



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 tutor / assessor and covers all evidence submitted for moderation.

Learner First Name(s)		Learner Surname	
Unique Learner Number (ULN)		Learner Reg. ID	
Qualification Title	A7424-01 – Level 1 Award in Personal Money Management (Ofqual ref: 601/1748/5)		
Centre Name	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 work¹ and does not include any work completed by anyone other than myself. I have completed the assignment / portfolio in accordance with the Awarding Body's 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?					

¹ 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.

Centre 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			

TUTOR COMMENTS:

Name:

Signature:

Date:

Level 1 Award in Personal Money Management

Centre Name: MyBnk

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.

J/505/6993 Personal Money Management - Mandatory Unit

Assessment Criteria	Evidence (Workbook page title)	Portfolio Reference (MW Booklet page no.)	Date Completed	Comment
1.1 Identify costs associated with living independently 1.2 Set personal goals and identify steps they can take to improve their financial situation	Independent Living Costs My Money Promises / My Money Goals	1.1 (P 8) 1.2 (P 4 & 5)		
2.1 Identify different sources of income 2.2 Identify deductions from payslips 2.3 Prepare a personal budget prioritising spending in line with their needs and wants	Sources of Income Wage Slip Deductions My Current Budget	2.1 (P 9) 2.2 (P 10) 2.3 (P 6 & 7)		
3.1 Identify key differences between a current and a savings account 3.2 Identify the difference between interest on savings and interest on borrowing 3.3 Define different forms of payment methods identifying when they might be used	Banking Banking Ways to Pay	3.1 (P 11) 3.2 (P 11) 3.3 (P 12)		
4.1 Describe three forms of borrowing 4.2 Differentiate between priority and non-priority debt 4.3 State two actions that can be taken if in debt	Borrowing and Debt Borrowing and Debt Borrowing and Debt	4.1 (P 13) 4.2 (P 13) 4.3 (P 13)		

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...



Assessment
Criteria: 1.2



Four horizontal dotted lines for writing the overall money goal.

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

Blank writing area for Step 1, Column 1.

Blank writing area for Step 1, Column 2.

Blank writing area for Step 1, Column 3.

STEP
2

Blank writing area for Step 2, Column 1.

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STEP
3

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STEP
4

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Blank writing area for Step 4, Column 3.



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MY CURRENT BUDGET

1. Thinking about the money you get every week, 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!

CONTINUED...



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

Assessment
Criteria: 2.3

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:

Page
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Living Independently - Costs



Write down 5 costs you need to think about when you are living independently using the boxes below



Assessment
Criteria: 1.1



Page
completed

SOURCES OF INCOME



Write down 5 different sources of income using the boxes below.



Assessment
Criteria: 2.1



Page
completed

WAGE SLIP DEDUCTIONS



Name two deductions and explain why they were taken

Assessment
Criteria: 2.2

PAY SLIP			MYBNK MONEY WORKS		
Name Kieran Wilkes			Company Alpena Inc		
Date 28/06/21	Month 3	Employee Number 62211	NI Number SK 19 45 30 A	NI Code A	Tax Code 1257L
Hours per week 37.5	Rate £15,000 PA	Pension 5%	PENSION DEDUCTIONS £36.50 TAX £33.20 STUDENT LOAN £0.00 NI £54.32 NET PAY £1,125.98		
GROSS MONTHLY PAY		£1,250.00			
Gross to Date £3,750.00	NI to Date £162.96	Tax to Date £99.60			

Deduction 1

Deduction 2

Page
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BANKING



APR

When is this type of interest used?

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AER

When is this type of interest used?

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Please identify 3 key differences between

Current Account

Savings Account

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Assessment
Criteria: 3.1,
3.2

Page
completed



WAYS TO PAY

Write down 4 methods of payment. For each one explain what they are and where you can use them.

Assessment
Criteria: 3.1

Way to Pay
.....

Description

Where can I use it?

Way to Pay
.....

Description

Where can I use it?



Way to Pay
.....

Description

Where can I use it?

Way to Pay
.....

Description

Where can I use it?



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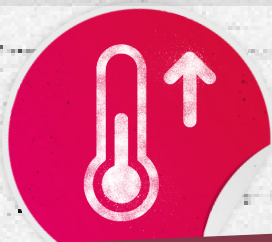
BORROWING AND DEBT

Describe three forms of borrowing

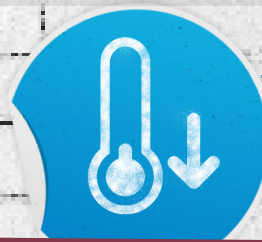
1.

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:

