

This two-page front 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.

Please complete in BLOCK capitals

Centre number: **Scheme code:**

ULN (Unique Learner Number) if known

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 learner's work.

Only work that meets all of the required assessment criteria should be submitted for moderation. Each submission must include a brief description of the proposed business, as detailed in the assignment booklet.

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

For centre use

Unit number	Level 1 - Unit title	Tick if submitted
1	Understand the personal qualities and abilities for business	
2	Understand the opportunities and risks in running a business	
3	Understand how to market a business	
4	Understand how to make successful deals in business	
5	Understand how to get help and support in business	
6	Understand business planning	
7	Understand how to manage money in a business	
8	Understand enterprise and enterprising skills	

... continued overleaf

For centre use

Unit Number	Level 2 - Unit Title	Tick if submitted
9	Understand the personal qualities and abilities for business	
10	Understand the opportunities and risks in running a business	
11	Understand how to market a business	
12	Understand how to negotiate in business	
13	Understand business planning	
14	Understand business resource and legal issues	
15	Understand how to get help and support in business	
16	Understand how to manage money in a business	
17	Understand enterprise and enterprising skills	

Unit Number	Level 3 - Unit Title	Tick if submitted
18	Understand how to promote business ideas	
19	Understand how to prepare for starting a business	
20	Understand how to find out about business	

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:

For OCR Examiner-moderator use only

Please tick unit numbers moderated Tick to confirm units awarded or cross to indicate units to be deleted.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Examiner Moderator signature:

Date: