

**Tracking sheet – Managing Money**

The aim of this unit is to support learners to understand some of the basic principles around personal money management.

Personal debt is a growing concern and learners are taken through some of the basic principles that they need to know when working out their take home pay and budgeting principles for a household income so that they develop an understanding of the value of money.

**SCQF Level 4**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Know about banking services
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| 1.1 Give examples of financial services provided by banks or building societies |  |  |
| 1.2 Describe the importance of having a bank/building society account |  |  |
| 1.3 State the advantages of two different ways of borrowing money |  |  |
| 1.4 State the disadvantages of two different ways of borrowing money |  |  |
| 1.5 State the advantages of saving money |  |  |
| 1. Know about deductions from earnings
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| 2.1 Identify different types of deductions from earnings |  |  |
| 2.2 State why these deductions are made |  |  |
| 1. Understand the importance of own money management
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| 3.1 Give examples of income and outgoings for a household  |  |  |
| 3.2 Give examples, with costs, of personal needs and wants |  |  |
| 3.3 Outline the importance of personal budgeting |  |  |
| 3.4 Give examples of organisations that provide help and advice on money management |  |  |
| **Assessor feedback** |
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| **Declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: |
| Learner Name Assessor Name Learner Signature Assessor SignatureDate Date  |