



Money Management

SCQF level 4

Unit Code: FC63 04

40 hour Unit

What is this Unit about?

This Unit focuses on managing your money. It will help you to prepare to deal with bills and budgeting. You will look at costs involved with borrowing money. You will consider insurance and long term financial planning. You will look at different ways of buying goods and how to compare different deals.

The skills you will gain in this Unit should make you better prepared to deal with everyday financial encounters.

What should I know or be able to do before I start?

No specific knowledge is required, however it is likely you will have some experience of dealing with money.

What do I need to do?

You will need to carry out each of the following tasks:

Task 1

Investigate costs and calculate bills.

- ◆ Calculate, complete and check utility bills.
- ◆ Compare deals on utility bills.
- ◆ Calculate and compare mobile phone costs and packages.
- ◆ List some of the costs involved in motoring and travel.

Task 2

Identify, describe and calculate different forms of borrowing.

- ◆ Identify potential sources of borrowing money.
- ◆ Describe how providers promote their products.
- ◆ Calculate how much would be repaid with different loan amounts, terms and rates of interest.
- ◆ Compare the costs associated with credit cards and store cards.

Task 3

Identify features, and calculate costs, of insurance and long term financial planning.

- ◆ Identify different types of insurance.
- ◆ Identify costs and monthly payments for home, content and life insurance.
- ◆ Identify state pension rates.
- ◆ Identify private pension scheme costs and returns.
- ◆ Describe the features of long term savings accounts.

Task 4

Prepare for buying and spending.

- ◆ Describe the features and costs of Hire Purchase.
- ◆ Compare the costs of using Hire Purchase, credit and cash.
- ◆ Compare and describe discount schemes.
- ◆ Describe the buying and selling process of auctions.
- ◆ Calculate profit and loss for a given financial transaction.

How do I achieve this Unit?

You will need evidence to show that you have successfully completed all the Tasks in this Unit. The assessment will be in the form of a test using multiple-choice or multiple-response questions. The assessment will test the knowledge and skills you have gained when completing the Tasks.

What might this involve?

This Unit could be completed in a number of ways. Examples of activities you might do are:

- ◆ Online research internet.
- ◆ Collect information leaflets from utility companies or mobile phone providers.
- ◆ Collect fare information from public transport companies.
- ◆ Collect information about different financial services.
- ◆ Look for examples in the media (newspapers, television).
- ◆ Collect material from family and friends.
- ◆ Produce comparison tables.
- ◆ Produce graphs for comparisons.
- ◆ Complete case studies consisting of bills, loan agreements etc.
- ◆ Create 'comparison tables' to compare benefits and costs of different types of credit and debit cards.

What can I do next?

You could think about other Units in Personal Finance such as *Personal Finance: The Principles of Money*. If you have completed this you could consider:

- ◆ the SVQ Providing Financial Service available at level 2 and level 3.
- ◆ Intermediate 2 Skills for Work in Financial Services.
- ◆ the level 6 NPA in Financial Services.

Guidance for tutors

For this Unit learners are expected to be able to:

- ◆ use numeracy skills and apply these to basic calculations.
- ◆ find out about bills, costs and borrowing.
- ◆ consider long term financial planning and insurance.
- ◆ investigate costs in buying and spending.
- ◆ conduct independent research on the topics covered in this Unit.
- ◆ draw conclusions about comparative financial products.

Tutors will provide direct support to learners by offering exemplar material or directing towards possible areas for research, for example learners could be asked to check or complete utility bills or to compare mobile phone tariff costs. Learners may be guided towards leaflets or websites comparing different insurance schemes, or travel cost websites. Examples of Hire Purchase deals and credit agreements could be used to enhance the 'real life' flavour of the topics. Tasks should be carefully structured and learners should be guided through some of the calculations required. They may practise an independent approach to further examples or case studies.

Learners should show a grasp of the key points in each Task, this may be through discussion, written material or presentation.

Delivery of the Unit should take account of the needs of each learner. The aim should be to develop sound basic knowledge of financial encounters likely to met on an everyday basis.

Core Skills

There is no automatic certification of Core Skills or Core Skill components in this Unit.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required.

Further advice can be found in SQA's web pages (www.sqa.org.uk).



Administrative information

Credit value

1 credit at (SQA level 4) (6 SCQF credit points at SCQF level 4)

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