

Reference No.																				
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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 • Review Internal Control System 		
Instruction: Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
• Prepares/Enters chart of accounts			
• Analyses documents*			
• Prepares journal entry*			
• Prepares Ledger*			
• Transfers/Posts journal entries*			
• Prepares Trial Balance*			
• Prepares Worksheet*			
• Prepares Financial Statements*			
• Journalizes & Posts adjusting and closing entries*			
• Prepares Post Closing Trial Balance			
• Checks policy compliance*			
• Prepares policy compliance report*			
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.			
Candidate's Signature:		Date:	

Note: The Candidate must bring calculator and scissor to be used during the assessment activity and the use of cellphone/smartphone is NOT ALLOWED.