

PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Level 1

Unit 8: Learning to be financially capable

EVIDENCE BOOKLET

CANDIDATE'S NAME

The work that you submit for assessment must be your own. You must not copy from someone else or allow someone else to copy from you.

I confirm that this is all my own work.

Candidate's signature Date

CENTRE ASSESSOR'S NAME

I confirm that I have read the Introduction to 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 I have marked this work and consider that it meets the assessment criteria.

Centre assessor's signature Date

INTERNAL MODERATOR'S NAME (if applicable)

Internal moderator's signature Date

SCRIBE'S NAME (if applicable)

Scribe's signature Date

Please note:

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for all units of this qualification.

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. Please contact OCR for further guidance.

The assessment criterion/criteria (AC) are shown for each task throughout this booklet.

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each marking point. Centre assessors should refer to the marking guidance for the unit when assessing the work.

Tutors should check that there are no gaps in the evidence. Incomplete evidence should not be submitted. Scribed work should be annotated with the scribe's initials.

If evidence is not to the required standard then alternative evidence should be substituted. If alternative evidence is submitted then this should be noted on the evidence checklist (available on our website www.ocr.org.uk).

Do not submit the evidence in folders or plastic pockets but staple together the evidence sheets in an appropriate order. Do not submit group coursework, handouts or downloads (unless these are required to meet an assessment criteria).

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

The QCA Accreditation Numbers for these qualifications are:

OCR Entry Level 3 Award in Personal Life Skills – 600/2370/3
OCR Scheme Code: 10273

OCR Entry Level 3 Certificate in Personal Life Skills – 600/2371/5
OCR Scheme Code: 10274

OCR Level 1 Award in Personal Life Skills – 600/2372/7
OCR Scheme Code: 10275

OCR Level 1 Certificate in Personal Life Skills – 600/2373/9
OCR Scheme Code: 10276

OCR Level 2 Award in Personal Life Skills – 600/2374/0
OCR Scheme Code: 10277

OCR Level 2 Certificate in Personal Life Skills – 600/2375/2
OCR Scheme Code: 10278

The QCA Accreditation Number for this unit is:

Unit 8: Learning to be financially capable J/502/2861

This OCR evidence booklet remains live for the life of this qualification. Occasionally OCR may up-date the information within this booklet. Please refer to the updates section of the relevant qualifications on our website: www.ocr.org.uk for details regarding amendments made to this booklet.

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Task 1

AC 1.1

Suggest **one** way of making money:

Give **one** example of a product or service that you might buy on a regular basis:

Give **one** example of a product or service that you might buy for a special occasion or purpose:

Give **one** example of how you might save up money:

Give **one** example of how you might borrow money:

Give **one** example of how you might gamble with your money:

Task 2

AC 1.2

Choose **two** financial services and describe how each might play an important part in your life.

1. is a financial service that is important because:

2. is a financial service that is important because:

Task 3

AC 1.3

Choose **one** financial service from Task 2 and identify a potential risk when using that financial service.

Chosen financial service is:

A potential risk when using this financial service is:

Using the remaining financial service from Task 2, identify a potential reward or benefit that can be gained when using that financial service.

Chosen financial service is:

A potential reward or benefit that can be gained when using this financial service is:

Task 4

AC 1.4

Using the table below, identify **three** different payment methods and identify **one** advantage and **one** disadvantage of using each payment method.

Payment method	An advantage of using this method	A disadvantage of using this method

Task 5

AC 1.5

Briefly describe **one** of your personal aspirations.

Explain how money might help you achieve this personal aspiration.

Task 6

AC 2.1, 2.2

Identify **four** different groups of people, each of which is eligible for a state benefit. Complete the table below.

Group of people who qualify for a state benefit	State benefit that applies to this group of people	How might this group of people gain from this state benefit?
1.		
2.		
3.		
4.		

Task 7

AC 3.1, 3.2, 3.3, 3.4

How much is your income for a typical week?

£

In the table below, write down the cost of **six** different items or services that you will need to purchase during the week either for work, for a course or in your personal life. Add up the total.

Items to be bought	Cost of each item
Total cost	

Without using any savings or loans, will you have enough money to pay for all these items or services from your weekly income?

Yes No

If you have enough weekly income to pay for all these items what could you do with any surplus?

What might you do if you did not have enough weekly income to pay for all these items?

Sometimes you might have one item or service that you pay for regularly but not every week. Identify **one** item that applies to you:

How frequently do you pay for this item?

How might you make sure that when the time comes you can pay for this item?

Task 8

AC 4.1, 4.2

Complete the tables below to identify **two** types of financial documents, the **purpose** of each document and **four examples of information** that would be found on each of the documents.

Document 1

This financial document is:

The purpose of this document is:

Four pieces of information found on this document	
Information This information is important because:	Information This information is important because:
Information This information is important because:	Information This information is important because:

Document 2

This financial document is:

The purpose of this document is:

Four pieces of information found on this document	
Information This information is important because:	Information This information is important because:
Information This information is important because:	Information This information is important because:

Task 9

AC 5.1

Candidates should demonstrate making and checking payments. Ideally the candidate should use cash for payment 1 and a credit or debit card for payment 2. The situations may be real or simulated. In both situations the candidate must purchase at least **two** items.

WITNESS STATEMENT for Task 9 (To be completed by a teacher/tutor/workplace supervisor for the observation of payments)

Payment 1 - CASH

What two items did the candidate pay for?	1
	2
Did the candidate check the amounts/total before making a payment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the payment made correctly? (eg correct procedures were followed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other comments?	
Signature of the witness:	
Role of the witness:	Date:

Witness Statement

WITNESS STATEMENT for Task 9 (To be completed by a teacher/tutor/workplace supervisor for the observation of payments)

Payment 2 - CREDIT OR DEBIT CARD PAYMENT (the use of a credit or debit card can be simulated)

What two items did the candidate pay for?	1
	2
Did the candidate check the amounts/total before making a payment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the payment made correctly? (eg correct procedures were followed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other comments?	
Signature of the witness:	
Role of the witness:	Date:

Task 10

AC 5.2, 5.3

Give **two** examples of financial accounts.

- 1.
- 2.

Using **one** of your examples of a financial account, identify **at least three steps** that would be involved in opening the account.

Chosen example of a financial account:

Step 1



Step 2



Step 3



Step 4

Task 11

AC 6.1, 6.2

Describe **three** ways in which people can get into debt.

1.

2.

3.

Describe how getting into debt might affect either an individual or their family.

1.

2.

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Vocational qualifications

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Version 1

Level 1 - Unit 8 - Learning to be financially capable

