared to determine the trend analysis of income and expenses</p> <p>3.3 Budget performance analysis finding concluded</p> <p>3.4 Critical items justified</p> <p>3.5 Budget performance report prepared according to standard format</p> <p>3.6 Budget performance report presented for management review</p> <p>4.1 Approved financial budget obtained</p> <p>4.2 Every financial transaction monitored (within approved limit/ budget)</p> <p>4.3 Transaction that above budget limit ensured to be approved/ authorised by higher level of authority</p> <p>4.4 Management informed on budget variances</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Audit Submission	FB-100-5:2012-C04	<p>The CU title describes the competency in audit submission.</p> <p>He or she is the person who prepares and submits audit information and documents to auditor.</p> <p>The person who is competent in this CU shall be able to identify company statutory form, prepare audit documents for submission, finalise draft audited financial statement and present final audited financial statement.</p> <p>The outcome of this competency is to ensure the audit process requirements are fulfilled and completed within the time frame.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p> <p>i. Not applicable</p>	<ol style="list-style-type: none"> <li>1. Identify company secretary statutory form</li> <li>2. Prepare audit documents for submission</li> <li>3. Finalise draft audited financial statement</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Types of company secretary form such as Form 9, Form 13A, Form 24, Form 32A, Form 44, Form 49 &amp; Memorandum and Articles (M&amp;A) of Association determined</li> <li>1.2 Related statutory form in accordance with the decision made in Board Resolution identified and decided</li> <li>1.3 Timeline for submission of statutory form to SSM confirmed</li> <li>1.4 Director signatories for financial report determined</li> <li>2.1 Audit submission information and documents gathered</li> <li>2.2 Audit schedule and listing prepared</li> <li>2.3 Information and documents provided to auditor</li> <li>2.4 Auditor liaised for any matters arises</li> <li>3.1 Audit adjustment carried out according to auditor findings upon approval</li> </ol>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Present final audited financial statement</p>	<p>from management</p> <p>3.2 Management notified on management letter</p> <p>3.3 Exit meeting arranged</p> <p>4.1 Board meeting arranged for endorsement</p> <p>4.2 Audited financial statement and management letter presented to board members for approval</p> <p>4.3 Annual General Meeting (AGM) for Annual report coordinated according to statutory requirements</p> <p>4.4 Audited financial statement presented during AGM</p> <p>4.5 Submission of statutory accounts to SSM by company secretary confirmed</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Tax Submission	FB-100-5:2012-C05	<p>The CU title describes the competency in tax submission.</p> <p>He or she is the person who prepares and submits tax information and documents to tax agent.</p> <p>The person who is competent in this CU shall be able to gather tax submission information and documents, response to tax queries and submit final tax computation and final payment to LHDN.</p> <p>The outcome of this competency is to ensure the tax process requirements are fulfilled and completed within the time frame.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:-</p>	<ol style="list-style-type: none"> <li>1. Gather tax submission information and documents</li> <li>2. Response to tax queries</li> <li>3. Submit final tax computation and final payment to LHDN</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Tax agent identified according to appointment letter</li> <li>1.2 Tax agent registered with LHDN confirmed</li> <li>1.3 Company tax registration confirmed according to LHDN requirement</li> <li>1.4 Audited financial statement obtained</li> <li>2.1 Tax deductible items determined</li> <li>2.2 Breakdown of items queried by tax agent prepared</li> <li>3.1 Final tax computation submitted for management approval</li> <li>3.2 Submission of tax computation to LHDN by tax agent confirmed</li> </ol>

<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
		i. Completed in CU 4		3.3 Balance tax payment arranged on/or before due dates
<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
6. Internal Control Development	FB-100-5:2012-C06	<p>The CU title describes the competency in internal control development.</p> <p>He or she is the person who involve in creation and revising the internal control procedures in the organisation.</p> <p>The person who is competent in this CU shall be able to identify area of internal control development, develop internal control procedures and review internal control procedures.</p> <p>The outcome of this competency is to ensure practical internal control procedures developed and existing procedures reviewed for improvement.</p> <p>The personnel who will be</p>	<p>1. Identify area of internal control development</p> <p>2. Develop internal control procedures</p>	<p>1.1 Internal control practice, information and documents gathered</p> <p>1.2 Related information on the existing internal control procedures identified</p> <p>1.3 Business process to develop such as sales, purchase, receipt and payment process identified</p> <p>2.1 Process flow of each business process prepared</p> <p>2.2 Limit of authority of each business process identified</p> <p>2.3 The flow chart and timeline for identified business process identified</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>competent in this competency must in prior have the following competencies:-</p> <p>i. Not applicable</p>	<p>3. Review internal control procedures</p>	<p>2.4 Draft internal control procedures prepared according to company requirements</p> <p>2.5 Final internal control procedures submitted for BOD approval</p> <p>3.1 Areas for improvement determined</p> <p>3.2 Proposal to revise internal control procedures prepared</p> <p>3.3 Revised internal control procedures presented for management approval</p>





