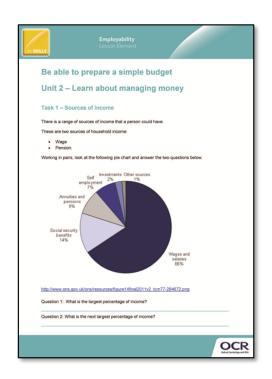


## Be able to prepare a simple budget

## Unit 2 – Learn about managing money

### Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Be able to prepare a simple budget', which supports OCR Awards and Certificates in Employability Skills Unit 2 – Learn about managing money.



**Associated files** 

Lesson Element - Be able to prepare a simple budget

**Expected duration:** 

Task 1 - 50 minutes

Task 2 - 1 hour

Task 3 - 50 minutes



#### **Employability** Lesson Element

#### Task 1 - Sources of income

Explain to the learners that there is a range of sources of income that a person could have.

Write the following two sources of income on the whiteboard:

- Wage
- Pension.

Ask the learners to look at the pie chart in their activity booklet. Ask them to answer these two questions.

- 1. What is the largest percentage of income?
- 2. What is the next largest percentage of income?

Ask the learners to work in small groups to discuss and produce a mind map of the group's own household sources of income.

Ask them to decide upon the group's four most common sources of household income and write these in the diagram provide in their activity booklet.

Ask the learners to feedback this information to the rest of the class.

### Task 2 – Outgoings

Explain to the learners that 'outgoings' means money going out or money is being spent.

Write the following list of a person's common outgoings on the whiteboard:

- Travel
- Food
- Toiletries
- Rent or Mortgage
- Council tax.

Ask the learners to work in small groups to discuss people's outgoings. Ask them to record the information in a spider-diagram. Ask them to feedback their ideas to the rest of the class.

Ask the learners to consider their own outgoings and to complete the 'My outgoings' table in their activity booklet.



# **Employability**Lesson Element

### Task 3 – Simple budgeting

Explain to the learners that, to be good at managing money, it is important to work out income, outgoings and money left over.

Write the following on the whiteboard:

Total income - Total spending = Money left over

Explain that if the money left over is a minus number then this means over-spending has happened.

Give each of the learners a copy of Sarah's weekly budget planner and ask them to calculate total outgoings, total income and money left. Ask them to identify whether Sarah has over-spent.

Veekly Budget Planner		Name: Sarah Smith		
Outgoings				
Rent/Mortgage	£ 20.00	Income		
Council tax	£	Wages	£ 110.00	
Gas	£ 10.00	Money from mum	£ 20.00	
Electricity	£ 10.00	Total Income		
Water	£			
Phone	£ 15.00	Money left		
Credit card	£	Total income = £		
Loans	£	Total income – £		
Insurance	£	minus	minus	
Savings	£	T		
Travel	£ 12.00	Total outgoings = £	Total outgoings = £	
Food	£ 20.00	equals		
Childcare	£	-		
Going out	£ 18.00	Money left = £		
Toiletries	£ 5.00			
Sport	£ 5.00			
Car maintenance and petrol	£			
Clothes	£ 15.00			
Birthday presents	£ 10.00			
Other	£			
Total spending	£			





# **Employability**Lesson Flement

Ask the learners to complete a budget plan of their own, making use of the 'My outgoings' table that they completed in Task 2. Ask them to identify if they have money left over each week or if they are over-spending.

LO6 Problem solving for a set of data variance and standard deviation

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