



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

**STANDARD PRACTICE & STANDARD CONTENT
FOR**

**ACCOUNTING
LEVEL 4**



JPK

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

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STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; ACCOUNTING LEVEL 4

1. INTRODUCTION

This is a NOSS developed for Accounting L4 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 L4 will be responsible for maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including Property, Plant and Equipment (PPE) administration, financial reporting and product costing.

Nature of Work

The work of the Accounting personnel L4 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 L4 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 ***Sijil Kemahiran Malaysia*** Level 3 (***SKM L3***) in Accounting. The candidate also must desirous to advance in the field of accountancy.

2. EXISTING OCCUPATIONAL STRUCTURE

	Accounting (Pencuaian)	Internal Audit (Audit Dalaman)	External Audit (Audit Luar)	Taxation (Pecukain)
L5	<i>Not Available (Belum ada)</i>			FB-080-5 Tax Executive (Eksekutif Percukaian) (18-11-11)
L4				FB-080-4 Assistant Tax Executive (Pembantu Eksekutif Percukaian) (18-11-11)
L3	AA-010-3 Account Supervisor (Penyelia Akaun) (06-03-2007)	FB-050-3 Internal Audit Assistant (Pembantu Audit Dalaman) (01-10-09)	FB-010-3 Audit Assistant (Pembantu Audit) (08-01-2008)	FB-080-3 Tax Assistant (Pembantu Percukaian) (18-11-11)
L2	AA-010-2 Account Clerk (Kerani Akaun) (06-03-2007)		FB-010-2 Audit Clerk (Kerani Audit) (08-01-2008)	AA-010-2 Account Clerk (Kerani Akaun) (06-03-2007)
L1	No Level (Tiada Tahap)			

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

PROPOSE OCCUPATIONAL STRUCTURE

	Accounting (<i>Pelara</i>)	Internal Audit (<i>AudDana</i>)	External Audit (<i>AudLuar</i>)	Taxation (<i>Pajak</i>)
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>TiadaTahap</i>)			
L1	No Level (<i>TiadaTahap</i>)			

Figure 1.2 Proposed Occupational Framework matrix for *Account, Auditing 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 and verified as having fulfilled the Malaysian Skills Certification requirements, shall be awarded with ~~Sijil Kemahiran Malaysia (SKM)~~ for Level 4.

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 (L4) are competent in performing the following competencies:-

- Property, Plant and Equipment
- Financial report
- Hire purchase
- Specialised accounts
- Product costing

6. WORKING CONDITION

The Accounting personnel L4 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 L4 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 L4 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 L4 may be employed by all public and private sectors. Apprentices trained under this training occupation will be able to further this carrier in becoming senior accounting personnel 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 L4 learn their competency on the job. They usually begin as accounts executive 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
- 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
- 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

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

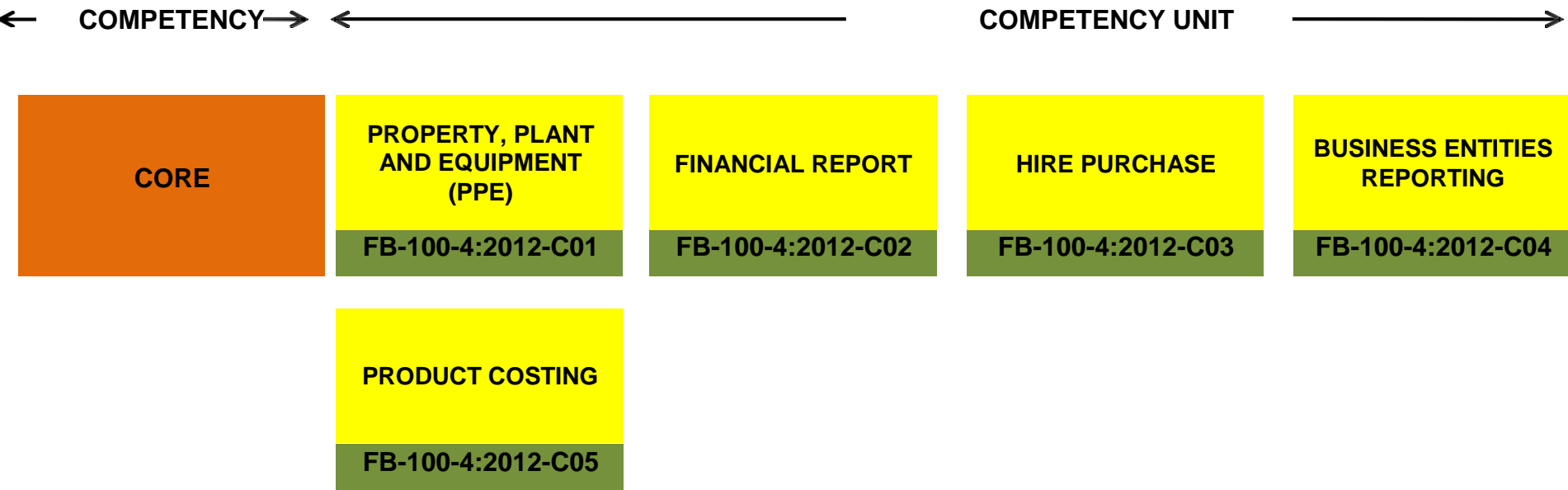
11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP), COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND CURICULUM OF COMPETENCY UNIT (COCU)

