



MYBNK

# MONEY WORKS

**MAKE MONEY WORK FOR YOU!**

# WORKBOOK

**NAME:** .....

**D.O.B:** .....

## DECLARATION OF AUTHENTICITY

This declaration must be completed and signed by the learner and countersigned by the trainer and covers all evidence submitted for moderation.

Learner Name	
Qualification Title	Personal Money Management
Delivered by:	MyBnk

### Learner statement of authenticity

**Before signing please read the guidance on page 2 of this form.**

I confirm, that the attached assignment / portfolio is all my own work<sup>1</sup> and does not include any work completed by anyone other than myself. I have completed the assignment / portfolio in accordance with the Awarding Bodys' instructions and within the time limits set by my centre.

Signature		Date	
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### End of Accreditation Questionnaire

Please give your scores for each point below.

1=Excellent, 2= Good, 3=Satisfactory, 4=Poor, 5=Unacceptable

	1	2	3	4	5
Have you been made fully aware of the content and requirements of the ABC qualification?					
Are the resources (materials, tasks set, facilities, staffing) supporting this course sufficient and appropriate?					
How do you feel the centre has organised/delivered the course?					
Have you had adequate tutor support/contact time?					
Was the assessment process clearly explained?					
Did you receive feedback following each assessment?					

<sup>1</sup> Unless otherwise stated e.g. for some entry level qualifications, learners can work together but should identify sections which are their own work.



## Guidance for Learners

You have been asked to sign this Declaration of Authenticity and place it at the front of your portfolio or course work assessment. It confirms that the work you have submitted for assessment is your own and that you have not copied it from someone else or allowed another learner to copy it from you.

When preparing any course work it is good practice to undertake research using information from published sources. If you quote directly from these sources then this must be indicated in your work by using quotation marks and/or referencing the document from which the quotation/image was taken.

**You must then comment in your own words/practice on any ideas expressed/developed as a result.**

Assessors, internal verifiers and the Awarding Body's external moderators are subject specialists who can spot the use of published materials that may be passed as your own words or ideas.

If you do copy words/images from a published source and do not indicate their reference you will be committing plagiarism. This is considered a form of cheating and may result in your assessment being declared void.

## Appeals / Remarking

All our learners have the right to appeal any decision made by MyBnk on the outcome of this portfolio. The appeals process will mean:

The trainer who first marked your work will relook at the portfolio. If they think their decision is correct, you can ask to escalate the issue. If you do:

- Someone other than the trainer you worked with will remark the book
- A senior member of the education team at MyBnk will check this remarking and make a decision
- You will be informed within 28 days of the request to escalate the appeal.

If you feel the mark you receive for this portfolio is incorrect, or you would like to request a remarking of your work, please send an email to [info@mybnk.org](mailto:info@mybnk.org).

## Trainer confirmation of authenticity

On behalf of MyBnk, I confirm that the above mentioned learner, to the best of my knowledge, is the sole author of the completed assignment / portfolio attached, and the assessments have been completed under the required conditions.

Signed		Date	
Name			
Title			

## Level 4 Award in Personal Money Management

Course Name: Money Works

Learner Name:

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

### Personal Money Management

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference (MW Booklet page no.)	Date Completed	Comment
<b>1.1</b> Identify costs associated with living independently <b>1.2</b> Set personal goals and identify steps they can take to improve their financial situation	Household costs  Money Metaphor / My money goals	1.1 (P.12)  1.2 (P.6&7)		
<b>2.1</b> Identify different sources of income <b>2.2</b> Identify deductions from pay slips <b>2.3</b> Prepare a personal budget prioritising spending in line with their needs and wants	Sources of income Wage slip Worksheet My Current Budget	2.1 (P.8) 2.2 (P.11) 2.3 (P.9 & 10)		
<b>3.1</b> Identify key differences between a current and a savings account <b>3.2</b> Identify the difference between interest on savings and interest on borrowing <b>3.3</b> Define different forms of payment methods identifying when they might be used	Banking worksheet  Banking Worksheet  Bingo worksheet	3.1 (P.13)  3.2 (P.13)  3.3 (P.14)		
<b>4.1</b> Describe three forms of borrowing <b>4.2</b> Differentiate between priority and non-priority debt <b>4.3</b> State two actions that can be taken if in debt	Borrowing Worksheet Borrowing Worksheet  Borrowing Worksheet	4.1 (P.15) 4.2 (P.15)  4.3 (P.15)		

**TUTOR COMMENTS:**

**Name:**

**Signature:**

**Date:**

**If chosen for sampling, Internal/External Moderators must complete the following:**

**INTERNAL MODERATOR COMMENTS:**

**Name:**

**Signature:**

**Date:**

**EXTERNAL MODERATOR COMMENTS:**

**Name:**

**Signature:**

**Date:**

# MY MONEY PROMISES



Something I want to **stop doing**

(A money habit that is holding me back)

.....