**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>ACCOUNTING, AUDITING AND TAXATION</b>						
<b>Job Area</b>		<b>ACCOUNTING</b>						
<b>Competency Unit Title</b>		<b>FINANCIAL INFORMATION SYSTEM (FIS)</b>						
<b>Learning Outcome</b>		<p>The person who is competent in this CU shall be able to ensure the proper structure of FIS in the organisation. Upon completion of this competency unit, trainees will be able to: -</p> <ol style="list-style-type: none"> <li>1. Analyse FIS requirement</li> <li>2. Develop FIS</li> <li>3. Administer FIS</li> <li>4. Maintain FIS</li> </ol>						
<b>Competency Unit ID</b>		FB-100-5:2012-C01	<b>Level</b>	5	<b>Training Duration</b>	180 Hours	<b>Credit Hours</b>	18
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>		<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Analyse FIS requirement	<ol style="list-style-type: none"> <li>i. FIS requirement flow chart.</li> <li>ii. FIS requirement such as: <ul style="list-style-type: none"> <li>• Payment system</li> <li>• Receivable system</li> <li>• Fixed asset register</li> <li>• General ledger system</li> <li>• Inventory system</li> <li>• Costing</li> <li>• Reporting</li> </ul> </li> <li>iii. Company policy requirement on FIS such as: <ul style="list-style-type: none"> <li>• System to be used</li> <li>• Authorised user</li> </ul> </li> </ol>				16 Hours	Lecture	<ol style="list-style-type: none"> <li>i. FIS requirement flow chart identified</li> <li>ii. System to be adopted identified and explained according to company policy and requirements</li> <li>iii. Existing FIS compatibility evaluated</li> <li>iv. System requirement</li> </ol>	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• System support</li> <li>• Authority limit</li> <li>• Recurring / maintenance cost</li> <li>iv. FIS requirement analysis method</li> <li>v. FIS compatibility such as:               <ul style="list-style-type: none"> <li>• Software</li> <li>• Networking</li> <li>• Backup system</li> </ul> </li> <li>vi. FIS management report format</li> </ul>					<ul style="list-style-type: none"> <li>finding recommended for improvement</li> <li>v. System requirement report prepared</li> </ul>
		<ul style="list-style-type: none"> <li>i. Identify information on the company requirement for FIS</li> <li>ii. Identify system to be adopted according to company policy and requirements</li> <li>iii. Evaluate existing FIS compatibility</li> <li>iv. Recommend system requirement finding for improvement.</li> <li>v. Prepare system requirement report</li> </ul>	<ul style="list-style-type: none"> <li><u>Attitude</u></li> <li>i. Knowledgeable and analytical in preparing financial information system analysis</li> </ul>	38 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Develop FIS	i. Specification for business unit such as <ul style="list-style-type: none"> <li>• Procurement department</li> <li>• HR department</li> <li>• Operation department</li> <li>• Accounts department</li> </ul> ii. Role and responsibility of FIS committee members iii. Standard format of User Requirement Specification (URS) form iv. FIS development process such as: <ul style="list-style-type: none"> <li>• Set up committee</li> <li>• Set up user requirement</li> <li>• Customize FIS</li> <li>• Commissioning</li> </ul>			16 Hours	Lecture	i. User requirement specification collected from every department ii. Committee requirement needs for the FIS identified and explained iii. The requirement needs of the committee finalised
		i. Request user requirement specification from every department ii. Identify committee requirement needs for the FIS iii. Finalise the requirement needs. iv. Submit requirement needs to vendor		38 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude</u> i. Meticulous and detail in developing FIS			
3. Administer FIS	i. Vendor selection process such as: <ul style="list-style-type: none"> <li>• Vendor profile</li> <li>• Procurement process</li> </ul> ii. Vendor selection criteria such as: <ul style="list-style-type: none"> <li>• Based on budget</li> <li>• Deliverable</li> <li>• After sales support</li> <li>• Experiences/ track record</li> <li>• Management profile</li> </ul> iii. Training need analysis iv. FIS training arrangement			11 Hours	Lecture	i. Vendor selection process arranged ii. FIS vendor proposed according to the best requirement needs fulfilment iii. Vendor proposal report prepared iv. FIS training arranged
		i. Arrange vendor selection process ii. Propose FIS vendor according to the best requirement needs fulfilment iii. Sign FIS documents with selected vendor iv. Arrange FIS training	<u>Attitude</u> i. Responsible and meticulous in administering FIS	25 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Maintain FIS	i. Company policy and guideline such as: <ul style="list-style-type: none"> <li>• HR department</li> <li>• Accounts department</li> <li>• Operation department</li> <li>• Procurement department</li> </ul> ii. Company chart of accounts such as: <ul style="list-style-type: none"> <li>• Classification of account</li> <li>• GL coding</li> </ul> iii. Creation of user profile iv. Creation of financial report v. Presentation material vi. Presentation medium vii. Presentation skills			11 Hours	Lecture	i. Chart of accounts format created according to company requirements ii. User access profile created according to MASB guidelines iii. Financial report created according to company requirements iv. FIS implementation exercise presented to management
		i. Create chart of accounts according to company requirements ii. Create user access profile according to company guidelines iii. Create financial report format (such as aging report, Balance Sheet, Trading Profit & Loss, income report) according to MASB requirements		25 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Present FIS implementation exercise to management	<u>Attitude</u> i. Detail and knowledgeable in maintaining FIS			

### Employability Skills

Core Abilities	Social Skills
	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Company policy and requirements	1:1
2. System requirement report	1:1
3. Request for Quotation (RFQ) form	1:1
4. Vendor quotation	1:1
5. Bidding/Tender evaluation	1:1
6. FIS product specification	1:1
7. Chart of accounts list	1:1
8. Aging report format	1:1
9. Balance sheet format	1:1
10. Trading Profit & Loss format	1:1
11. Stationary	1:1
12. Calculating tool	1:1
13. Computer	1:1
14. Audio Visual aids (AVA)	1:25
15. Presentation material	1:1

## References

### REFERENCES

1. Veerinderjeet Singh (2001), Administrative and Technical Aspects 5<sup>th</sup> Edition, Longman Singapore Publisher (Pte) Ltd 2001, ISBN 983-74-2014-6
2. Jane Lazar, Tan Lay Leng (1993), Associated Companies, Branch and Representatives Throughout The World 2<sup>nd</sup> Edition, ISBN 9971-89-878-0
3. Frank Wood (1989), Business Accounting 2 5<sup>th</sup> Edition, Longman Group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
4. Colin Drury (1996), Management And Cost Accounting 4<sup>th</sup> Edition, International Thomson Business Press, ISBN 0-412-73360-9
5. Gordon W. Fuller (2011), New Product Development From Concept to Marketplace 3<sup>rd</sup> Edition, CRC Press, ISBN: 1439818649
6. Jane Lazar and Tan Lay Leng (2002), Company Accounts & Reporting 5<sup>th</sup> Edition, ISBN: 983-2473-92-6
7. Tan Liong Tong (2011), Financial Accounting and Reporting in Malaysia Volume 1 & 2 (4th Edition), ISBN: 9789814359276
8. Maryanne M. Mowen, Don R. Hansen & Dan L. Heitger, South-Western Cengage Learning (2012), Managerial Accounting The Cornerstone of Business Decisions ISBN-13: 9780538473477