ACCOUNTING LEVEL 4

PANEL EXPERTS		
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	Licencing 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
FACILITATORS		
1.	En Ah Faezal Husni Bin Arshad	
2.	Pn Eliza Binti Ramly	
DOCUMENTOR		
1.	Mohamad Hafiz Bin Hashim	

COMPETENCY PROFILE CHART (CPC)

SECTOR	BUSINESS MANAGEMENT		
SUB-SECTOR	ACCOUNTING, AUDITING AND TAXATION		
JOB AREA	ACCOUNTING		
JOB LEVEL	FOUR (4)	JOB AREA CODE	FB-100-4:2012



COMPETENCY PROFILE (CP)

Sub Sector	ACCOUNTING, AUDITING AND TAXATION			
Job Area	ACCOUNTING			
Level	FOUR (4)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Property, Plant and Equipment (PPE)		<p>The CU title describes the competency in Property, Plant and Equipment (PPE).</p> <p>He or she is the person who monitors the movement of PPE in the company.</p> <p>The person who is competent in this CU shall be able to gather PPE information and documents, calculate PPE net book value and prepare PPE schedule.</p> <p>The outcome of this competency is to ensure all PPE of the company is properly recorded.</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 PPE information and documents</p> <p>2. Calculate PPE Net Book Value (NBV)</p> <p>3. Prepare PPE schedule</p>	<p>1.1 Types and classification of PPE identified according to company chart of accounts</p> <p>1.2 Documents related to PPE (such as PPE GL, BOD resolution for disposal/ write-off) identified</p> <p>1.3 Draft PPE listing obtained</p> <p>2.1 PPE opening balance agreed with previous month/year audited report</p> <p>2.2 Approved asset valuation figure recorded</p> <p>2.3 PPE depreciation figure reviewed</p> <p>2.4 Net book value calculated</p> <p>2.5 Net book value of PPE finalised</p> <p>3.1 Format and content of PPE schedule determined</p> <p>3.2 PPE record prepared/updated according to standard format</p> <p>3.3 PPE transaction advised for recording</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Financial Report		<p>The CU title describes the competency in financial reporting.</p> <p>He or she is the person who verifies all accounting transactions and records before preparing Monthly Management Report (MMR).</p> <p>The person who is competent in this CU shall be able to manage Accounts Payable ledger, manage Accounts Receivable ledger, manage Unclaimed Money, review bank reconciliation, review month end financial statement, incorporate branch financial statement and prepare Monthly Management Report.</p> <p>The outcome of this competency is to ensure the accuracy of the Monthly Management Report.</p> <p>The personnel who will be competent in this competency must in prior have the following competencies:- i. Not applicable</p>	<p>1. Manage Accounts Payable (AP)</p> <p>2. Manage Accounts Receivable (AR)</p> <p>3. Manage Unclaimed Money</p>	<p>1.1 AP ledger listing and AP aging obtained</p> <p>1.2 AP ledger agreed with AP aging</p> <p>1.3 AP ledger reconciled with supplier statement and auditor confirmation</p> <p>1.4 AP aging analysed</p> <p>1.5 Appropriate action advised according to AP aging analysis findings</p> <p>1.6 Bank available balance checked before payment listing requested is approved</p> <p>2.1 AR ledger listing and AR aging obtained</p> <p>2.2 AR ledger agreed with AR aging</p> <p>2.3 AR dispute reconciled</p> <p>2.4 AR aging analysed</p> <p>2.5 Appropriate action advised according to AR aging analysis findings</p> <p>2.6 Provision for bad debt provided according to company SOP and guidelines</p> <p>3.1 AP and AR balance outstanding more than 12 months identified according to statutory</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Review bank reconciliation	requirements 3.2 Outstanding balance journalised to unclaimed moneys account according to statutory requirements 3.3 Unclaimed money listing prepared according to statutory requirements 3.4 Unclaimed money status confirmed 3.5 Unclaimed money outstanding more than 24 months journalised to Jabatan Akauntan Negara according to statutory requirements 3.6 Unclaimed money transaction advised for recording 4.1 Draft Bank Reconciliation Statement, bank statement and bank ledger obtained 4.2 Bank reconciliation statement verified against bank ledger and bank statement 4.3 Un-credited and un-presented lodgement identified 4.4 General ledger adjustment journalised

