



Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 10: Learn how to manage money



Version 2

Evidence Booklet

Unit 10: Learn how to manage money

Candidate's name (Block capitals) _____

Instructions to candidates

Read the instructions carefully and complete all tasks in this booklet.

Make sure that your writing is clear and legible.

When your evidence booklet is complete, sign and date the following declaration.

I confirm that

- the work in this booklet is my own work
- I have not copied from anyone or any other sources
- I have not allowed anyone to copy my work.

Candidate's signature..... Completion date.....

Centre assessor's name (Block capitals) _____

I confirm that I have read the Introduction for Tutors overleaf.

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that

- all tasks have been completed
- I have marked the work following the evidence requirements
- the work meets the assessment criteria.

Centre assessor's signature.....Completion date.....

(If applicable)

Internal quality assurer's (IQA) name (Block capitals)

I confirm that I have checked this booklet and agree with the assessment decision.

IQA's signature..... Date of quality assurance.....

(If applicable)

Scribe's name(Block capitals) _____

I confirm that I have transcribed the candidate responses using their own words.

Scribe's signature..... **Date**.....

Introduction for tutors

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for Unit 10 of these qualifications.

ASSESSMENT AND QUALITY ASSURANCE

Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks must meet the assessment criteria.

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each answer. Centre assessors must use the OCR evidence requirements for the unit when assessing the work. Tutors should check that there are no gaps in the evidence. Incomplete evidence must not be submitted. The relevant Assessment Criterion (AC) is listed against the title of each Task.

Witness statements **must** be fully completed by the witness (ie tutor, assessor, supervising person). Candidates **must not** complete any part of the witness statements.

Scribed work **must** be annotated with the scribe's initials. If candidates require a scribe, further guidance can be found in the JCQ document: *Access Arrangements, Reasonable Adjustments and Special Consideration 2014-2015*. The application form for reasonable adjustments is available to download from the JCQ website: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-vq-ia>

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook which is available to download from the OCR website: www.ocr.org.uk

SUBMITTING EVIDENCE

Answers should be individual to the candidate and his/her own work. Staple together the tasks in numerical order. Do not submit evidence booklets in folders or plastic pockets. Do not submit group coursework, handouts or downloads.

All evidence submitted must be legible. If evidence is scanned for electronic submission, please ensure that the scanned copy is clearly legible and that pages are in the correct sequence and orientation. Declarations on the front sheet **must** be signed and dated; a 'typed' signature is not acceptable.

A Candidate Submission Sheet must be completed in line with OCR Administration Guide. The sheets are available to download from the qualification pages on the OCR website: www.ocr.org.uk

Please note that OCR is unable to return candidate work to centres, so centres may wish to take a copy before submitting evidence.

FEEDBACK TO CENTRES

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

KEEPING UP-TO-DATE

Occasionally OCR may up-date these booklets and assessment guidance. Please refer to the relevant qualification page on our website: www.ocr.org.uk for the most up-to-date version.

Task 1a (AC 1.1)

There are many financial documents that people may come across.

Examples of financial documents:

- bank statements
- wage slips
- credit card statements
- receipts and invoices
- utility bills
- mobile phone bills.

Explain why you receive financial documents.

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Task 1b (AC1.2)

Of these financial documents the Bank Statement and Wage Slip contain many key terms that you need to understand.

Identify **four** key terms that you find on each one and define it.

Wage Slip

Key term	What does this term mean?
1	
2	
3	
4	

Bank Statement

Key term	What does this term mean?
1	
2	
3	
4	

Task 2a (AC2.1)

Outline why it is important to have a current account when you start earning an income.

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Task 2b (AC2.2 and 2.3)

You need to open a bank account. Complete the table to identify some of the key steps.

Research different accounts	→	Why should you do this?
Interview at the bank	→	List two things you will need to take with you: 1 2
What happens next?	→	List two things that the bank will do next: 1 2

Task 3a (AC3.1)

What does the term **income** mean?

.....

.....

List **three** sources of income:

- 1.....
- 2.....
- 3.....

Task 3b (AC3.2)

What does the term **expenditure** mean?

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List **three** sources of expenditure:

- 1.....
- 2.....
- 3.....

Task 3c (AC3.3)

Explain what you could do with a **surplus** between your income and expenditure.

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Task 3d (AC3.4)

Complete the table explaining the **advantages** and **disadvantages** of paying using the different methods given.

Product and payment method	Explain an advantage of using this payment method	Explain a disadvantage of using this payment method
A tablet (e.g. iPad) – paid by store card		
A car – paid by bank loan		

Task 3e (AC 3.5)

Complete the table below, for this example of purchasing a smartphone.

		Advantages	Disadvantages
Method 1	Paying for the smartphone up front, and purchasing Pay as You Go vouchers		
Method 2	Getting a contract for the smartphone for a monthly charge		
Which method would you choose?			
Why would you choose this method?			

Which method of payment (for Task 3e) would you choose and why?

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Task 4a (AC 4.1)

Debt is a big problem in modern society. Examples of how people get into debt are:

- *Spending more than you earn*
- *Gambling with money you can't afford to lose*
- *Not fully understanding how interest payments work on a loan*

Outline **two** problems that debt can cause to the individual.

1.....

.....

2.....

.....

Outline **two** problems that debt can cause to the family.

1.....

.....

2.....

.....

Task 4b (AC 4.2, 4.3 and 4.4)

Who can individuals or families turn to for advice about debt problems?

Identify **two** sources of debt advice, outline how they can help you and how you access their services.

Source of debt advice 1:

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How can they help you?

.....

.....

How can you access this help?

.....

.....

Source of debt advice 2:

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How can they help you?

.....

.....

How can you access this help?

.....

.....

Task 5 (AC 5.1)

Give **two** reasons why a good credit rating is important to an individual:

1.....
.....
.....

2.....
.....
.....

The Qualification Numbers (QN) for these qualifications are:

OCR Award in Employability Skills Entry Level 3 – 601/5339/8

OCR Award in Employability Skills Level 1 – 601/5341/6

OCR Award in Employability Skills Level 2 – 601/5343/X

OCR Certificate in Employability Skills Entry Level 3 – 601/5340/4

OCR Certificate in Employability Skills Level 1 – 601/5342/8

OCR Certificate in Employability Skills Level 2 – 601/5344/1

The Unit Reference Number for this unit is:

Unit 10: Learn how to manage money T/506/9609

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