**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>ACCOUNTING, AUDITING AND TAXATION</b>						
<b>Job Area</b>		<b>ACCOUNTING</b>						
<b>Competency Unit Title</b>		<b>FINANCIAL ANALYSIS</b>						
<b>Learning Outcome</b>		<p>The person who is competent in this CU shall be able to update company financial performance and produce variance analysis, essential and critical items report to management. Upon completion of this competency unit, trainees will be able to: -</p> <ol style="list-style-type: none"> <li>1. Gather account financial analysis information and documents</li> <li>2. Prepare cash flow statement</li> <li>3. Analyse financial report</li> <li>4. Prepare financial analysis report</li> </ol>						
<b>Competency Unit ID</b>		FB-100-5:2012-C02	<b>Level</b>	5	<b>Training Duration</b>	539 Hours	<b>Credit Hours</b>	54
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>		<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Gather account financial analysis information and documents	<ol style="list-style-type: none"> <li>i. Purpose of financial analysis report</li> <li>ii. Verification of Monthly Management Report (MMR) to the FIS system and accounting schedule such as: <ul style="list-style-type: none"> <li>• PPE schedule</li> <li>• Trade receivable schedule</li> <li>• Aging report</li> </ul> </li> <li>iii. Types of financial ratio such as: <ul style="list-style-type: none"> <li>• Liquidity ratio</li> <li>• Profitability ratio</li> <li>• Leverage ratio</li> </ul> </li> </ol>				13 Hours	Lecture	<ol style="list-style-type: none"> <li>i. Accuracy of MMR information checked</li> <li>ii. Financial ratio method identified and confirmed</li> <li>iii. Performance period to be analysed identified</li> </ol>	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Efficiency ratio</li> </ul> iv. Trend/cycle analysis such as: <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Quarterly</li> <li>• Yearly</li> </ul>					
		i. Check accuracy of MMR information ii. Identify and confirm financial ratio method to be used iii. Identify performance period to be analysed	<u>Attitude</u> i. Knowledgeable in gathering account financial analysis information and documents ii. Meticulous and detail in checking accuracy of MMR	30 Hours	Demonstration & Observation	
2. Prepare cash flow statement	i. Definition and purpose of cash flow ii. Cash flow items which are: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Non cash</li> </ul> iii. Cash flow preparation method which are: <ul style="list-style-type: none"> <li>• Direct</li> <li>• In direct</li> </ul>			48 Hours	Lecture	i. Cash flow statement prepared ii. Accuracy of cash flow statement checked with cash book

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Cash flow statement format and content v. Accuracy of cash flow statement					
		i. Identify cash flow items ii. Identify cash flow preparation method iii. Determine cash flow statement format and content iv. Prepare cash flow statement v. Check accuracy of cash flow statement with cash book	<u>Attitude</u> i. Meticulous and detail in preparing cash flow statement	114 Hours	Demonstration & Observation	
3. Analyse financial report	i. Definition and the importance of <ul style="list-style-type: none"> <li>• Budget</li> <li>• Variance analysis</li> </ul> ii. Financial report analysis area such as <ul style="list-style-type: none"> <li>• Performance period</li> <li>• Current company performance against approved budget</li> <li>• Financial ratio</li> </ul>			48 Hours	Lecture	i. Current company performance analysed based on identified performance period ii. Current company performance analysed against

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Process of identifying abnormal movement <ul style="list-style-type: none"> <li>• Identification of variance</li> <li>• Justification of variance</li> </ul>					approved budget iii. Financial ratio analysed based on confirmed financial ratio method
		i. Analyse current company performance based on identified performance period ii. Analyse current company performance against approved budget iii. Analyse financial ratio based on confirmed financial ratio method	<u>Attitude</u> i. Precise in analyzing financial ratio based on confirmed financial ratio method	114 Hours	Demonstration & Observation	
4. Prepare financial analysis report	i. Strategic report format and technique such as <ul style="list-style-type: none"> <li>• Actual against budget</li> <li>• Existing performance against historical data</li> <li>• Company against industry</li> </ul>			52 Hours	Lecture	i. Variance analysis report on Trading Profit & Loss and Balance Sheet items prepared ii. Financial ratio analysis prepared

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Financial forecasting</li> <li>• Cash flow analysis</li> <li>• Financial ratio analysis</li> <li>• Financial highlight <ul style="list-style-type: none"> <li>▪ Essential and critical item</li> </ul> </li> </ul> <p>ii. Variance analysis report on Trading Profit &amp; Loss and balance sheet items such as:</p> <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Quarterly</li> <li>• Yearly</li> </ul> <p>iii. Financial ratio analysis report such as:</p> <ul style="list-style-type: none"> <li>• Gearing ratio</li> <li>• Current ratio</li> <li>• Quick ratio</li> <li>• Stock turnover</li> <li>• Debtor turnover period</li> <li>• Creditors turnover period</li> </ul>					<p>iii. Cash flow analysis prepared</p> <p>iv. Essential and critical items report prepared</p> <p>v. Financial analysis report presented</p>
		<p>i. Prepare variance analysis report on Trading Profit &amp; Loss and Balance Sheet items</p> <p>ii. Prepare financial ratio analysis</p> <p>iii. Prepare cash flow analysis</p>		120 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Prepare essential and critical items report v. Present financial analysis report for management review	<u>Attitude</u> i. Detail and meticulous in preparing financial analysis report			

**Employability Skills**

Core Abilities	Social Skills
	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. PPE schedule	1:1
2. Trade receivable schedule	1:1
3. Aging report	1:1
4. MMR	1:1
5. Variance analysis report	1:1
6. Essential and critical items report	1:1
7. Risk management report	1:1
8. Financial analysis report format	1:1
9. Computer	1:1
10. Printer	1:25
11. Calculating tool	1:1
12. AVA	1:25
13. Stationary	1:1
14. Internal company financial reporting policy	1:1

## References

### REFERENCES

1. Veerinderjeet Singh (2001), Administrative and Technical Aspects 5<sup>th</sup> Edition, Longman Singapore Publisher (Pte) Ltd 2001, ISBN 983-74-2014-6
2. Jane Lazar, Tan Lay Leng (1993), Associated Companies, Branch and Representatives Throughout The World 2<sup>nd</sup> Edition, ISBN 9971-89-878-0
3. Frank Wood (1989), Business Accounting 2 5<sup>th</sup> Edition, Longman Group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
4. Colin Drury (1996), Management And Cost Accounting 4<sup>th</sup> Edition, International Thomson Business Press, ISBN 0-412-73360-9
5. Jane Lazar and Tan Lay Leng (2002), Company Accounts & Reporting 5<sup>th</sup> Edition, ISBN: 983-2473-92-6
6. Tan Liong Tong (2011), Financial Accounting and Reporting in Malaysia Volume 1 & 2 (4th Edition), ISBN: 9789814359276
7. Maryanne M. Mowen, Don R. Hansen & Dan L. Heitger, South-Western Cengage Learning (2012), Managerial Accounting The Cornerstone of Business Decisions ISBN-13: 9780538473477



**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>ACCOUNTING, AUDITING AND TAXATION</b>						
<b>Job Area</b>		<b>ACCOUNTING</b>						
<b>Competency Unit Title</b>		<b>BUDGETING AND CONTROLS</b>						
<b>Learning Outcome</b>		<p>The person who is competent in this CU shall be able to ensure the budget performance monitored and reviewed periodically in order to control the cost as well as to increase the company profit. Upon completion of this competency unit, trainees will be able to: -</p> <ol style="list-style-type: none"> <li>1. Gather budgeting and controls information and documents</li> <li>2. Prepare financial budget</li> <li>3. Analyse budget performance</li> <li>4. Monitor budget control activities</li> </ol>						
<b>Competency Unit ID</b>		FB-100-5:2012-C03	<b>Level</b>	5	<b>Training Duration</b>	360 Hours	<b>Credit Hours</b>	36
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>	<b>Attitude / Safety / Environmental</b>		<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Gather budgeting and controls information and documents	<ol style="list-style-type: none"> <li>i. Types of budget such as: <ul style="list-style-type: none"> <li>• Master budget</li> <li>• Operating budget</li> <li>• Financial budget</li> <li>• Cash budget</li> </ul> </li> <li>ii. Budget form content such as: <ul style="list-style-type: none"> <li>• Budget executive summary</li> <li>• Inflow /revenue</li> <li>• Outflow /expenses</li> <li>• Cash flow</li> <li>• Budget justification /basis and assumption</li> </ul> </li> </ol>				11 Hours	Lecture	<ol style="list-style-type: none"> <li>i. Types of budget Identified</li> <li>ii. Budget form prepared according to company guidelines</li> <li>iii. Completed budget collected form from all department</li> </ol>	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Pro-forma financial statement <ul style="list-style-type: none"> <li>• Trading Profit &amp; Loss</li> <li>• Balance Sheet</li> <li>• Cash flow statement</li> </ul> iv. Budget process cycle such as: <ul style="list-style-type: none"> <li>• Preparation of budget activity</li> <li>• Timeline</li> <li>• Submission/distribution from business unit</li> <li>• Approval from BOD</li> </ul>					
		i. Identify types of budget ii. Prepare budget form iii. Distribute budget form to all department iv. Collect completed budget form from all department v. Obtain current and last months or last year financial statement	<u>Attitude</u> i. Knowledgeable and meticulous in gathering budgeting and controls information and documents	25 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare financial budget	i. Financial budget format and content information such as: <ul style="list-style-type: none"> <li>• Objective (For BOD approval)</li> <li>• Budget computation</li> <li>• Budget basis and assumption</li> </ul> ii. Budget figure compilation process iii. Financial budget preparation process			32 Hours	Lecture	i. Financial budget format and content determined ii. Budget information/form compiled and consolidated iii. Financial budget prepared according to standard format
		i. Determine financial budget format and content ii. Compile budget information/form iii. Prepare financial budget according to standard format iv. Tally budget computation to assumption v. Propose financial budget to management/ BOD for approval	<u>Attitude</u> i. Detail and meticulous in preparing financial budget	76 Hours	Demonstration & Observation	iv. Budget computation checked with budget basis and assumption v. Financial budget proposed to management/ BOD for approval

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Analyse budget performance	i. Types of analysis such as: <ul style="list-style-type: none"> <li>• Variance analysis</li> <li>• Trend analysis</li> <li>• Industry analysis</li> </ul> ii. Method of analysis such as: <ul style="list-style-type: none"> <li>• Compare actual and budgeted financial statement</li> <li>• Compare year to year performance</li> </ul> iii. Process of budget review such as: <ul style="list-style-type: none"> <li>• Done quarterly basis</li> <li>• Centralise at finance division</li> <li>• Submission from business unit</li> <li>• Compilation by finance division</li> </ul> iv. Analytical thinking in analysing budget performance			44 Hours	Lecture	i. Actual and budgeted financial statement checked based on specified period ii. Budget performance analysis finding concluded iii. Justification on critical item provided iv. Budget performance report prepared according to standard format v. Budget performance report presented for management review

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Purpose of budget management review vii. Presentation skills viii. Presentation material ix. Presentation medium					
		i. Compare actual and budgeted financial statement based on specified period such as: <ul style="list-style-type: none"> <li>• Income</li> <li>• Expenses</li> </ul> ii. Conclude budget performance analysis finding iii. Justify critical items iv. Prepare budget performance report according to standard format v. Present budget performance report for management review	<u>Attitude</u> i. Analytical and detail in analysing budget performance	100 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Monitor budget control activities	<ul style="list-style-type: none"> <li>i. Types of financial activities               <ul style="list-style-type: none"> <li>• Budgeted</li> <li>• Non budgeted</li> </ul> </li> <li>ii. Budget controlling process such as:               <ul style="list-style-type: none"> <li>• Approved financial budget</li> <li>• Types of financial transaction such as:                   <ul style="list-style-type: none"> <li>▪ Operating expenditure (OPEX)</li> <li>▪ Capital expenditure (CAPEX)</li> </ul> </li> <li>• Transaction that exceed budget limit and unbudgeted to be approved/ authorised by higher level of authority</li> </ul> </li> <li>iii. Surplus and deficit budget</li> </ul>			22 Hours	Lecture	<ul style="list-style-type: none"> <li>i. Transaction that above budget limit ensured to be approved/ authorised by higher level of authority</li> <li>ii. Management informed on budget variances</li> </ul>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> <li>i. Obtain approved financial budget</li> <li>ii. Monitor every financial transaction (within approved limit/ budget)</li> <li>iii. Ensure transaction that above budget limit to be approved/ authorised by higher level of authority</li> <li>iv. Inform management on budget variances</li> </ul>	<p><u>Attitude</u></p> <ul style="list-style-type: none"> <li>i. Responsible and detail in monitoring budget control activities</li> </ul>	50 Hours	Demonstration & Observation	

