

Submission Cover Sheet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

This Submission Cover Sheet should be completed and attached to the assessed work of **each** candidate submitted for External Moderation.

Please complete in **BLOCK LETTERS**

Centre number:

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Scheme Code:

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ULN (Unique Learner Number) (if known)

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Candidate's surname or family name: _____

Candidate's first forename: _____

Candidate's second forename (if any): _____

Candidate's date of birth:

DD	MM	YYYY

All work must be fully complete and assessed in the centre before being submitted to the OCR Examiner-Moderator.

Evidence of assessment must be shown on each candidate's work.

Only work that meets all of the required assessment criteria should be submitted for moderation.

Claim Number	State the level qualification submitted: (EL3/L1/L2) (if applicable)		
	Award		Certificate

Tick the unit(s) being submitted at this time only.

Unit																																													
	✓	Unit		✓	For OCR Examiner-Moderator use only: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Unit</th> <th style="width: 20%;">Achieved</th> <th style="width: 20%;">Not Achieved</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> </tbody> </table>								Unit	Achieved	Not Achieved																														
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1		(EL3) Assess myself for work R/506/8967																																											
2		(EL3) Learn about managing money Y/506/8968																																											
3		(EL3) Prepare for and learn from a job interview D/506/8969																																											
4		(EL3) Know how to complete a job search R/506/8970																																											
5		(E3) Provide personal information for employers Y/506/8971																																											
6		(EL3) Know about health and safety in the workplace D/506/8972																																											
7		(EL3) Identify goals for a work placement and complete work related tasks H/506/8973																																											
8		(L1) Understand how to complete a job search K/506/8974																																											
9		(L1) Assess myself for a job M/506/8975																																											
10		(L1) Learn how to manage money T/506/9609																																											
11		(L1) Plan for and learn from a job interview A/506/8977																																											