



Qualification File

Revised Application Documentation: Version 5 /22 May, 2015

NSDA Reference
To be added by NSDA

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

BFSI Sector Skill Council of India

Floor 25, P. J. Towers, Dalal Street, Mumbai – 400 001

Name and contact details of individual dealing with the submission

Name: Rakesh Bhatt

Position in the organisation: Operations Head

Address if different from above

Tel number(s): 022 60600990

E-mail address: rakesh.bhatt@bfsissc.com

List of documents submitted in support of the Qualifications File

1. Validation of Occupational Standards by Industry
2. Approval of QRC
3. Putting up the Occupational Standards in public view and declaration of Standard as NOS
- 4.

QUALIFICATION FILE SUMMARY

Qualification Title	Accounts Executive (Accounts Payable & Receivable)		
Body/bodies which will assess candidates	Confederation of Indian Industries (CII)		
Body/bodies which will award the certificate for the qualification.	BFSI		
Body which will accredit providers to offer the qualification.	BFSI Sector Skill Council of India		
Occupation(s) to which the qualification gives access	Entry level Executive (Accounts Payable & Receivable)		
Proposed level of the qualification in the NSQF.	4 (Level Four)		
Anticipated volume of training/learning required to complete the qualification.	The curriculum has been designed in a way that the theory and the practical aspects can be covered in the duration of 60-75 hrs by training for one to two hours a day for 2 to 3 months.		
Entry requirements / recommendations.	Graduation in Commerce/allied subjects or Diploma in commercial Practice		
Progression from the qualification.	<p>The qualification helps the student to get an entry level job in accounting based on the QP he has gotten trained with. The progression can be through Upskilling to other Qualification Packs during employment. The other QP could be a higher NSQF level say 6, 7, 8 etc.</p> <p>Since the training is for the entry level accounts executive position, the trainee could experience a career growth within the organization by exhibiting continuous Upskilling approaches towards the acquired skill. For ex: from Accounts Executive to Sr. Acc. Exec. to Jr. Mgr. to Sr. Mgr. etc.</p>		
Planned arrangements for RPL.	Not As Yet		
International Comparability	Service Skills Australia : ANZSCO Code : 221112		
Formal structure of the qualification	Accounts Executive (Accounts Payable & Receivable) - BSC / Q 0901		
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
1.BSC / N 0901 (Understanding the Purchase order, Purchase journal, supplier and payment details) 2. BSC / N 0902 (Understanding the customer Purchase order, payment terms, delivery challan and sales journal) 3.BSC / N 0903 (Booking credit purchase in the purchase journal) 4.BSC / N 0904 (Booking credit sales in the sales journal) 5. BSC / N 0905 (Verification of the documents) 6.BSC / N 0906 (Preparation of Payment voucher) 7.BSC / N 0907 (Preparation of mode of payment) 8. BSC / N 0908 (Updating voucher with payment details)	Mandatory	75	4

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