



BTEC
Pre-vocational
Study
Entry 2

Sample Marked Learner Work

Unit 3: Handling Money
Transactions



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You will need to refer to the appropriate specification for **Unit 3 Handling Money Transactions** alongside these sample materials.

Note:

The learner work generated is an exemplar of standard for a particular Assignment Brief. We expect centres to use this resource to exemplify how to structure a response to a task. We also encourage centres to use this work to standardise their Assessment teams and demonstrate to learners the level of work expected to achieve the different targeted grades outcome.

Introduction and commentary - Unit 3 Handling Money Transactions

The learner work that follows has been assessed accurately to national standards. This is one example of achievement of both Learning Aims.

The assignment brief covers **Learning Aims A and B**.

The Assignment Brief

There are no authorised assignment briefs and the one used here is structured on the suggested scenario given within the specification and has been adapted by the centre to fit local needs. When writing Assignment Briefs to be used for the assessment of the BTEC Entry Level 2 in Pre-Vocational Study suite of qualifications, the Assessor should ensure that all tasks clearly meet the targeted assessment criteria.

The structure of the tasks **should always target an entire learning aim**. This is a fundamental cornerstone of this suite, as it enables any learner to pass the unit. Each assessment criterion should be achievable via one activity. All tasks must encourage the learner to challenge themselves and aim for the highest level of personal achievement.

In this instance the Assignment Brief contains one task for Learning Aim A and one task for Learning Aim B. The Assignment Brief presented is fit for purpose.

The overarching task for Learning Aim A is the demonstration of **knowledge** and **information** about being responsible with money. This includes knowing to check the amounts involved, the receipt, and how to keep money safe before and after a transaction.

The overarching requirement for Learning Aim B is to make a set of grocery purchases for an incapacitated neighbour and **put into practice** the skills identified in Learning Aim A.

For **Learning Aim A** the learner has to identify ways of handling money belonging to others responsibly and safely. The learner has achieved A.P1 by completing worksheets showing how he intends to do this and annotating photographs to reinforce this.

For **Learning Aim B** the learner has to participate in money transactions demonstrating some relevant skills.

The learner has achieved B.P2 as he has gone to the shop, made the relevant purchases, checked he had the right money to pay for them, checked the receipt and put the change away safely. The mode of presentation is given as annotated photographs and a worksheet.

Overall, this is a good piece of work from a learner, supported by the tutor, who understands the requirements of the unit and has addressed each Learning Aim fully. The work is well presented and easy to follow. The assessor has made suitable comments to validate the award of the Pass and has used the grading criteria well in feeding back to the learner.

BTEC Assignment Brief

Qualification	Pearson BTEC Entry Level 2 in Pre-Vocational Study
Unit number and title	Unit 3: Handling Money Transactions
Learning aim(s)	A: Find out how to handle money transactions responsibly B: Carry out money transactions when handling money for other parties
Assignment title	Helping Your Neighbour
Assessor	Harry Cox
Issue date	3 September 2019
Hand in deadline	6 September 2019
Resubmission date	
Vocational Scenario or Context	Your neighbour is recovering from a hospital stay and cannot yet go outdoors. They require a few non-essential groceries and have asked you to lend a hand by going to the local shop to get them. They have given you £5 and have asked you to give them the change.
Task 1	<p>You have a shopping list from your neighbour which is for 2 pints of milk, a loaf of sliced brown bread and a packet of biscuits.</p> <ol style="list-style-type: none"> 1. Choose a method of keeping your money safe on your journey to the shop 2. Write a list of what you will need to do to ensure that you get the correct items and the right change 3. Identify how you will give the correct change to your neighbour safely
Checklist of evidence required	For example: work sheets, annotated photos . working out of change
Criteria covered by this task:	
Criteria reference	To achieve the criteria you must show that you are able to:
A.P1	Identify ways of handling money belonging to others responsibly and safely
Task 2	For the second task you will need to go to the shop and buy the items. You will also need to check the receipt and ensure that the shop have given you the correct change

Checklist of evidence required	For example : Photos, worksheets, receipt, observation sheet
Criteria covered by this task:	
Criteria reference	To achieve the criteria you must show that you are able to:
B.P2	Participate in money transactions demonstrating some relevant skills
Sources of information to support you with this Assignment	

Learner Work

LEARNER ASSESSMENT SUBMISSION AND DECLARATION

When submitting evidence for assessment, each learner must sign a declaration confirming that the work is their own.

