



Before issuing an assignment it must be IV'd.

A copy of the IV report for this assignment

OCR LEVEL 1 NATIONALS IN BUSINESS & ICT ► Assignment Front Sheet

Programme: OCR National Certificate in Business & ICT Level 1	
Unit 3: Practical Business Skills	Assessor Name: Fiona Moore
Assignment Title: 4 Business Finance Documents	
Date issued: 17 October 2005	Submission Date: 31 October 2005
Student Name:	

You and **only you** are required to sign that assessment work has been handed in to the person marking your work. When handing it in make sure you hand it to the unit teacher. Other members of staff will not accept work for that unit teacher. It is your responsibility to make sure your work is signed in. If it is not signed in and goes missing then the Business Section and College take no responsibility for it.

Assignment objectives:-	Criteria met
<p>AO4 Investigate the content and layout of standard purchasing documents, including those used for e-commerce, identifying common components of each</p> <p>AO6 Understand the importance of accuracy in business documents and check the accuracy of documents produced</p>	
Tasks: Please see attached assignment	
<p>Grading: -</p> <p>AO 4 Below Pass <input type="checkbox"/> Pass <input type="checkbox"/> Merit <input type="checkbox"/> Distinction <input type="checkbox"/></p> <p>AO 6 Below Pass <input type="checkbox"/> Pass <input type="checkbox"/> Merit <input type="checkbox"/> Distinction <input type="checkbox"/></p>	

Key Skills Evidence	
Communication	
AON	
IT	
WwO	
IOLP	
PS	
External Assessment Method	

Assessor Feedback

Signatures

I confirm that this work and all work related to the assessment of this unit is my own.

Candidate: Date:

Assessor: Date:

Internal Verifier: Date:



OCR Level 1 National Certificate in Business & ICT

Unit 3: Practical Business Skills

Assignment 4: Business Finance Documents (AO4) (AO6)

You will be given an order, an order confirmation, an invoice and a delivery note.

On each one number and label neatly the following, and describe what they are (REMEMBER THAT YOU WON'T FIND ALL OF THESE ON EVERY DOCUMENT):

- 1) the date
 - 2) the customer details
 - 3) the company details
 - 4) the identifier (for example the order number)
 - 5) the payment details
 - 6) the delivery details
 - 7) the product details
 - 8) the prices
 - 9) the VAT
 - 10) the total
 - 11) the deliver costs
 - 12) the terms and conditions
 - 13) the returns policy
-
- 1) Why is it important to check all the documents for accuracy?
(AO6)



OCR Level 1 National Certificate in Business & ICT

Unit 3: Practical Business Skills

WITNESS STATEMENT FOR AO2 AND AO6

STUDENT NAME: _____ has created standard business communications from given information (letter, memo, fax, email) (AO2).

PASS	MERIT	DISTINCTION
Documents have most of the appropriate components	Documents have all of the required components	Documents are mailable and conventions and house style are followed accurately
Support required for the wording of the content	Spell-checked and proof-read independently	Content and layout of documents carefully checked to ensure accuracy.
Spell checked and proof-read with help	Few errors	

Tutor signature: _____

Date: _____