## Employability Skills

Core Abilities	Social Skills
	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Budget form	1:1
2. Company guidelines	1:1
3. Last months or last year Financial Statement	1:1
4. Financial budget	1:1
5. Budget Performance Report	1:1
6. Computer	1:1
7. Printer	1:25
8. Calculating tool	1:1
9. AVA	1:25
10. Stationary	1:1



## References

### REFERENCES

1. Veerinderjeet Singh (2001), Administrative and Technical Aspects 5<sup>th</sup> Edition, Longman Singapore Publisher (Pte) Ltd 2001, ISBN 983-74-2014-6
2. Jane Lazar, Tan Lay Leng (1993), Associated Companies, Branch and Representatives Throughout The World 2<sup>nd</sup> Edition, ISBN 9971-89-878-0
3. Frank Wood (1989), Business Accounting 2 5<sup>th</sup> Edition, Longman Group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
4. Colin Drury (1996), Management And Cost Accounting 4<sup>th</sup> Edition, International Thomson Business Press, ISBN 0-412-73360-9
5. Gordon W. Fuller (2011), New Product Development From Concept to Marketplace 3<sup>rd</sup> Edition, CRC Press, ISBN: 1439818649
6. Jane Lazar and Tan Lay Leng (2002), Company Accounts & Reporting 5<sup>th</sup> Edition, ISBN: 983-2473-92-6
7. Tan Liong Tong (2011), Financial Accounting and Reporting in Malaysia Volume 1 & 2 (4th Edition), ISBN: 9789814359276
8. Maryanne M. Mowen, Don R. Hansen & Dan L. Heitger, South-Western Cengage Learning (2012), Managerial Accounting The Cornerstone of Business Decisions ISBN-13: 9780538473477

**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>ACCOUNTING, AUDITING AND TAXATION</b>						
<b>Job Area</b>		<b>ACCOUNTING</b>						
<b>Competency Unit Title</b>		<b>AUDIT SUBMISSION</b>						
<b>Learning Outcome</b>		<p>The person who is competent in this CU shall be able to ensure the audit process requirements are fulfilled and completed within the time frame. Upon completion of this competency unit, trainees will be able to: -</p> <ol style="list-style-type: none"> <li>1. Identify company statutory form</li> <li>2. Prepare audit documents for submission</li> <li>3. Finalise draft audited financial statement</li> <li>4. Present final audited financial statement</li> </ol>						
<b>Competency Unit ID</b>		FB-100-5:2012-C04	<b>Level</b>	5	<b>Training Duration</b>	180 Hours	<b>Credit Hours</b>	18
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>		<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Identify company statutory form	<ol style="list-style-type: none"> <li>i. Types of company statutory form such as: <ul style="list-style-type: none"> <li>• Form 9</li> <li>• Form 13A</li> <li>• Form 24</li> <li>• Form 32A</li> <li>• Form 44</li> <li>• Form 49 &amp;</li> <li>• Memorandum and Articles (M&amp;A) of Association</li> </ul> </li> <li>ii. Board resolution information such as: <ul style="list-style-type: none"> <li>• Definition</li> <li>• Purpose/function</li> <li>• Safe keeping</li> </ul> </li> </ol>				8 Hours	Lecture	<ol style="list-style-type: none"> <li>i. Types of company statutory form determined and elaborated</li> <li>ii. Related statutory form identified and decided in accordance with the decision made in board resolution</li> <li>iii. Due dates for submission of statutory form to SSM</li> </ol>	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Submission of statutory form to Suruhanjaya Syarikat Malaysia (SSM) <ul style="list-style-type: none"> <li>• Due dates</li> <li>• Financial year end</li> <li>• Directorship</li> </ul>					determined iv. Director signatories for financial report determined
		i. Determine types of company statutory form ii. Identify and decide related statutory form in accordance with the decision made in board resolution iii. Determine due dates for submission of statutory form to SSM iv. Determine director signatories for financial report	<u>A/c</u> i. Knowledgeable in identifying company statutory form	19 Hours	Demonstration & Observation	
2. Prepare audit documents for submission	i. Audit firm selection process such as: <ul style="list-style-type: none"> <li>• Audit firm profile</li> <li>• Evaluation</li> <li>• Appointment</li> </ul> ii. Audit firm selection criteria such as: <ul style="list-style-type: none"> <li>• Deliverable</li> <li>• Experiences</li> </ul>			16 Hours	Lecture	i. Audit schedule prepared ii. Audit queries responded

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>• Track record</li> <li>• Management profile</li> <li>iii. Auditor checklist</li> <li>iv. Purpose of audit schedule and listing</li> <li>v. Audit schedule and listing process such as:               <ul style="list-style-type: none"> <li>• Audit timeline</li> <li>• Inquiries from auditor</li> <li>• Detail of information and documents</li> <li>• Management letter</li> <li>• Accrual schedule</li> <li>• Debtor and creditor listing</li> </ul> </li> </ul>					
		<ul style="list-style-type: none"> <li>i. Gather audit submission information and documents</li> <li>ii. Prepare audit schedule and listing</li> <li>iii. Provide information and documents to auditor</li> <li>iv. Liaise with auditor for any matters arises</li> </ul>	<p><u>Attitude</u></p> <ul style="list-style-type: none"> <li>i. Detail and meticulous in preparing audit documents for submission</li> </ul>	38 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Finalise draft audited financial statement	i. Audit adjustment process such as: <ul style="list-style-type: none"> <li>• Audit findings</li> <li>• audit adjustment</li> <li>• Audit meeting</li> <li>• Management approval</li> </ul> ii. Financial statement finalising procedure such as: <ul style="list-style-type: none"> <li>• Audit report</li> <li>• Management letter</li> </ul>			16 Hours	Lecture	i. Audit adjustment carried out according to auditor findings ii. Management notified on management letter iii. Exit meeting arranged
		i. Carry out audit adjustment according to auditor findings ii. Notify management on management letter iii. Arrange exit meeting	<u>Attitude</u> i. Knowledgeable and resourceful in finalising draft audited financial statement	38 Hours	Demonstration & Observation	
4. Present audited financial statement	i. Audited financial statement approval process such as: <ul style="list-style-type: none"> <li>• BOD Meeting</li> <li>• Annual General Meeting (AGM)</li> </ul> ii. Annual General Meeting requirements			14 Hours	Lecture	i. Board meeting arranged ii. Audited financial statement and management letter presented