Learner name: Richard Soul		Assessor name: H Cox	
Issue date: 03/09/2019	Submission date: 06/09/2019	Submitted on: 06/09/2019	
Programme : BTEC Entry Level 2 in Pre- Vocational Study			
Unit 3 : Handling Money Transactions			
Assignment reference and title: Helping your neighbour			

Please list the evidence submitted for each task. Indicate the page numbers where the evidence can be found or describe the nature of the evidence

Task ref.	Evidence submitted	Page numbers or description
Task 1	Worksheets, annotated photos	
Task 2	Photos, receipt, worksheets. Observation record	
Additional comments to the Assessor:		

Learner declaration

I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Learner signature: **Richie**

Date: 06/09/2019

Assessor signature	Harry Cox	Date	6 Sep 2019
Internal Verifier signature	WH	Date	9 Sep 2019

Task 1.

What have you been asked to do?

I have been asked to get some groceries for a neighbour who cannot leave their house, They need 2 pints of skimmed milk, a loaf of wholemeal brown bread and a packet of chocolate biscuits. They have given me a list but said that I can choose the type of biscuits. They have given me a 5 pound note to pay for the items and I need to keep this safe and give them the correct change and receipt afterwards



This is my list and the money

How will you keep the money safe?

I will use my wallet which has a zip pocket and put the wallet in a zip pocket in my coat



This is my zip wallet



This is me putting the wallet into the inside zip pocket of my jacket

How will you choose the items?

I will look to see which are the best value for the milk and bread, and will choose a nice packet of chocolate biscuits which are not too expensive but taste nice.

How will you pay for the items

I will go to the till. I will give then the 3 items to the cashier and ask for a receipt and for them to count out the change into my hand so that I can be sure that it is correct, I will take my own bag as I do not want my neighbour to have to pay 10p extra.

Task 2

I went to the shop and bought the items and got the receipt and the correct change



I got some nice chocolate biscuits at a good price- they were reduced to half price



I got the receipt- I had to ask for it and I asked the cashier to count the change into my hand so I knew it was right



Observation record – BTEC Entry 2

Student name:	Richard Soul		
Qualification:	Pearson BTEC Entry Level 2 in Pre-Vocational Study		
Unit number & title:	Unit 3: Handling Money Transactions		
Description of activity undertaken			
<p>The activity was undertaken in two parts. The learners had to identify how they would keep money safe both physically and by checking on transactions. (AP1)</p> <p>The second part was to go shopping and carry out the methods they had already explained. (BP2)</p> <p>This observation supports the learner work for BP2</p>			
Assessment & grading criteria			
BP2 : Participate in money transactions demonstrating some relevant skills			
How the activity meets the requirements of the criteria			
<p>I observed Ritchie go to the store to purchase the groceries on his list. He checked each item carefully as he selected it to go into the basket to ensure that he had the correct items. He went to the till and it could be seen that he had brought his own bag with him in order to save paying 10p for a bag. He was polite to the cashier, give then the £5 note and then asked for the receipt and for the cashier to count out the change into his hand. He then put the receipt and the change into the zipped part of his wallet and the wallet into the zipped inside pocket of his jacket. When back from the shop he gave the items, receipt and chance to his neighbour who was very grateful.</p>			
Student signature:	<i>Ritchie</i>	Date:	5/9/19
Assessor signature:	<i>Harry Cox</i>	Date:	5/9/19
Assessor name:	Harry Cox		

ASSESSMENT RECORD SHEET				
Programme		BTEC Entry Level 2 in Pre-Vocational Study	Learner name	Richard Soul
Assignment title		Helping your neighbour	Assessor name	Harry Cox
Unit no. & title		U3: Handling Money Transactions	Targeted learning aims/assessment criteria	AP1, BP2
First Submission				
Deadline		6 September 2019	Date submitted	6 September 2019
Targeted criteria	Criteria achieved?	Assessment comments		
AP1	Yes	Good explanations and demonstrations of how to handle money correctly and safely.		
BP2	Yes	Following on from AP1 you selected the correct range of items and gave the money to the cashier and asked them to count it out to be sure. I was pleased at the way you put the money straight into the wallet and jacket pocket for safety.		
General comments				
Excellent work Richie. You showed that you can understand how to handle money. You certainly knew how to make sure that you kept the money safe and bought the correct items Good to see how you put your money away carefully before leaving the shop. It was a good idea to take your own bag to save your neighbour some money and you did well to buy the biscuits at half their normal price				
Assessor declaration		I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Assessor signature		<i>Harry Cox</i>	Date	6 September 2019
			Date of feedback to learner	9 September 2019