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Review month end financial statement</p> <p>6. Incorporate branch financial statement</p> <p>7. Prepare Monthly Management Report (MMR)</p>	<p>5.1 Month end report such as general ledger, trial balance, Profit & Loss Account, and Balance Sheet obtained</p> <p>5.2 Month end report accuracy checked against trial balance</p> <p>5.3 Discrepancy of the respective month end report rectified</p> <p>5.4 General ledger adjustment advised</p> <p>6.1 Company's list of branch identified</p> <p>6.2 Financial statement collected from all branch</p> <p>6.3 Branch financial statement incorporated</p> <p>7.1 Abnormal movement in the Profit & Loss Account and Balance Sheet identified</p> <p>7.2 Justification for the abnormal movement provided</p> <p>7.3 Current performance analysed against comparative period performance</p> <p>7.4 MMR prepared and submitted for management review</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Hire Purchase (HP)		<p>The CU title describes the competency in Hire Purchase (HP).</p> <p>He or She is the person who identifies and analyse the best financial institution for HP financing.</p> <p>The person who is competent in this CU shall be able to secure HP financing, prepare HP schedule and monitor HP status.</p> <p>The outcome of this competency is to ensure the HP status monitored and monthly HP repayment is paid within the timeline.</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. Secure HP financing</p> <p>2. Prepare HP schedule</p> <p>3. Monitor HP status</p>	<p>1.1 Financial institution (FI) who offer the HP package identified</p> <p>1.2 Various offers from financial institutions analysed (best interest rate)</p> <p>1.3 HP financial institution proposed to management for selection</p> <p>1.4 HP financing applied</p> <p>2.1 HP terms from selected financial institution identified</p> <p>2.2 HP schedule format and content determined</p> <p>2.3 HP schedule prepared according to standard format</p> <p>2.4 HP accounting entries journalised for recording</p> <p>3.1 Repayment due date confirmed</p> <p>3.2 Monthly HP repayment is ensured to be paid within timeline</p> <p>3.3 HP schedule updated on monthly basis</p> <p>3.4 Release letter from FI upon settlement of HP obtained</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Business Entities Reporting		<p>The CU title describes the competency in business entities reporting.</p> <p>The person who is competent in this CU shall be able to identify types of business entities and differentiate financial reporting elements in each business entities.</p> <p>The outcome of this competency is to ensure the financial report is prepared according to the appropriate business entities.</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"> 1. Identify types of business entities 2. Differentiate financial reporting elements in each business entities 	<ol style="list-style-type: none"> 1.1 Types of business entities such as sole proprietor & partnership and companies account identified 1.2 Financial reporting format of each business entities identified 2.1 Capital and reserve structure for each entities and reporting format determined 2.2 Financial statement filing procedures to various authority determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
5. Product Costing		<p>The CU title describes the competency in product costing.</p> <p>He or she is the person who prepares and analyse standard product costing and actual product costing.</p> <p>The person who is competent in this CU shall be able to gather product costing information and documents, prepare standard costing, prepare actual costing, prepare product costing variances, calculate Break Even point and prepare inventory valuation.</p> <p>The outcome of this competency is to provide information regarding total cost incurred in producing each product. It also contributes in decision making regarding selling product at the right price and quantity.</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 product costing information and documents</p> <p>2. Prepare standard costing</p>	<p>1.1 Product costing documents such as product costing requisition form, inventory price list and product specification document identified</p> <p>1.2 Types of product listed in the company product listing confirmed</p> <p>1.3 List of item cost identified according to product specification</p> <p>1.4 Product costing information and documents gathered from every business unit based on the company SOP and guidelines</p> <p>2.1 Total product cost prepared according to product specification</p> <p>2.2 Project timeline prepared</p> <p>2.3 Fixed Cost & Variable Cost classification identified</p> <p>2.4 Standard product costing format and contents identified</p> <p>2.5 Standard product costing prepared according to standard format</p> <p>2.6 Standard product costing submitted for approval</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Prepare actual costing</p> <p>4. Prepare product costing variances</p> <p>5. Calculate Break Even Point</p>	<p>3.1 Actual cost information and documents obtained</p> <p>3.2 Actual product costing format and contents identified</p> <p>3.3 Actual product costing prepared according to standard format</p> <p>4.1 Approved standard costing obtained</p> <p>4.2 Actual product costing compared against approved standard costing</p> <p>4.3 Actual costing and standard costing analysed</p> <p>4.4 Justification for favourable and unfavourable variance provided</p> <p>4.5 Product variance report submitted for management review</p> <p>5.1 Company fixed cost identified</p> <p>5.2 Product variable cost identified</p> <p>5.3 Product selling price identified</p> <p>5.4 Contribution margin calculated</p> <p>5.5 Break Even Point calculated</p> <p>5.6 Margin of safety calculated</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Prepare inventory valuation	6.1 Types of inventory such as raw material, work in progress (WIP) and finished product determined 6.2 Valuation method determined 6.3 Inventory valuation carried out based on selected method 6.4 Re-order level based on Economic Order Quantity (EOQ) calculated for raw material and WIP

