

# Evidence Booklet

## OCR Certificate in Employability Skills

00017/00018/00019/10178/10179/10180

Unit 10: Learning to be financially capable

### Level 1

Candidate's name.....*Stewart Dobbs*.....

**The work 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 signature.....*S Dobbs*..... Date.....*27/10/11*.....

Centre assessor's name..... *Jonathon Matthews* .....

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 I have marked this work and consider that it meets the assessment criteria.

Centre assessor's signature..... *J Matthews*..... Date.....*28/10/2011*.....

(If applicable)

Internal moderator's name.....

Internal moderator's signature..... Date.....

(If applicable)

Scribe's name.....

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

**Please note:**

**Introduction for tutors**

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.**

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comments 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](http://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).

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](http://www.ocr.org.uk) for details regarding amendments made to this booklet.

**The QCA Accreditation Numbers for these qualifications are:**

OCR Award in Employability Skills Entry Level 3 – 501/1245/4

OCR Award in Employability Skills Level 1 – 501/0727/6

OCR Award in Employability Skills Level 2 – 501/1064/0

OCR Certificate in Employability Skills Entry Level 3 - 500/6078/8

OCR Certificate in Employability Skills Level 1 - 500/6055/7

OCR Certificate in Employability Skills Level 2 - 500/6056/9

**The QCA Accreditation Number for this unit is:**

Unit 10: Learning to be financially capable      J/502/2861

This OCR evidence booklet remains live for the life of this qualification.

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## Task 1

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### Assessment Criterion: 1.1

Suggest **one** way of making money.

..... [Having regular paid employment](#)

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

..... [Mobile phone pay-as-you-go top up](#)

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

..... [Buying a new laptop](#)

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

..... [Paying regular amounts each month into a building society account](#)

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

..... [Taking out a student loan whilst at university](#)

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

..... [Buying lottery scratch cards](#)

## Task 2

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### Assessment Criterion: 1.2

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

1 .....**Insurance** ..... is a financial service that is important because

*it will help me to claim for any financial loss if I am insured against it, eg repairs to my car if I have had an accident*

2 .....**A pension scheme** ..... is a financial service that is important because

*it will help me to save over a long period of time so that I will have some income as a pension when I retire*

## Task 3

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### Assessment Criterion: 1.3

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

Chosen financial service is: ...**Insurance** .....

A potential risk when using this financial service is: ..... *that I will have to pay the first £250 of any claim if my car is damaged in an accident and if it was my fault I may lose my no claims bonus*

.....

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 pension scheme** .....

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

*that I will get a tax benefit on my payments into the scheme and the amount I have invested should grow over the long period*

## Task 4

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### Assessment Criterion: 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
Cash	Quick for buying smaller items	Might be stolen.
Credit card	It provides some protection for the purchaser	The monthly interest rates can be high.
Direct debit from bank account	Sometimes there are discounts if you pay bills this way	You always need to have enough in your bank account.

## Task 5

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### Assessment Criterion: 1.5

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

I would like to be able to buy a flat of my own in the next few years

Explain how money might help you achieve this personal aspiration.

I will need regular paid employment to save up for the deposit using a building society regular saver account, then I need to be earning enough to get the loan and make the repayments.

## Task 6

### Assessment Criteria: 2.1, 2.2

Identify **four** different groups of people, each of which is eligible for a state benefit, and 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. Retired people	State pension	It helps people who don't work any more to pay their bills.
2. Parents of children under the age of 16	Child Benefit	This benefit helps towards the expense of bringing up children.
3. People who are out of work but actively looking for work	Job Seekers Allowance	It provides financial support while you are looking for work. It's based on how much National Insurance you have paid in the last two tax years.
4. Someone (over 16 years old) who cares for a disabled person more than 35hrs a week	Carer's Allowance	It provides financial support to someone who provides care for someone who is disabled.

## Task 7

**Assessment Criteria: 3.1, 3.2, 3.3, 3.4**

How much is your income for a typical week?

