

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Corporate Management

Title	Apply double-entry bookkeeping
Code	108555L2
Range	This unit of competency is applicable in workplaces relevant to the industry's operational management. Practitioners should be able to master the principles of double-entry bookkeeping and effectively applying this skill to accomplish the duty of accounting in accordance with the requirements.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The principles of double-entry bookkeeping)</p> <ul style="list-style-type: none"> • Understand the functions and procedure of bookkeeping. • Understand the principles of double-entry bookkeeping and the books of original entry. <p>2. Performance (Application of double-entry book keeping)</p> <ul style="list-style-type: none"> • Apply double-entry bookkeeping to record the assets, liabilities, transaction items of expenditure and revenue relevant to the automotive industry. • Compile the books of original entry for the automotive industry according to original vouchers, such as: <ul style="list-style-type: none"> ○ Sales journal ○ Purchase book ○ Returns inward journal ○ Returns outward journal ○ Cash book ○ Petty cash book
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioners being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of understanding the principles of double-entry bookkeeping according to the requirements; and • Capable of effectively applying double-entry bookkeeping to accomplish the duty of account entering in accordance with the requirements.
Remark	