.....

.....



Something I want to **start doing**

(A new money habit that will take me forward)

.....

.....

.....



Something I want to **continue doing**

(A good money habit I already have)

.....

.....

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# MY MONEY GOALS

My overall  
money goal is...



.....

.....

.....

What am I  
going to do?

How will I do this /  
how will this help  
me get to my goal?

But when do you  
want to achieve this  
money goal?

STEP  
1

.....

.....

.....

STEP  
2

.....

.....

.....

STEP  
3

.....

.....

.....

STEP  
4

.....

.....

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# SOURCES OF INCOME



Write down 8 different sources of income using the boxes below.



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# MY CURRENT BUDGET



1. Thinking about the money you get every week OR month, fill out the table below:

## MONEY COMING IN

WEEKLY   
MONTHLY

Benefits

Wages (from work)

Total income

To convert monthly amounts to weekly amounts:

£ monthly  $\times 12 \div 52$

To convert weekly amounts to monthly amounts:

£ weekly  $\times 52 \div 12$

### TIP

Use weekly or monthly amounts - don't mix them up!



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# CONTINUED...



2. Thinking about the money you spend every week  
OR month, fill out the table below:

## MONEY GOING OUT (Outgoings)

WEEKLY   
MONTHLY

Rent	.....
utility bills: water, gas, electricity	.....
Council tax	.....
Travel	.....
Mobile phone	.....
Shopping for food and household stuff	.....
.....	.....
.....	.....
.....	.....
.....	.....
Total outgoings	.....

Some of your  
outgoings  
may be:

- TV Licence
- Cigarettes
- Clothes

If you take away (-) your total outgoings from your  
total income, do you have any money left over?

.....	-	.....	=	.....
Total income		Total outgoings		TOTAL

My top needs:

.....  
.....  
.....

My top wants:

.....  
.....  
.....



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# WAGE SLIP DEDUCTIONS



Name two deductions and explain why they were taken

## PAY SLIP



Name <b>Kieran Wilkes</b>			Company <b>Alpenna Inc</b>		
Date <b>26/05/20</b>	Month <b>3</b>	Employee Number <b>62211</b>	NI Number <b>SK 19 45 30 A</b>	NI Code <b>A</b>	Tax Code <b>S1250L</b>
Hours per week <b>37.5</b>	Rate <b>£15,000 PA</b>	Pension <b>5%</b>	<b>PENSION DEDUCTIONS      £36.50</b>		
<b>GROSS MONTHLY PAY      £1,250.00</b>					
			<b>TAX      £32.65</b>		
			<b>STUDENT LOAN      £0.00</b>		
			<b>NI      £55.00</b>		
			<b>NET PAY      £1,128.85</b>		
Gross to Date <b>£3,750.00</b>	NI to Date <b>£165.00</b>	Tax to Date <b>£97.95</b>			

Deduction 1

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Deduction 2

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# HOUSEHOLD COSTS



Write down 10 household costs using the boxes below.



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# BANKING



**APR**

This type of interest is...

.....

.....

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.....

**AER**

This type of interest is...

.....

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Identify the key differences between:

**Current Account**

**Savings Account**

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# WAYS TO PAY



Write down 6 methods of payment. For each one, explain what they are and where you can use them.

Blank writing box with a dotted line for the first line.

Blank writing box with a dotted line for the first line.

Blank writing box with a dotted line for the first line.



Blank writing box with a dotted line for the first line.

Blank writing box with a dotted line for the first line.

Blank writing box with a dotted line for the first line.



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# BORROWING AND DEBT



Describe three forms of borrowing

1.

2.

3.



PRIORITY DEBTS



NON-PRIORITY DEBTS

Two things you could do if you are in debt:

1.

2.



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## Witness Statement

### Student details

Name:

Venue:

MyBnk Trainer:

### Criteria

Please outline set criteria:

### Statement

Please explain how the students have met the highlighted criteria  
(Please continue onto a separate sheet if necessary)

Trainer Signature

Date:



