

LIBF Level 1 Lessons in Financial Education Award (LiFA)

Qualification Specification



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Purpose of the qualification

Why study the LIBF Lessons in Financial Education Award (LiFA)?

The LIBF Level 1 Lessons in Financial Education Award (LiFA) is an accessible e-learning programme which will allow you to experience financial education on a 'learning by doing' basis. The programme is intended to be supported by teachers in delivery albeit with you working through the programme on your own. You will be able to use tutor time, after school clubs, community centres and a host of enrichment opportunities to access the learning.

The LiFA has been developed based on the key areas that, as a minimum, children and young people should know in order to be confident and competent in financial experiences. The LiFA provides you with the opportunity to formally assess your knowledge and understanding gained from completing Unit 1 of the LiFE Programme.

Objective

The LiFA will give you a good basic understanding of money and finance.

Topic content

The LiFA provides an introduction into personal finance and covers:

Topic Number	Topic Title
1a	What is money?
1b	What is income?
1c	How do we calculate income?
2	Sources of money
3a	Where can we store money?
3b	How do bank accounts work?
4a	What is spending?
4b	What is budgeting?
5a	How can we save money?
5b	What is selling?
6a	What is borrowing?
6b	How do we borrow sensibly?
7	What is insurance?
8	How do we keep our money safe?

This qualification equips you with the knowledge to cope confidently and effectively with basic financial encounters you are likely to meet. You will develop initial knowledge and understanding of spending and how to become competent at managing your own money.

Learning outcomes

Number	Learning Outcome
LO1	Understand the principles of money
LO2	Understand how to manage money
LO3	Understand the ways of keeping money safe

Key skills

The qualification will encourage you to:

- develop an understanding of the key content areas and how they relate to each other;
- use appropriate tools to manage a personal budget;
- make informed financial decisions;
- demonstrate numeracy skills, including the ability to manipulate financial and other numerical data (such as calculating the costs of borrowing and spending);
- communicate basic financial concepts;
- increase your ability to learn independently.

The flexibility of access to the LiFA will also enable wider distribution to more vulnerable groups, including school refusers, children and adults with Special Educational Needs and Disability (SEND), sixth form students and the wider school community including adults.

Entry requirements

There are no entry requirements for this qualification.

You are expected to be able to study in English and have basic IT and numeracy skills (manipulate basic financial and numerical data).

Recognition of prior learning

There is no recognition of prior learning associated with this qualification; however you will have to have previously completed Unit 1 of the LiFE Programme in order to undertake the LiFA assessment.

Progression and preparation for further study

Once you have completed Unit 1 of the LiFE Programme, you can either take the LiFA assessment or you can progress onto Unit 2 and Unit 3 of the LiFE Programme. Once you have completed these units and successfully completed the LiFA assessment, you can take the LIBF Level 1 / Level 2 Lessons in Financial Education Certificate (LiFC).

The financially-related content of this qualification provides an initial foundation for continued study within finance and business-related qualifications at Level 1, 2 and 3. The transferable skills developed are also valuable for further study in unrelated disciplines.

Apprenticeships

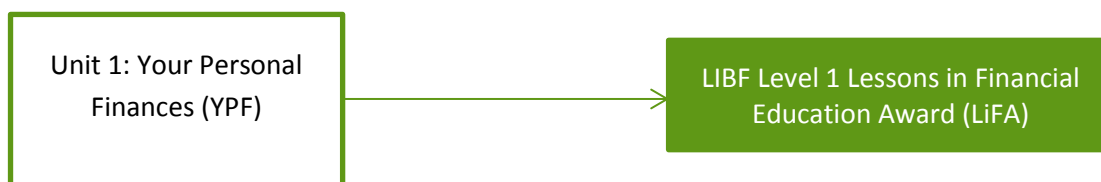
The LiFA is not available for study through an apprenticeship standard.

Preparation for employment

This qualification provides you with the initial basic understanding and skills which are valued in most organisations and job roles, particularly the financial services sector, and are especially valuable in terms of self-employment, but it does not qualify you for direct entry to a particular occupational role.

Structure

The LiFA is made up of **eight topic areas**. The topics provide a number of activities that test your knowledge as you work through the programme. After completing the activities in the final topic, you will be eligible to complete a formal assessment via e-test.



