

Bookkeeping Skills (Manual)

05524 Level 1 Award

Submission Cover Sheet

This sheet should be photocopied in full and used when submitting a learner's work for External Moderation. Please ensure that you use the correct sheet for the qualification towards which credit is intended to count. There is a separate sheet for each qualification.

Centre number:

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Scheme Code:

0	5	5	2	4
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OCR Interchange Claim Number:

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ULN (Unique Learner Number) (if known)

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Please complete in block letters

Learner's surname or family name: _____

Learner's first forename: _____

Learner's second forename (if any): _____

Learner's date of birth:

DD	MM	YYYY

All work must be fully complete before being submitted to the OCR Examiner- Moderator. Centre staff must not assess learners' work – all evidence is to be assessed by the OCR Examiner-Moderator.

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

For centre use

Unit No	Unit Title	Tick if submitted	*Assignment code	Moderator use only			
				T	N	C	Pass/Fail
M1	Preparing & processing bookkeeping documents						
M2	Recording credit transactions						
M3	Making & receiving payments						
M4	Recording receipts and payments						
M5	Maintaining petty cash records						

* From front of assignment booklet

I confirm that all the enclosed evidence was produced unaided by the above learner under the specified assessment conditions.

Tutor/Assessor name (please print)	Tutor/Assessor signature	Date
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OCR Examiner–Moderator signature _____ Date _____