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		ACCOUNTING, AUDITING AND TAXATION						
Job Area		ACCOUNTING						
Competency Unit Title		PROPERTY, PLANT AND EQUIPMENT (PPE)						
Learning Outcome		<p>The person who is competent in this CU shall be able to ensure all PPE of the company is properly recorded. Upon completion of this competency unit, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Gather PPE information and documents 2. Calculate PPE Net Book Value (NBV) 3. Prepare PPE schedule 						
Competency Unit ID		FB-100-4:2012-C01	Level	4	Training Duration	240 Hours	Credit Hours	24
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Gather PPE information and documents	<ol style="list-style-type: none"> i. Types and classification of PPE such as: <ul style="list-style-type: none"> • Furniture and fitting • Motor vehicles • Computer equipment • Renovation • Land and building • Office equipment ii. General information on company chart of accounts such as: <ul style="list-style-type: none"> • Definition • Function • Classification • General Ledger (GL) code 				7 Hours	Lecture	<ol style="list-style-type: none"> i. Types and classification of PPE identified and elaborated ii. Documents related to PPE identified iii. Function of PPE listing explained 	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Documents related to PPE such as: <ul style="list-style-type: none"> • PPE policy • PPE Ledger • Board of Director (BOD) resolution for disposal/ write-off iv. Function of PPE listing such as: <ul style="list-style-type: none"> • Asset listing • Asset classification • Deprecation rate 					
		i. Identify types and classification of PPE according to company chart of accounts ii. Identify documents and information related to PPE iii. Ensure completeness of draft PPE listing.	<u>Attitude:</u> i. Meticulous in gathering property, plant and equipment information and documents	17 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Calculate PPE Net Book Value (NBV)	i. Definition of PPE terminology such as: <ul style="list-style-type: none"> • Useful life/ asset life span • Depreciation • Depreciation rate • Scrap value • Disposal • Asset transfer • Impairment • Asset valuation ii. Method of asset valuation such as: <ul style="list-style-type: none"> • Cost model • Valuation model • Fair value iii. Reconciliation procedures of GL balances iv. Computation of PPE depreciation such as: <ul style="list-style-type: none"> • Depreciation method <ul style="list-style-type: none"> ▪ Straight line method ▪ Sum of digit method ▪ Reducing balance method ▪ Unit of production • Depreciation rate v. Component to derive NBV such as: <ul style="list-style-type: none"> • Cost of PPE • Depreciation and 			36 Hours	Lecture	i. PPE opening balance agreed with previous month/year audited report ii. Method of asset valuation defined iii. Approved asset valuation figure recorded iv. Net book value calculated and finalised

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	accumulated depreciation <ul style="list-style-type: none"> Disposal/write off PPE addition 					
		i. Agree PPE opening balance with previous month/year audited report ii. Record approved asset valuation figure iii. Review PPE depreciation figure iv. Calculate net book value v. Finalise net book value of PPE	<u>Attitude:</u> i. Knowledgeable and accurate in calculating PPE NBV ii. Analytical in reviewing PPE NBV	84 Hours	Demonstration & Observation	
3. Prepare PPE schedule	i. Format and content of PPE schedule such as: <ul style="list-style-type: none"> PPE description Date of purchase Purchase amount Depreciation movement Quantity 			29 Hours	Lecture	i. Format and content of PPE schedule determined ii. PPE record Prepared and updated iii. Journal entry for PPE

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ii. PPE record/updating procedure iii. PPE journal entry iv. Double entry system for PPE <ul style="list-style-type: none"> • New PPE acquisition <ul style="list-style-type: none"> ▪ Debit for PPE ledger ▪ Credit for bank/cash/creditors ledger • PPE depreciation <ul style="list-style-type: none"> ▪ Debit for depreciation ledger ▪ Credit for accumulated depreciation ledger • Record asset disposal <ul style="list-style-type: none"> ▪ To dispose PPE <ul style="list-style-type: none"> - Debit for disposal ledger - Credit for PPE ledger ▪ To transfer depreciation to disposal ledger <ul style="list-style-type: none"> - Debit for accumulated depreciation ledger 					<p>recording prepared</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> - Credit for disposal ledger ▪ To record amount received on disposal <ul style="list-style-type: none"> - Debit for cash/bank/ other debtor ledger - Credit for disposal ledger ▪ To record gain on disposal <ul style="list-style-type: none"> - Debit for disposal ledger - Credit for gain on disposal ledger (P&L ledger) ▪ To record loss on disposal <ul style="list-style-type: none"> - Debit for loss on disposal ledger (P&L ledger) - Credit for disposal ledger 					

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine format and content of PPE schedule ii. Prepare/update PPE record according to standard format iii. Advise PPE transaction for recording (by journal entry)	<u>Attitude:</u> i. Meticulous in preparing PPE schedule	67 Hours	Demonstration & Observation	

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 04.10 Utilize science and technology to achieve goals. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority.	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. Draft PPE listing	1:1
2. Sample chart of account list	1:1
3. Sample of Board resolution	1:1
4. Financial Reporting Standard (FRS) on PPE	1:1
5. PPE record	1:1
6. Audited report	1:1
7. PPE Ledger	1:1
8. Stationery	1:1
9. Calculation tool	1:1
10. Computer (Window, MS office)	1:1
11. Printer	1:25