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Financial statement submission procedure such as: <ul style="list-style-type: none"> <li>• BOD approval</li> <li>• Submission to company secretary</li> <li>• Submission by company secretary to Companies Commission of Malaysia (SSM)</li> <li>• Timeline</li> </ul> iv. Presentation skills v. Presentation material vi. Presentation medium					to board members for approval iii. Audited financial statement presented during AGM iv. AGM coordinated for annual report
		i. Arrange board meeting for endorsement ii. Present audited financial statement and management letter to board members for approval iii. Coordinate annual general meeting for annual report according to statutory requirements iv. Present audited financial statement during AGM v. Confirm submission of statutory accounts to SSM by company secretary		31 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude</u> i. Knowledgeable in presenting audited financial statement ii. Timely in confirming submission of financial statement to relevant authority			

**Employability Skills**

Core Abilities	Social Skills
	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

**Tools, Equipment and Materials (TEM)**

<b>ITEMS</b>	<b>RATIO (TEM : Trainees)</b>
1. Statutory form (Form 9, Form 13A, Form 24, Form 32A, Form 44, Form 49 & Memorandum and Articles (M&A) of Association)	1:1
2. Board resolution	1:1
3. Appointment letter	1:1
4. Auditor checklist	1:1
5. Inquiries from auditor	1:1
6. Draft Financial statement	1:1
7. Management letter	1:1
8. Annual report	1:1
9. Computer	1:1
10. Printer	1:25
11. Calculating tool	1:1
12. AVA	1:25
13. Stationary	1:1



## References

### REFERENCES

1. Veerinderjeet Singh (2001), Administrative and Technical Aspects 5<sup>th</sup> Edition, Longman Singapore Publisher (Pte) Ltd 2001, ISBN 983-74-2014-6
2. Jane Lazar, Tan Lay Leng (1993), Associated Companies, Branch and Representatives Throughout The World 2<sup>nd</sup> Edition, ISBN 9971-89-878-0
3. Frank Wood (1989), Business Accounting 2 5<sup>th</sup> Edition, Longman Group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
4. Colin Drury (1996), Management And Cost Accounting 4<sup>th</sup> Edition, International Thomson Business Press, ISBN 0-412-73360-9
5. Gordon W. Fuller (2011), New Product Development From Concept to Marketplace 3<sup>rd</sup> Edition, CRC Press, ISBN: 1439818649
6. Jane Lazar and Tan Lay Leng (2002), Company Accounts & Reporting 5<sup>th</sup> Edition, ISBN: 983-2473-92-6
7. Tan Liong Tong (2011), Financial Accounting and Reporting in Malaysia Volume 1 & 2 (4th Edition), ISBN: 9789814359276
8. Maryanne M. Mowen, Don R. Hansen & Dan L. Heitger, South-Western Cengage Learning (2012), Managerial Accounting The Cornerstone of Business Decisions ISBN-13: 9780538473477

**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>ACCOUNTING, AUDITING AND TAXATION</b>						
<b>Job Area</b>		<b>ACCOUNTING</b>						
<b>Competency Unit Title</b>		<b>TAX SUBMISSION</b>						
<b>Learning Outcome</b>		<p>The person who is competent in this CU shall be able to ensure the tax process requirements are fulfilled and completed within the time frame. Upon completion of this competency unit, trainees will be able to: -</p> <ol style="list-style-type: none"> <li>1. Gather tax submission information and documents</li> <li>2. Response to tax queries</li> <li>3. Submit final tax computation and final payment to LHDN</li> </ol>						
<b>Competency Unit ID</b>		FB-100-5:2012-C05	<b>Level</b>	5	<b>Training Duration</b>	180 Hours	<b>Credit Hours</b>	18
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>		<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Gather tax submission information and documents	<ol style="list-style-type: none"> <li>i. Tax agent selection process such as: <ul style="list-style-type: none"> <li>• Tax agent profile</li> <li>• Evaluation</li> <li>• Appointment</li> </ul> </li> <li>ii. Tax agent selection criteria such as: <ul style="list-style-type: none"> <li>• Deliverable</li> <li>• Experiences</li> <li>• Track record</li> <li>• Management profile</li> </ul> </li> <li>iii. Tax document and information requirement such as <ul style="list-style-type: none"> <li>• Audited report</li> <li>• Tax computation</li> <li>• Tax update</li> <li>• Income tax act 1967</li> </ul> </li> </ol>				11 Hours	Lecture	<ol style="list-style-type: none"> <li>i. Tax agent identified</li> <li>ii. Tax agent registered with LHDN confirmed</li> </ol>	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Tax forms such as:- <ul style="list-style-type: none"> <li>• Form C</li> <li>• Form CP500</li> <li>• CP204</li> </ul>					
		i. Identify tax agent according to appointment letter ii. Confirm tax agent registered with LHDN iii. Confirm company tax registration according to LHDN requirement	<u>Attitude</u> i. Knowledgeable in gathering tax submission information and documents	25 Hours	Demonstration & Observation	
2. Response to tax queries	i. Capital allowance ii. Tax deduction <ul style="list-style-type: none"> <li>• Taxable</li> <li>• Non taxable</li> </ul> iii. Tax exemption iv. Tax computation format and content such as: <ul style="list-style-type: none"> <li>• Calculation</li> <li>• Adjusted income</li> <li>• Statutory income</li> <li>• Aggregate income</li> <li>• Chargeable income</li> <li>• Tax payable</li> <li>• Tax rate</li> </ul>			19 Hours	Lecture	i. Tax deductible items determined. ii. Breakdown of items queried by tax agent prepared

