

Reference No.

SELF ASSESSMENT GUIDE

Qualification Title:	BOOKKEEPING NC III		
Units of Competency:	<ul style="list-style-type: none"> • Journalize Transactions • Post Transactions • Prepare Trial Balance • Prepare Financial Reports • 		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answers. 			
Can I?	YES	NO	
• Prepare chart of accounts			
• Analyze documents			
• Prepare journal entry			
• Prepare ledger			
• Transfer journal entries			
• Summarize ledger			
• List account titles			
• Transfer balance from the ledger			
• Summarize trial balance			
• Prepare financial statements			
• Analyzes financial statements *			
• Checks policy compliance*			
• Prepares policy compliance report*			
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>			
Candidate's Signature:	Date:		