References

REFERENCES

1. Veerinderjeet Singh (2001), Administrative And technical Aspects 5th Edition, Longman Singapore publisher (Pte) Ltd 2001 , ISBN 983-74-2014-6
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3. Frank Wood (1989), Business Accounting 2 5th Edition, Longman group UK Ltd 1973, 1979, 1984, 1989, ISBN 0-273-02974-6
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5. Gordon W. Fuller (2011), New Product Development From Concept to Marketplace 3rd Edition, CRC Press, ISBN: 1439818649
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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		ACCOUNTING, AUDITING AND TAXATION						
Job Area		ACCOUNTING						
Competency Unit Title		FINANCIAL REPORT						
Learning Outcome		<p>The person who is competent in this CU shall be able to ensure the accuracy of the Monthly Management Report. Upon completion of this competency unit, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Manage Accounts Payable (AP) 2. Manage Accounts Receivable (AR) 3. Manage Unclaimed Money 4. Review bank reconciliation 5. Review month end financial statement 6. Incorporate branch financial statement 7. Prepare Monthly Management Report (MMR) 						
Competency Unit ID		FB-100-4:2012-C02	Level	4	Training Duration	360 Hours	Credit Hours	36
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
i. Manage Accounts Payable (AP)	<ol style="list-style-type: none"> i. Definition and function of AP ledger listing and AP aging ii. Reconciliation procedures of AP ledger with supplier statement and auditor confirmation iii. Criteria of analysing AP aging such as: <ul style="list-style-type: none"> • Period of aging • Amount outstanding iv. Term and condition of AP such as: 				11 Hours	Lecture	<ol style="list-style-type: none"> i. AP ledger with AP aging agreed ii. AP ledger reconciled with supplier statement and auditor confirmation iii. AP aging analysed iv. Appropriate action advised according to 	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Supplier credit term • Company credit policy v. Relationship between cashbook and AP vi. Purpose of monitoring cashbook balance before approving payment listing 					<ul style="list-style-type: none"> v. AP aging analysis findings v. Bank available balance checked before payment listing requested is approved
		<ul style="list-style-type: none"> i. Agree AP ledger with AP aging ii. Reconcile AP ledger with supplier statement and auditor confirmation iii. Analyse AP aging iv. Advise appropriate action according to AP aging analysis findings v. Check bank available balance before payment listing requested is approved 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous, analytical and detail in managing AP 	25 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Manage Accounts Receivable (AR)	<ul style="list-style-type: none"> i. Definition and function of AR ledger listing and AR aging ii. Reconciliation procedures of AR ledger with AR aging iii. AR dispute reconciliation procedures iv. Criteria of analysing AR aging such as: <ul style="list-style-type: none"> • Period of aging • Amount outstanding v. Term and condition of AR such as: <ul style="list-style-type: none"> • Customer credit term • Company credit policy vi. Principal of bad debts <ul style="list-style-type: none"> • Definition of doubtful debt and bad debts • Method of provisioning doubtful debt such as <ul style="list-style-type: none"> ▪ General provision ▪ Specific provision 			11 Hours	Lecture	<ul style="list-style-type: none"> i. All sales are accounted for. ii. AR ledger with AR aging agreed iii. AR dispute reconciled iv. AR aging analysed v. Appropriate action advised according to AR aging analysis findings vi. Provision for specific and general bad debt provided according to company SOP and guidelines

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Confirm all sales are taken up ii. Agree AR ledger with AR aging iii. Reconcile AR dispute iv. Analyse AR aging v. Advice appropriate action according to AR aging analysis findings vi. Provide provision for bad debt according to company SOP and guidelines 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous, analytical and detail in managing AR 	25 Hours	Demonstration & Observation	
3. Manage Unclaimed Money	i. Unclaimed Moneys Act 1965			5 Hours	Lecture	i. AP and AR balance outstanding more than 12 months identified
		<ul style="list-style-type: none"> i. Identify AP and AR balance outstanding more than 12 months ii. Journalise outstanding balance to unclaimed money account iii. Prepare unclaimed money listing iv. Confirm unclaimed money status. v. Journalise Unclaimed money outstanding more than 24 months 		13 Hours	Demonstration & Observation	<ul style="list-style-type: none"> ii. Outstanding balance journalised to unclaimed moneys account iii. Unclaimed money outstanding more than 24

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<p>to Jabatan Akauntan Negara according to statutory requirements Unclaimed Moneys Act (UMA) form</p> <p>vi. Advise unclaimed money transaction recording</p>	<p><u>Attitude:</u></p> <p>i. Meticulous, analytical and detail in monitoring unclaimed moneys</p>			<p>months journalised to Jabatan Akauntan Negara according to statutory requirements UMA form</p>
4. Review bank reconciliation	<p>i. Purpose of reviewing bank reconciliation</p> <p>ii. Bank reconciliation review procedure</p> <p>iii. List of un-reconciled item such as:</p> <ul style="list-style-type: none"> • Un-presented cheque • Stale cheque (expired cheque) • GL adjustment for un-reconciled item 			16 Hours	Lecture	<p>i. Bank reconciliation statement verified against bank ledger and bank statement</p> <p>ii. Un-credited and un-presented cheque identified</p> <p>iii. Stale cheque defined</p> <p>iv. General ledger adjustment journalised</p>

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Verify bank reconciliation statement against bank ledger and bank statement ii. Identify un-credited and un-presented lodgement iii. Journalised general ledger adjustment	<u>Attitude:</u> i. Meticulous and detail in reviewing bank reconciliation	38 Hours	Demonstration & Observation	
5. Review month end financial statement	i. Month end report such as: <ul style="list-style-type: none"> • General ledger • Trial balance • Trading Profit & Loss Account • Balance Sheet ii. Month end financial statement checking technique such as: <ul style="list-style-type: none"> • GL closing balance against Trial balance • Trading Profit & Loss Account against trial balance figure • Balance Sheet against trial balance • Asset schedule against trial balance 			22 Hours	Lecture GI - fa	i. Accuracy of month end statement checked <ul style="list-style-type: none"> • GL – TB • TB – Schedule (PPE, Payroll, HP) • TB – Trading P&L • TB - GL ii. Discrepancy of the respective month end report rectified General ledger adjustment

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Procedure in rectifying discrepancy of balances					arranged
		i. Check month end report accuracy against trial balance ii. Rectify discrepancy of the respective month end report iii. Advice general ledger adjustment	<u>Attitude:</u> i. Meticulous and detail in reviewing month end financial statement	50 Hours	Demonstration & Observation	
6. Incorporate branch financial statement	i. Company and branches structures. ii. Incorporate branch financial statement technique iii. Branch adjustment such as: <ul style="list-style-type: none"> • Inter-branch transactions • Inter-branch elimination • Inter-branch reconciliation 			22 Hours	Lecture	i. List of branch of the company identified ii. All branches financial statement collected iii. Branch financial statement incorporated

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify list of branch of the company ii. Confirm all branches financial statement collected iii. Incorporate branch financial statement	<u>Attitude:</u> i. Meticulous in preparing financial statement	50 Hours	Demonstration & Observation	
7. Prepare Monthly Management Report (MMR)	i. Periodic performance comparison ii. MMR format iii. MMR performance analysis technique such as <ul style="list-style-type: none"> • Existing performance against historical data • Company against industry 			22 Hours	Lecture	i. Abnormal movement in the Trading Profit & Loss Account and Balance Sheet identified ii. Justification for the abnormal movement provided iii. Current performance analysed against comparative period
		i. Compare periodic performance ii. Identify abnormal movement in the Trading Profit & Loss Account and Balance Sheet iii. Provide justification for the abnormal movement		50 Hours	Demonstration & Observation	iv. MMR prepared

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iv. Analyse current performance against comparative period performance v. Prepare MMR	<u>Attitude:</u> i. Accurate in preparing MMR			

Employability Skills

Core Abilities	Social Skills
<p>04.08 Develop and negotiate staffing plans.</p> <p>04.09 Prepare project/work plans.</p> <p>04.10 Utilize science and technology to achieve goals.</p> <p>05.03 Allocate and record usage of financial and physical resources.</p> <p>05.04 Delegate responsibilities and/ or authority.</p>	<ol style="list-style-type: none">1. Communication skills2. Conceptual skills3. Interpersonal skills4. Multitasking and prioritizing5. Self-discipline6. Teamwork7. Learning skills8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. AP ledger listing	1:1
2. AP aging	1:1
3. Cash book	1:1
4. AR ledger listing	1:1
5. AR aging	1:1
6. Company SOP and guidelines	1:1
7. Unclaimed Moneys Act 1965	1:1
8. Unclaimed money listing	1:1
9. UMA form	1:1
10. General ledger	1:1
11. Trial balance	1:1
12. Profit & Loss account	1:1
13. Balance sheet	1:1
14. Bank reconciliation statement	1:1
15. Bank statement	1:1
16. Bank ledger	1:1
17. Organisation structure	1:1
18. Financial statement from branch	1:1
19. Consolidated financial statement	1:1
20. Monthly management report (MMR)	1:1
21. Stationery	1:1
22. Calculation tool	1:1
23. Computer (Window, ms office)	1:1
24. Printer	1:25

References

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1. Veerinderjeet Singh (2001), Administrative And technical Aspects 5th Edition, Longman Singapore publisher (Pte) Ltd 2001 , ISBN 983-74-2014-6
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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		ACCOUNTING, AUDITING AND TAXATION						
Job Area		ACCOUNTING						
Competency Unit Title		HIRE PURCHASE (HP)						
Learning Outcome		<p>The person who is competent in this CU shall be able to ensure the HP status monitored and monthly HP repayment is paid within the timeline. Upon completion of this competency unit, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Secure HP financing 2. Prepare HP schedule 3. Monitor HP status 						
Competency Unit ID		FB-100-4:2012-C03	Level	4	Training Duration	60 Hours	Credit Hours	6
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Secure HP financing	<ol style="list-style-type: none"> i. Information on the term offered by various Financial Institution (FI) such as: <ul style="list-style-type: none"> • Interest rate • Terms and conditions • Financing period ii. Criteria in selecting the best HP package such as: <ul style="list-style-type: none"> • Lower interest rate • Financing period • Suitable terms and conditions iii. HP financing application procedure and requirement 				2 Hours	Lecture	<ol style="list-style-type: none"> i. Various offers from financial institutions (best offer) analysed ii. HP financing applied 	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Source out financial institution who offer the HP package ii. Analyse various offers from financial institutions (best offer) iii. Identify and propose HP financial institution to management for selection iv. Apply HP financing	<u>Attitude:</u> i. Meticulous in identifying financial institutions for HP financing ii. Precise in analyzing financial institutions for HP financing	4 Hours	Demonstration & Observation	
2. Prepare HP schedule	i. Purpose and the importance of HP schedule ii. HP schedule format and content information such as: <ul style="list-style-type: none"> • Cash price • Down payment • Loan amount • Interest amount • Financing period • Monthly instalment 			5 Hours	Lecture	i. HP schedule format and content determined ii. HP schedule prepared according to standard format iii. HP entries journalised

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Outstanding balance iii. HP accounting entries <ul style="list-style-type: none"> • Debit Fixed Asset • Credit HP creditor • Debit HP interest in suspense • Credit HP creditor 					
		<ul style="list-style-type: none"> i. Determine HP schedule format and content ii. Prepare HP schedule according to standard format iii. Journalise HP entries 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Knowledge and meticulous in preparing HP schedule 	13 Hours	Demonstration & Observation	
3. Monitor HP status	<ul style="list-style-type: none"> i. HP monitoring status such as: <ul style="list-style-type: none"> • Repayment amount • Financing period • Settlement ii. Purpose of released letter 			11 Hours	Lecture	<ul style="list-style-type: none"> i. Repayment due date confirmed ii. Monthly HP repayment is ensured to be paid within timeline iii. HP schedule updated on monthly basis

