

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.

	Entry 3	Level 1	Level 2
Know about banking services	1.1 Identify benefits of having a bank or building society account	1.1 Give examples of financial services provided by banks or building societies	1.1 Compare financial services offered by different types of provider
	1.2 Identify an advantage of borrowing money	1.2 Describe the importance of having a bank/building society account	1.2 List personal documents which may be required to open a bank or building society account
	1.3 Identify a disadvantage of borrowing money	1.3 State the advantages of two different ways of borrowing money	1.3 Compare the advantages and disadvantages of different ways of borrowing money
	1.4 Identify an advantage of saving money	1.4 State the disadvantages of two different ways of borrowing money	1.4 State potential consequences of not repaying loans
		1.5 State the advantages of saving money	1.5 Outline different ways you could save money
Know about deductions from earnings	2.1 Identify a deduction that can be made from earnings	2.1 Identify different types of deductions from earnings	2.1 Give examples of different types of deductions from earnings
	2.2 State what this deduction is for	2.2 State why these deductions are made	2.2 Explain the reasons why these deductions are made
Understand the importance of own money management	3.1 Give an example of a personal need	3.1 Give examples of income and outgoings for a household	3.1 Compile a basic monthly household budget
	3.2 Give an example of a personal want	3.2 Give examples, with costs, of personal needs and wants	3.2 Give examples, with costs, of personal needs and wants
	3.3 Estimate the cost of these personal wants and needs	3.3 Outline the importance of personal budgeting	3.3 Explain the importance of personal budgeting
		3.4 Give examples of organisations that provide help and advice on money management	3.4 Explain how a personal budget can be monitored
			3.5 State the services that are offered by organisations that provide help and advice on money management

Practising Leadership Skills

The aim of this unit is to provide an opportunity for learners to demonstrate and then review their leadership skills in an appropriate group situation. This unit is designed for learners who demonstrate leadership potential to individually develop their skills. Please note that as this unit requires the practical demonstration of good leadership skills it is only available at Level 1 and Level 2.

	Level 1	Level 2
Understand the skills and qualities needed for leadership	1.1 Identify effective leaders	1.1 Give examples of effective leaders
	1.2 Give examples of situations that require leadership	1.2 Describe situations that require leadership
	1.3 Give examples of the skills and qualities needed for leadership	1.3 Explain why certain skills and qualities are needed for leadership
	1.4 Describe own skills and qualities relevant for leadership	1.4 Explain how own skills and qualities are relevant for leadership
Be able to prepare for a leadership activity	2.1 Select a suitable activity to demonstrate own leadership skills	2.1 Select a suitable activity to demonstrate own leadership skills
	2.2 Describe the skills needed to lead the activity	2.2 Explain the skills needed to lead the activity
		2.3 Undertake a risk assessment of the activity
Be able to lead a group activity	3.1 Communicate the objectives of the activity to the group	3.1 Communicate the objectives of the activity to the group
	3.2 Lead a group activity	3.2 Allocate tasks or roles to individual group members
	3.3 Give constructive feedback to group members during the activity	3.3 Lead a group activity
		3.4 Give constructive feedback to group members during the activity
Be able to review own leadership skills	4.1 Obtain constructive feedback on your leadership performance during the activity	4.1 Obtain constructive feedback on your leadership performance during the activity
	4.2 Give examples of how you could improve your leadership skills	4.2 Evaluate your leadership performance
		4.3 Explain how you could improve your leadership skills

Preparing for a Healthy Lifestyle

The aim of this unit is to introduce learners to ways in which they can contribute to a healthy lifestyle and to encourage them to plan activities which will improve their own lifestyle such as a balanced diet e.g. food groups, risks of over/under eating; sufficient sleep; taking regular exercise; alcohol and drug awareness.

A key part to this unit at Levels 1 and 2 is the cooking of a healthy meal. The act of cooking supports the other aspects of the unit, and encourages learners to develop independent living skills. To be classed as cooking heat must be applied to food in some way; learners must therefore apply heat to at least one ingredient within the meal for it to be a suitable assessment activity.

	Entry 3	Level 1	Level 2
Understand the factors that contribute to a healthy lifestyle	1.1 Give examples of things to include for a healthy lifestyle	1.1 Give examples of things to include for a healthy lifestyle	1.1 Describe the factors that contribute to a healthy lifestyle
	1.2 Give examples of things to avoid for a healthy lifestyle	1.2 Give examples of things to avoid for a healthy lifestyle	1.2 Give examples of factors that contribute to an unhealthy lifestyle
		1.3 Give examples of the impacts on health of: a) drinking alcohol b) smoking tobacco c) taking illegal drugs and substances d) lack of sleep	1.3 Describe the health and social effects of: a) drinking alcohol b) smoking tobacco c) taking different illegal drugs or substances d) lack of sleep
Be able to plan a healthy meal	2.1 Select a healthy meal	2.1 Select a healthy meal to cook	2.1 Describe how different food groups contribute to a healthy diet
	2.2 Identify the ingredients for this meal	2.2 Identify the ingredients, and required amounts, for this meal	2.2 Compare the nutritional information shown on different food labels
	2.3 Identify the steps involved in preparing this meal	2.3 Identify the steps, timings and equipment needed to cook	2.3 Select a healthy two course meal to cook
		2.4 Calculate the cost of the ingredients	2.4 Produce a detailed plan for cooking the two courses including: a) ingredient amounts b) equipment required c) timings
			2.5 Calculate the total cost of the meal
Be able to make a healthy meal (E3)	3.1 Make the meal	3.1 Cook the meal	3.1 Cook the two course meal
Be able to cook a healthy meal (L1 & 2)	3.2 Clean work areas and equipment used in making the meal	3.2 State the cooking methods used	3.2 State the cooking methods used
		3.3 Clean work areas and equipment after cooking	3.3 Clean work areas and equipment after cooking
Be able to work towards a healthy lifestyle	4.1 Give examples of how to make own lifestyle more healthy	4.1 Give examples of how to make own lifestyle more healthy	4.1 Produce an action plan to make own lifestyle more healthy
		4.2 Give examples of places and organisations that offer help and advice about achieving a healthy lifestyle	4.2 Obtain information from places and organisations that offer help and advice about achieving a healthy lifestyle