£ 255

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
Weekly travel pass	£14.00
Mobile phone pay-as-you-go top up	£10.00
Supermarket shopping	£56.00
Cinema ticket	£5.50
Snacks	£8.00
Magazines	£3.50
<b>Total cost</b>	<b>£97.00</b>

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?

I would need to save at least £50 each week to put towards my rent that has to be paid on the 1<sup>st</sup> of every month

.....

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

I would have to look at what I am spending each week and cut back on some 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.

Car insurance .....

How frequently do you pay for this item?

It is an annual policy but I pay it by monthly direct debit payments

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

I transfer an amount each week from my current account into another bank account that I then use to pay the direct debit

.....

## Task 8

### Assessment Criteria: 4.1, 4.2

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

#### Document 1

This type of financial document is ..... a pay slip

The purpose of this document is .....provides written confirmation of my pay and deductions

Four pieces of information found on this document	
<p>Information .....my payroll number</p> <p>This information is important because:</p> <p>So that if there is a query I can quote my payroll number should I need to contact my employer</p>	<p>Information .....my national insurance number</p> <p>This information is important because:</p> <p>So that if there is a tax query I quote my NI number should I need to contact HM Revenue</p>
<p>Information .....my pay before deductions</p> <p>This information is important because:</p> <p>So that I can check that I am getting the right amount of pay</p>	<p>Information ..... my deductions</p> <p>This information is important because:</p> <p>So that I can check that I am being deducted the right amounts for things like income tax and national insurance contributions</p>

**Document 2**

This type of financial document is .....my bank statement

The purpose of this document is .....gives details of the money I have in my account

<b>Four pieces of information found on this document</b>	
<p>Information .....my Current balance</p> <p>This information is important because:</p> <p>So that I can check if I am overdrawn or what I still have available</p>	<p>Information .....my account number</p> <p>This information is important because:</p> <p>So that if there is a query I can provide this information when I contact the bank</p>
<p>Information ..... a record of any income paid in</p> <p>This information is important because:</p> <p>So that I can check that my pay and any other deposits have gone into my account</p>	<p>Information ..... a record of any payments made from my account</p> <p>This information is important because:</p> <p>So that I can check that all my standing orders and direct debits have been paid</p>

## Task 9

### Assessment Criterion: 5.1

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

### WITNESS STATEMENTS for Task 9

#### Payment 1 - CASH PAYMENT

What two items did the candidate pay for?	<ol style="list-style-type: none"> <li>1. <i>Mobile phone top up</i></li> <li>2. <i>One day travel card</i></li> </ol>
Did the candidate check the amounts/total before making a payment?	<input checked="" type="radio"/> YES NO
Was the payment made correctly? (eg correct procedures were followed)	<input checked="" type="radio"/> YES NO
Any other comments? <i>The candidate seemed familiar with this kind of transaction</i>	
Signature of the witness : <i>J Matthews</i> Role of the witness : <i>Course tutor</i> Date : <i>13/10/2011</i>	

**Payment 2 - CREDIT OR DEBIT CARD PAYMENT**

What two items did the candidate pay for?	1. <i>Ticket for the cinema</i> 2. <i>A CD from Amazon</i>
Did the candidate check the amounts/total before making a payment?	<input checked="" type="radio"/> YES   NO
Was the payment made correctly? (eg correct procedures were followed)	<input checked="" type="radio"/> YES   NO
Any other comments? <i>The candidate was aware of the security issues and understood how to provide the information eg card number, expiry date, security code etc</i>	
Signature of the witness : <i>J Matthews</i> Role of the witness : <i>Course tutor</i> Date : <i>13/10/2011</i>	

## Task 10

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### Assessment Criteria: 5.2, 5.3

Give **two** examples of financial accounts.