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Confirm repayment due date ii. Ensure monthly HP repayment is to be paid within timeline iii. Update HP schedule on monthly basis iv. Obtain release letter from financial institution upon full settlement of HP arrangement 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible and detail in monitoring HP status 	25 Hours	Demonstration & Observation	<ul style="list-style-type: none"> iv. Release letter from financial institution upon full settlement of HP arrangement obtained

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 04.10 Utilize science and technology to achieve goals. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority.	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. Financial institution offer letter 2. HP agreement 3. HP schedule 4. Release letter 5. HP Act 6. Stationery 7. Calculation tool 8. Computer (Window, MS office) 9. Printer	1:1 1:1 1:1 1:1 1:1 1:1 1:1 1:1 1:25

References

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		ACCOUNTING, AUDITING AND TAXATION						
Job Area		ACCOUNTING						
Competency Unit Title		BUSINESS ENTITIES REPORTING						
Learning Outcome		<p>The person who is competent in this CU shall be able to ensure the financial report is prepared according to the appropriate business entities. Upon completion of this competency unit, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify types of business entities 2. Differentiate financial reporting elements in each business entities 						
Competency Unit ID		FB-100-4:2012-C04	Level	4	Training Duration	180 Hours	Credit Hours	18
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify types of business entities	<ol style="list-style-type: none"> i. Types of business entities such as: <ul style="list-style-type: none"> • Sole proprietor • Partnership • Limited Companies • Non-profit organisation • Corporative • Limited Liability Partnerships (LLP) ii. Characteristics of each business entities iii. Function of regulatory body such as: <ul style="list-style-type: none"> • Suruhanjaya Syarikat Malaysia (SSM) 				11 Hours	Lecture	<ol style="list-style-type: none"> i. Types of business entities explained ii. Financial reporting format of each business entity determined 	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Registrar of Society (ROS) • Registrar of Franchise (ROF) • Suruhanjaya Koperasi Malaysia (SKM) 					
		<ul style="list-style-type: none"> i. Identify types of business entities ii. Determine business entity 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Knowledgeable in identifying types of business entities 	25 Hours	Demonstration & Observation	
2. Differentiate financial reporting format for each entity	<ul style="list-style-type: none"> i. Capital and reserve structure for each entities ii. Differences of each entity financial reporting format iii. Financial statement filing procedures 			44 Hours	Lecture	<ul style="list-style-type: none"> i. Capital and reserve structure determined for each entity and reporting format ii. Difference between financial reporting elements compared
		<ul style="list-style-type: none"> i. Determine capital and reserve structure for each entity and reporting format ii. Determine financial statement filing procedures to various authority 		100 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Knowledgeable in differentiating financial reporting format for each entity			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 04.10 Utilize science and technology to achieve goals. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority.	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. Company act 1965	1:1
2. ROS Act	1:1
3. ROF Act	1:1
4. Sole proprietor financial statement format	1:1
5. Partnership financial statement format	1:1
6. Companies account financial statement format	1:1

References

REFERENCES

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		ACCOUNTING, AUDITING AND TAXATION						
Job Area		ACCOUNTING						
Competency Unit Title		COSTING						
Learning Outcome		<p>The person who is competent in this CU shall be able to provide information regarding total cost incurred in producing each product. It also contributes in decision making regarding selling product at the right price and quantity. The personnel who will be competent in this competency must in prior have the following competencies:-</p> <ol style="list-style-type: none"> 1. Gather costing information and documents 2. Prepare standard costing 3. Prepare actual costing 4. Prepare costing variances 5. Calculate Break Even Point 6. Prepare inventory valuation 						
Competency Unit ID		FB-100-4:2012-C05	Level	4	Training Duration	360 Hours	Credit Hours	36
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Gather costing information and documents	<ol style="list-style-type: none"> i. Types of product costing documents such as <ul style="list-style-type: none"> • Product costing requisition form • Inventory price list • Product specification document ii. Classification and behaviour of cost such as: <ul style="list-style-type: none"> • Variable cost • Fixed cost • Direct cost • Indirect cost 				11 Hours	Lecture	<ol style="list-style-type: none"> i. Product costing documents listed ii. Types of product listed in the company product listing confirmed iii. List of item cost identified and explained according to product specification 	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Identify costing documents ii. Confirm types of product listed in the company product listing iii. Identify list of item cost according to product specification iv. Gather product costing information and documents from related department	<u>Attitude:</u> i. Knowledgeable in gathering product costing information and documents	25 Hours	Demonstration & Observation	iv. Product costing information and documents gathered from related department.
2. Prepare Standard Costing	i. Information of standard costing such as: <ul style="list-style-type: none"> • Definition • Function • Elements • Advantages • Limitation • Project Timeline ii. Standard costing calculation for : <ul style="list-style-type: none"> • Direct material • Direct labour • Direct overhead 			32 Hours	Lecture	i. Total product cost prepared according to product specification ii. Fixed cost & variable cost classification identified iii. Standard product costing format and

