

Single Entry Bookkeeping	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	AK8/1/LQ/001
Ofqual Unit Reference Number:	K/508/1806

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know the role of bookkeeping in supporting financial management.	1.1. Outline how the process of bookkeeping supports financial management.
2. Be able to use the principles of coding for bookkeeping.	2.1. Outline the purpose of the chart of accounts for an organisation. 2.2. Prepare a draft chart of accounts or equivalent.
3. Be able to use the principles of single entry bookkeeping.	3.1. Outline the principles of single entry bookkeeping. 3.2. Prepare a draft cashbook using the single entry bookkeeping method.
4. Understand own bookkeeping needs and areas for development.	4.1. Outline own current needs for bookkeeping. 4.2. List areas for own development in bookkeeping.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed**      This assessment method *must* be used to assess all or part of the unit.

**O = Optional**      This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log/diary		Practice file	