

PERSONAL LIFE SKILLS

10273/10274/10275/10276/10277/10278

Entry Level 3

Unit 7: 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 7: Learning to be financially capable Y/502/1293

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, 1.2, 1.3, 1.4

Give **four** examples of how you might use money.

You can use money to:

- 1.
- 2.
- 3.
- 4.

Tick **one** of the following which is most likely to be a financial risk:

- saving money in a bank
- betting on a horse
- renting a DVD
- taking out a mobile phone contract
- taking out holiday insurance

Tick **one** of the following which is an example of a financial reward

- paying for a holiday
- paying interest on your credit card
- receiving interest on a savings account
- buying a lottery ticket
- insuring your mobile phone

Choose from the words below to fill in the gaps in the following sentences.

Use each option only once.

cash	a cheque	a voucher	a store card
a credit card	a debit card	a coupon	direct debit from a bank account

You might use to buy a packet of washing powder from the supermarket.

You might use to pay for an expensive coat from a large shop.

You might use to pay for a haircut.

You might use to pay for a monthly mobile phone contract.

Money can help you achieve your personal aspirations.

What is one of your personal aspirations?

How might money help you achieve this personal aspiration?

Task 2

AC 2.1, 2.2

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

Group of people who might gain from 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.		

Task 3

AC 3.1, 3.2, 3.3

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

Task 4

AC 4.1, 4.2

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

Financial document	Purpose of this document	Four pieces of information found on this document	
1.			
2.			

Task 5

AC 5.1

Candidates must make two payments (real or simulated).

WITNESS STATEMENTS for Task 5 (To be completed by a teacher/tutor/workplace supervisor for the observation of payments)

Payment 1

What did the candidate pay for?	
How did the candidate make this payment?	
Was the payment made correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other comments?	
Signature of the witness:	
Role of the witness:	Date:

Payment 2

What did the candidate pay for?	
How did the candidate make this payment?	
Was the payment made correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other comments?	
Signature of the witness:	
Role of the witness:	Date:

Task 6

AC 5.2

Candidates should demonstrate an understanding of how to use a basic financial document.
The candidate should have the opportunity to use **one** basic financial document that they have identified in Task 4.

Witness
Statement

WITNESS STATEMENTS for Task 6 (To be completed by a teacher/tutor/workplace supervisor for the observation of payments)

What financial document did the candidate use?	
How did the candidate use this financial document?	
Was the financial document used correctly?	
Any other comments?	
Signature of witness:	
Role of the witness:	Date:

Task 7

AC 6.1, 6.2

Identify **two** ways in which people can get into debt.

1.

2.

A friend of yours is in debt. State **two** problems this might cause your friend or their family.

Problem 1.

Problem 2.

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OCR customer contact centre

Vocational qualifications

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