

Specification of Competency Standards for the Automotive Industry
Unit of Competency

1. Title	Apply double-entry bookkeeping
2. Code	AUSDFM201A
3. Range	This unit of competency is applicable in workplaces relevant to the industry's operational management. Practitioners should be capable to master the principles of double-entry bookkeeping and effectively apply this skill to accomplish the duty of entering account in accordance with the organisation's requirements.
4. Level	2
5. Credits	6(for reference only)
6. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>6.1 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>6.2 Apply double-entry bookkeeping</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

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to understand the principles of double-entry bookkeeping according to the organisation's requirements; and (ii) Capable to effectively apply double-entry bookkeeping to accomplish the duty of account entering.
8. Remarks	