List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Accountancy

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
	Corporate Reporting	
1	Consolidate financial statements of small group of companies.	
2	Prepare cash flow statement.	
3	Compile financial statements, notes and schedules.	
	Taxation	
4	Determine trade income, deductible expenses and capital allowances for submission of tax computation.	
5	Compute assessable income and prepare tax schedules.	
6	Compute deferred taxation.	
	Data Analytics	
7	Extract and clean data.	
8	Prepare data visualisation.	
9	Provide recommendations.	
	Sustainability Reporting	
10	Establish objective and scope of Sustainability report.	
11	Collect data and assess materiality on Sustainability matters.	
12	Prepare Sustainability Report.	
	General	
13	Demonstrate effective workplace communication.	
14	Manage customer/ stakeholder needs and expectations.	
Select one of the following groups:		
	A: Accounts & Taxation	
	Financial Reporting	
15A	Provide Accounts Payable and Account Receivable services.	
16A	Assist in month-end closing activities.	
17A	Prepare Financial Statements.	
	Management Accounting	
18A	Compute Production Cost.	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
19A	Perform Variance Analysis.	
20A	Perform Cost-Volume-Profit Analysis.	
	Cloud Accounting	
21A	Post transactions based on source documents.	
22A	Perform bank reconciliation and prepare month-end journals.	
23A	Generate financial statements for decision making.	
	----OR---	
	B : Audit & Assurance	
	Audit & Assurance	
15B	Assist in planning of the audit.	
16B	Evaluate internal controls to assess effectiveness.	
17B	Perform substantive testing procedures.	
	Advanced Audit & Assurance	
18B	Plan the audit.	
19B	Manage the audit engagement during fieldwork.	
20B	Compile and report on audit engagement.	
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
	Sub-total of Competencies (Company-specific)	

Note:

a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).

b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].

c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.

d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

	Group A			Group B		
	Standard	**Company-Specific**	**Total**	**Standard**	**Company-Specific**	**Total**
Total no. of competencies selected by company for OJT						
Total no. of competencies listed (standard & company specific)						
Percentage of selected competencies						

Completed By:

_____   _____

Name   **Company**

MODULE SYNOPSIS – WSDip in Accountancy

Course Objective

This course equips trainees with the skills, knowledge and professional attributes to perform in-house accounting functions and to prepare financial statements based on financial reporting standards, generate reports for decision making, prepare statutory tax returns and perform audit work in accordance to professional auditing standards.

Modules Synopsis

Financial Reporting
On completion of this module, students will be able to prepare financial statements for small entities in accordance with the Singapore Financial Reporting Standards for Small Entities.

Management Accounting
On completion of this module, students will be able to apply appropriate accounting information, to enable management to formulate plans, control operations and make business decisions.

Audit & Assurance
On completion of this module, students will be able to integrate ethical considerations into the practice audit and assurance, enabling them to conduct audits of financial statements in accordance with the Singapore Standards on Auditing (SSAs) while upholding ethical principles.

Cloud Accounting
On completion of this module, students will be able to perform accounting and financial reporting using cloud accounting software.

Corporate Reporting
On completion of this module, students will be able to prepare financial statements for companies in accordance with the Singapore Financial Reporting Standards.

Advanced Audit & Assurance
On completion of this module, students will be able to apply project management skills with a focus on ethical considerations to effectively manage the entire audit engagement process while engaging internal and external stakeholders.

Taxation
On completion of this module, students will be able to prepare tax computations of tax liability for resident companies in Singapore, understand concepts of deferred taxation and be able to leverage on tax incentives and allowances as tax planning strategies for the companies.

Sustainability Reporting
On completion of the module, students will be able to integrate sustainability principles for financial reporting, and corporate tax considerations. The module also introduces the Environmental, Social and Governance (ESG) framework, and assesses sustainable goals for decision making.

Data Analytics
On completion of this module, students will be able to effectively utilise data analytics techniques to select relevant datasets, analyse them, and create data visualisation dashboards and reports. This will enable them to communicate valuable insights to clients, enhancing their decision-making processes.

Compa y Project
On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

On-the-Job Training
On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function, where appropriate, at the company.

TRAINING PATTERN SCHEDULE

WSDip in Accountancy

Day Release - Trainees attend 1 to 2 days of lessons per week at ITE, with the remaining work-week spent at the workplace for On-the-Job Training.

April'26 Intake	April – June 2026	ITE Vacation (June) 4 weeks	July – September 2026	ITE Vacation (Sept) 2 weeks	October – December 2026	ITE Vacation (Dec) 4 weeks	January – March 2027	ITE Vacation (March) 2 weeks
1st Year Off-JT @ ITE	1 day/week (Wednesday)		1 day/week (Wednesday)		1 day/week (Wednesday)		1 day/week (Wednesday)	

April'26 Intake	April – June 2027	ITE Vacation (June) 4 weeks	July – September 2027	ITE Vacation (Sept) 2 weeks	October – December 2027	ITE Vacation (Dec) 4 weeks	October – December 2028	ITE Vacation (March) 2 weeks
2nd Year Off-JT @ ITE	1 day/week (Wednesday)		1 day/week (Wednesday)		1 day/week (Wednesday)		1 day/week (Wednesday)	

April'26 Intake	April – June 2028	ITE Vacation (June) 4 weeks	July – September 2028	ITE Vacation (Sept) 2 weeks	
3rd Year Off-JT @ ITE	1 day/week (Wednesday)		1 day/week (Wednesday)		**WSDip Programme 2026** **Start: 1 April 2026** **End: 30 September 2028** **Duration: 2.5 years** ⚠️ **Final results release may be later than programme end date**