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Prepare total product cost according to product specification ii. Identify fixed cost & variable cost classification iii. Identify standard product costing format and contents iv. Prepare standard product costing according to standard format	<u>Attitude:</u> i. Detail and meticulous in preparing standard costing	76 Hours	Demonstration & Observation	contents identified iv. Standard product costing prepared according to standard format
3. Prepare actual costing	i. Actual costing calculation for : <ul style="list-style-type: none"> • Direct material • Direct labour • Direct overhead ii. Actual product costing format iii. Cost per unit			22 Hours	Lecture	i. Actual product costing format and contents identified ii. Actual product costing data prepared iii. Cos per unit calculated
		i. Identify actual product costing format and contents ii. Verify actual product costing data iii. Prepare actual product costing according to standard format		50 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 preparing actual costing			
4. Prepare costing variances	i. Definition and the important of costing variance analysis ii. Process of identifying product cost variance <ul style="list-style-type: none"> • Identification of variance • Justification of variance iii. Product costing variance report format and content iv. Actual against standard costing analysis			16 Hours	Lecture	i. Costing variance prepared ii. Actual costing and standard costing analysed
		i. Compare actual product costing against standard costing ii. Analyse actual costing and standard costing iii. Provide justification for favourable and unfavourable variance	<u>Attitude:</u> i. Knowledgeable in preparing costing variances	38 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Calculate Break Even Point	i. Definition of Break Even Point ii. Purpose of Break Even Point iii. Element in calculating Break Even Point such as : <ul style="list-style-type: none"> • Company fixed cost • Variable cost • Selling price • Contribution margin iv. Formula on Break Even Point calculation v. Margin of safety			16 Hours	Lecture	i. Contribution margin calculated ii. Company fixed cost identified iii. Break Even Point calculated iv. Margin of safety calculated
		i. Identify company fixed cost ii. Identify product variable cost iii. Identify product selling price iv. Calculate contribution margin v. Calculate Break Even Point vi. Calculate margin of safety	<u>Attitude:</u> i. Knowledgeable and accurate in calculating Break Even Point	38 Hours	Demonstration & Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
6. Prepare inventory valuation	i. Types of inventory such as <ul style="list-style-type: none"> • Raw material • Work In Progress (WIP) • Finished product ii. Method of valuation such as: <ul style="list-style-type: none"> • First In First Out (FIFO) • Last In First Out (LIFO) • Weighted Average Cost (WAC) iii. Inventory management for Re-order level <ul style="list-style-type: none"> • Economic Order Quantity (EOQ), • Just In Time (JIT) iv. Type of obsolete inventory such as <ul style="list-style-type: none"> • Expired product • Damage/rotten • Outdated v. Policy of inventory obsolete such as: <ul style="list-style-type: none"> • Classification of obsolete inventory 			11 Hours	Lecture	i. Types of inventory determined and explained ii. Valuation method determined and explained iii. Inventory valuation carried out based on selected method iv. Re-order level calculated based on EOQ for raw material and WIP
		i. Determine types of inventory ii. Determine inventory valuation method			25 Hours	Demonstration & Observation

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		iii. Carry out inventory valuation based on selected method iv. Calculate re-order level based on EOQ for raw material and WIP	<u>Attitude:</u> i. Meticulous and accuracy in preparing inventory valuation			

Employability Skills

Core Abilities	Social Skills
04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 04.10 Utilize science and technology to achieve goals. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority.	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. Product costing requisition form	1:1
2. Inventory price list	1:1
3. Product specification document	1:1
4. Company SOP and guidelines	1:1
5. Project timeline	1:1
6. Standard costing format	1:1
7. Manufacturing account	1:1
8. Actual costing format	1:1
9. Costing variance report	1:1
10. Company policy of inventory obsolescent	1:1
11. Stationary	1:1
12. Computer	1:1
13. Calculation tool	1:1
14. Printer	1:25

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SUMMARY OF TRAINING HOURS FOR ACCOUNTING - TAHAP 4

COMPETE NCY UNIT NO.	COMPETENCY UNIT TITLE	WORK ACTIVITIES	GUIDED		TOTAL (HRS)	CREDIT HOURS
			RELATED KNOWLEDGE	RELATED SKILL		
C01	PROPERTY, PLANT AND EQUIPMENT (PPE)	Gather PPE information and documents	7	17	240	24
		Calculate PPE Net Book Value (NBV)	36	84		
		Prepare PPE schedule	29	67		
		TOTAL HOURS	72	168		
C02	FINANCIAL REPORT	Manage Accounts Payable (AP)	11	25	360	36
		Manage Accounts Receivable (AR)	11	25		
		Manage Unclaimed Money	5	13		
		Review bank reconciliation	16	38		
		Review month end financial statement	22	50		
		Incorporate branch financial statement	22	50		
		Prepare Monthly Management Report (MMR)	22	50		
		TOTAL HOURS	109	251		
C03	HIRE PURCHASE	Secure HP financing	2	4	60	6
		Prepare HP schedule	5	13		
		Monitor HP status	11	25		
		TOTAL HOURS	18	42		
C04	BUSINESS ENTITIES REPORTING	Identify types of business entities	11	25	180	18
		Differentiate financial reporting elements in each business entities	44	100		
		TOTAL HOURS	55	125		
C05	PRODUCT COSTING	Gather costing information and documents	11	25	360	36
		Prepare standard costing	32	76		
		Prepare actual costing	22	50		
		Prepare costing variances	16	38		
		Calculate Break Even Point	16	38		
		Prepare inventory valuation	11	25		
		TOTAL HOURS	108	252		
TOTAL					1200	120