

# Bookkeeping & Accounting Skills

## 05529 Level 2 Certificate

### 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	9
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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
M5	Maintaining petty cash records						
M6	Preparing & recording financial documentation						
M7	Maintaining & reconciling the cash book						
M8	Processing ledger transactions & extracting a trial balance						
M9	Maintaining control accounts						
M10	Maintaining the journal						
C3	Process routine payments & receipts using a computerised system						
C4	Setting up accounting software to manage accounting information						
C5	Carry out stock control processes using a computerised system						

\* From front of assignment booklet

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

<b>Tutor/Assessor name (please print)</b>	<b>Tutor/Assessor signature</b>	<b>Date</b>
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OCR Examiner–Moderator signature \_\_\_\_\_ Date \_\_\_\_\_