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine tax deductible items ii. Prepare breakdown of items queried by tax agent	<u>Attitude</u> i. Knowledgeable and detail in responding to tax queries	44 Hours	Demonstration & Observation	
3. Submit final tax computation and final payment to LHDN	i. Tax computation format and content such as: <ul style="list-style-type: none"> <li>• Calculation</li> <li>• Adjusted income</li> <li>• Statutory income</li> <li>• Aggregate income</li> <li>• Chargeable income</li> <li>• Tax payable</li> </ul> ii. Tax balance submission process such as: <ul style="list-style-type: none"> <li>• Tax computation</li> <li>• Accuracy of tax computation</li> <li>• Approval from management</li> <li>• Submission due dates</li> <li>• Method of submission               <ul style="list-style-type: none"> <li>▪ E-Filing</li> <li>▪ Manual Filing</li> </ul> </li> </ul>			25 Hours	Lecture	i. Final tax computation for management approval submitted ii. Submission of tax computation to LHDN by tax agent confirmed iii. Balance of tax payment arranged on/or before due dates iv. Revision procedures confirmed

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Revision of tax estimation procedures such as:- <ul style="list-style-type: none"> <li>• Can be made on the 6<sup>th</sup> or the 9<sup>th</sup> month or in both months in the basis period for a year of assessment</li> <li>• Submission to Director General of Inland Revenue Malaysia (DGIRM) by using Form CP204A</li> </ul>					
		i. Submit final tax computation for management approval ii. Confirm submission of tax computation to LHDN by tax agent iii. Arrange balance tax payment on/or before due dates	<u>Attitude</u> i. Timely in submitting final tax computation and final payment to LHDN	56 Hours	Demonstration & Observation	

## Employability Skills

Core Abilities	Social Skills
	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> <li>7. Learning skills</li> <li>8. Leadership skills</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
<ol style="list-style-type: none"> <li>1. Tax agent appointment letter</li> <li>2. Audited financial statement</li> <li>3. Tax queries letter</li> <li>4. Tax schedule and listing</li> <li>5. Tax computation format</li> <li>6. Draft tax computation document</li> <li>7. Income tax act 1967</li> <li>8. Computer</li> <li>9. Printer</li> <li>10. Internet access</li> <li>11. Stationary</li> <li>12. Calculating tool</li> </ol>	<ol style="list-style-type: none"> <li>1:1</li> <li>1:1</li> <li>1:1</li> <li>1:1</li> <li>1:1</li> <li>1:1</li> <li>1:1</li> <li>1:1</li> <li>1:25</li> <li>1:25</li> <li>1:1</li> <li>1:1</li> </ol>

## References

### REFERENCES

1. Veerinderjeet Singh (2001), Administrative and Technical Aspects 5<sup>th</sup> Edition, Longman Singapore Publisher (Pte) Ltd 2001, ISBN 983-74-2014-6
2. Jane Lazar, Tan Lay Leng (1993), Associated Companies, Branch and Representatives Throughout The World 2<sup>nd</sup> Edition, ISBN 9971-89-878-0
3. Frank Wood (1989), Business Accounting 2 5<sup>th</sup> Edition, Longman Group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
4. Colin Drury (1996), Management And Cost Accounting 4<sup>th</sup> Edition, International Thomson Business Press, ISBN 0-412-73360-9
5. Gordon W. Fuller (2011), New Product Development From Concept to Marketplace 3<sup>rd</sup> Edition, CRC Press, ISBN: 1439818649
6. Jane Lazar and Tan Lay Leng (2002), Company Accounts & Reporting 5<sup>th</sup> Edition, ISBN: 983-2473-92-6
7. Tan Liong Tong (2011), Financial Accounting and Reporting in Malaysia Volume 1 & 2 (4th Edition), ISBN: 9789814359276
8. Maryanne M. Mowen, Don R. Hansen & Dan L. Heitger, South-Western Cengage Learning (2012), Managerial Accounting The Cornerstone of Business Decisions ISBN-13: 9780538473477

**CURRICULUM of COMPETENCY UNIT (CoCU)**

<b>Sub Sector</b>		<b>ACCOUNTING, AUDITING AND TAXATION</b>						
<b>Job Area</b>		<b>ACCOUNTING</b>						
<b>Competency Unit Title</b>		<b>INTERNAL CONTROL DEVELOPMENT</b>						
<b>Learning Outcome</b>		<p>The person who is competent in this CU shall be able to ensure practical internal control procedures developed and existing procedures reviewed for improvement. Upon completion of this competency unit, trainees will be able to: -</p> <ol style="list-style-type: none"> <li>1. Identify area of internal control development</li> <li>2. Develop internal control procedures</li> <li>3. Review internal control procedures</li> </ol>						
<b>Competency Unit ID</b>		FB-100-5:2012-C06	<b>Level</b>	5	<b>Training Duration</b>	360 Hours	<b>Credit Hours</b>	36
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Related Skills</b>		<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Identify area of internal control development	<ol style="list-style-type: none"> <li>i. Purpose of internal control procedures</li> <li>ii. Basic internal control information such as: <ul style="list-style-type: none"> <li>• Dual control</li> <li>• Segregation of duties</li> </ul> </li> <li>iii. Business process improvement cycle such as: <ul style="list-style-type: none"> <li>• SWOT analysis</li> <li>• Findings</li> <li>• Solutions</li> <li>• Recommendation</li> </ul> </li> </ol>				44 Hours	Lecture	<ol style="list-style-type: none"> <li>i. Related information on the existing internal control procedures identified</li> <li>ii. Business process to be developed identified,</li> </ol>	



Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify related information on the existing internal control procedures ii. Identify business process to be developed	<u>Attitude</u> i. Knowledgeable and detail in identifying area of internal control development	100 Hours	Demonstration & Observation	
2. Develop internal control procedures	i. Definition and description of process flow such as: <ul style="list-style-type: none"> <li>• Flow chart</li> <li>• Start and end</li> <li>• Business owner</li> <li>• Timeline</li> <li>• Activities</li> </ul> ii. List of business processes such as: <ul style="list-style-type: none"> <li>• Payment</li> <li>• Receipt</li> <li>• Sales</li> <li>• Purchase</li> </ul> iii. Type of Internal control mechanism such as: <ul style="list-style-type: none"> <li>• Detective control</li> <li>• Preventive control</li> <li>• Corrective control</li> </ul>			44 Hours	Lecture	i. Process flow of each business process prepared ii. Limit of authority of each business process identified and elaborated