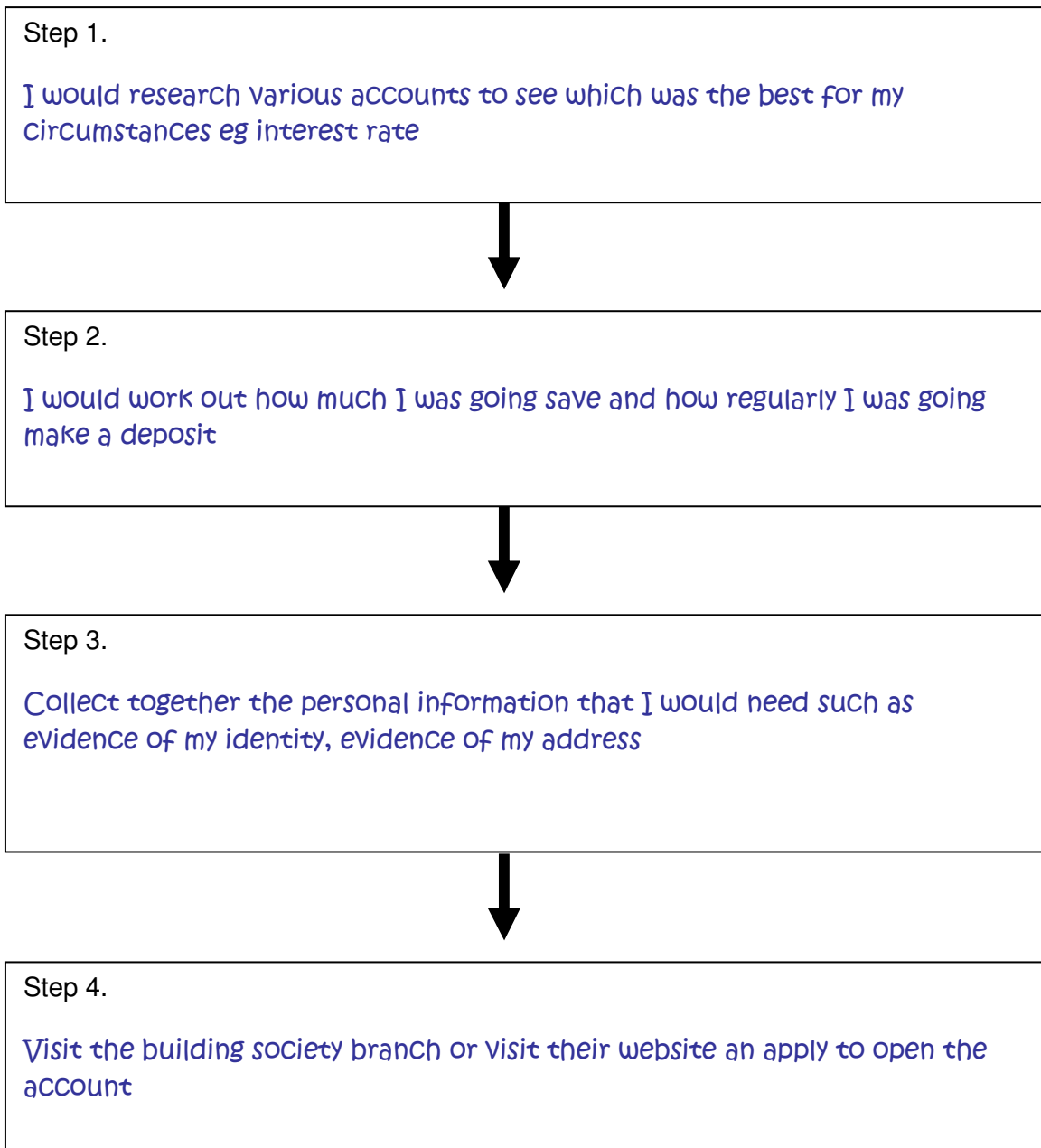
1 .....a bank account

2 .....a building society savings account

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:

..... a building society savings account .....



## Task 11

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### Assessment Criteria: 6.1, 6.2

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

1 .....when you spend more money than you earn and end up owing a lot on  
credit cards

2 .....borrowing money that you can't repay in time and have to pay more  
interest on the loan

3 .....when you buy too many scratch cards that you can't afford  
.....

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

1 .....If you can't keep up your mortgage repayments your house may be repossessed  
.....

2 .....You may start suffering from stress or depression and this might affect  
your relationships with friends and family .....  
.....