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Internal control procedures such as: <ul style="list-style-type: none"> <li>Preparation process</li> <li>Approval process</li> </ul>					
		i. Prepare process flow of each business process ii. Identify limit of authority of each business process iii. Identify flow chart and timeline for business process iv. Prepare draft internal control procedures according to company requirements v. Submit final internal control procedures for management approval	<u>Attitude</u> i. Meticulous and detail in developing internal control procedures	100 Hours	Demonstration & Observation	
3. Review internal control procedures	i. Purpose of reviewing internal control procedures ii. Internal control procedures review period <ul style="list-style-type: none"> <li>Half yearly review</li> <li>Yearly review</li> </ul> iii. Internal control assessment			22 Hours	Lecture	i. Area of improvement identified and explained ii. Proposal to revise internal control procedures prepared

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> <li>iv. Area of improvement in internal control procedures</li> <li>v. Internal control procedures reviewing report preparation</li> <li>vi. Presentation skills</li> <li>vii. Presentation material</li> <li>viii. Presentation medium</li> </ul>					
		<ul style="list-style-type: none"> <li>i. Determine areas for improvement</li> <li>ii. Prepare proposal to revise internal control procedures</li> <li>iii. Present revised internal control procedures for management approval</li> </ul>	<p><u>Attitude</u></p> <ul style="list-style-type: none"> <li>i. Analytical and detail in reviewing internal control procedures</li> </ul>	50 Hours	Demonstration & Observation	

## Employability Skills

Core Abilities	Social Skills
	<ol style="list-style-type: none"><li>1. Communication skills</li><li>2. Conceptual skills</li><li>3. Interpersonal skills</li><li>4. Multitasking and prioritizing</li><li>5. Self-discipline</li><li>6. Teamwork</li><li>7. Learning skills</li><li>8. Leadership skills</li></ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
<ol style="list-style-type: none"><li>1. Internal control self-assessment checklist</li><li>2. Quality review report</li><li>3. Computer</li><li>4. Printer</li><li>5. Stationary</li><li>6. Flow Chart</li></ol>	<ol style="list-style-type: none"><li>1:1</li><li>1:1</li><li>1:1</li><li>1:25</li><li>1:1</li><li>1:1</li></ol>

## References

### REFERENCES

1. Veerinderjeet Singh (2001), Administrative And technical Aspects 5<sup>th</sup> Edition, Longman Singapore publisher (Pte) Ltd 2001 , ISBN 983-74-2014-6
2. Jane Lazar, Tan Lay Leng (1993), Associated Companies, Branch And Representatives Throughout The World 2<sup>nd</sup> Edition , ISBN 9971-89-878-0
3. Frank Wood (1989), Business Accounting 2 5<sup>th</sup> Edition, Longman group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
4. Colin Drury (1996), Management And Cost Accounting 4<sup>th</sup> Edition, International Thomson Business Press, ISBN 0-412-73360-9
5. Gordon W. Fuller (2011), New Product Development From Concept to Marketplace 3<sup>rd</sup> Edition, CRC Press, ISBN: 1439818649
6. Jane Lazar and Tan Lay Leng (2002), COMPANY ACCOUNTS & REPORTING Fifth Edition, ISBN: 983-2473-92-6
7. Tan Liong Tong (2011), Financial Accounting and Reporting in Malaysia Volume 1 & 2 (4th Edition), ISBN: 9789814359276
8. Maryanne M. Mowen, Don R. Hansen& Dan L. Heitger, South-Western Cengage Learning (2012), Managerial Accounting The Cornerstone of Business Decisions ISBN-13: 9780538473477
- 9.

**SUMMARY OF TRAINING HOURS FOR ACCOUNTING - TAHAP 5**

COMPETE NCY UNIT NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	GUIDED		TOTAL (HRS)	CREDIT HOURS
			RELATED KNOWLEDGE	RELATED SKILL		
C01	FINANCIAL INFORMATION SYSTEMS (FIS)	Analyse FIS requirement	16	38	<b>180</b>	<b>18</b>
		Develop FIS	16	38		
		Administer FIS	11	25		
		Maintain FIS	11	25		
		<b>TOTAL HOURS</b>	<b>54</b>	<b>126</b>		
C02	FINANCIAL ANALYSIS	Gather account financial analysis information and documents	13	30	<b>539</b>	<b>54</b>
		Prepare cash flow statement	48	114		
		Analyse financial report	48	114		
		Prepare financial analysis report	52	120		
		<b>TOTAL HOURS</b>	<b>161</b>	<b>378</b>		
C03	BUDGETING AND CONTROLS	Gather budgeting and controls information and documents	11	25	<b>360</b>	<b>36</b>
		Prepare financial budget	32	76		
		Analyse budget performance	44	100		
		Monitor budget control activities	22	50		
		<b>TOTAL HOURS</b>	<b>109</b>	<b>251</b>		
C04	AUDIT SUBMISSION	Identify company statutory form	8	19	<b>180</b>	<b>18</b>
		Prepare audit documents for submission	16	38		
		Finalise draft audited financial statement	16	38		
		Present final audited financial statement	14	31		
		<b>TOTAL HOURS</b>	<b>54</b>	<b>126</b>		
C05	TAX SUBMISSION	Gather tax submission information and documents	11	25	<b>180</b>	<b>18</b>
		Response to tax queries	19	44		
		Submit final tax computation and final payment to LHDN	25	56		
		<b>TOTAL HOURS</b>	<b>55</b>	<b>125</b>		
C06	INTERNAL CONTROL DEVELOPMENT	Identify area of internal control development	44	100	<b>360</b>	<b>36</b>
		Develop internal control procedures	44	100		
		Review internal control procedures	22	50		
		<b>TOTAL HOURS</b>	<b>110</b>	<b>250</b>		
<b>TOTAL</b>					<b>1799</b>	<b>180</b>