A summary of the topic content is available at Appendix 3 to this document and latest versions are always available through our [website](#).

Total Qualification Time (TQT)

The LiFA is primarily considered as a taught qualification with planned examination sessions.

Guided Learning Hours	18.5 hours
Other hours	30 hours
Total Qualification Time	48.5 hours

Total Qualification Time (TQT) is a prediction of the total time the typical learner may need to complete the course. TQT consists of two elements, Guided Learning hours (GLH) and all other hours:

- GLH is time spent studying under the immediate guidance or supervision of a teacher.
- All other hours include hours spent unsupervised in research, learning, e-learning, e-assessment, completing coursework, completing homework, exam preparation, and formal assessment.

Learning resources

The LiFA will be offered as an e-learning programme. Each topic will provide you with a number of activities to test your knowledge and understanding. The content of each topic will be supported by links to websites that will provide additional information for a number of areas within the programme. Topic handouts are also provided. For each topic, you will complete the following:

- a survey relating to what you know about the topic content before progressing through the topic
- topic and related resources and activities
- an activity to check your understanding
- an end-of-topic quiz comprised of up to ten questions
- a survey relating to what you know now about the topic content following completion of your learning journey

What to do before the assessment

You must be registered to sit the exam. Your exams administrator will typically arrange your exam sitting for you.

To prepare for the assessment, you will have worked through all topics and related activities. You have the opportunity to work back through any area or topic, in any sequence on the course site in order to revise and prepare for the assessment.

Assessment

The LiFA is assessed via the following method using e-test:

- 30 stand-alone multiple choice questions (total marks 30), to be completed in 30 minutes

For the multiple choice assessment, each item will require you to choose the correct answer from a choice of four possible answers.

To achieve a pass you are required to achieve 50% of the marks available.

The structure of the assessment ensures that all of the course content is subject to external examination. No teacher-set or teacher-marked tasks or assignments will contribute to your marks and all assessment will be under strict examination conditions.

Qualification grading

The qualification will be graded Pass / Fail.

The overall grade bands (out of a total of 30 marks) are as follows:

Grade	Grade bands (raw mark)
Fail	0 – 14
Pass	15 – 30

You will be provided with a feedback analysis sheet via MyLIBF, once you have sat the exam. The analysis sheet details the percentage of questions answered correctly across the learning outcomes, as well as the syllabus areas with questions answered incorrectly, to help with further revision.

Re-sit attempts

You are allowed to register for two resit attempts in accordance with the published qualification terms and conditions. You and your teachers should be aware that the resit opportunities will contain different questions as appropriate. The result that gives you the highest mark is used.

Full terms and conditions are available on our [website](#).

Appendices

Appendix 1 – Regulation detail

This document describes the regulation detail that is applicable to the qualification.

Qualification title	LIBF Level 1 Lessons in Financial Education Award (LiFA)
Ofqual qualification number	601/8967/8
Qualification level	1
European Qualifications Framework (EQF) level	2
Guided learning hours	18.5 hours
Total qualification time	48.5 hours
Total credits	5
Sector Subject Area	14.1 Foundations for Learning and Life
Overall grading type	Pass/Fail
Assessment methods	Multiple-choice examination
Offered in	England, Wales, Northern Ireland
Qualification for ages	14 – 16; 16+
Operational start date	1 June 2016
Qualification description	The LiFA consists of eight mandatory topics. A total credit value of 5 credits must be obtained for achievement of the qualification.

Appendix 2 – Qualification weighting detail

This document describes the different weighting for units in terms of the specific unit level descriptors.

The table below details the assessment criteria that fall into the Regulated Qualifications Framework (RQF) Level descriptors.

KS for Assessment

Assessment criteria testing key skills:Criteria	Assessment Criteria
<p>Knowledge descriptor</p> <p>The holder:</p> <ul style="list-style-type: none"> • has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems • is aware of aspects of information relevant to the area of study or work 	1.1
	1.2
	1.3
	1.4
	1.5
	2.1
	2.2
	2.3
	2.4
	2.5
	2.6
	3.1
	3.2
	<p>Skills descriptor</p> <p>The holder can:</p> <ul style="list-style-type: none"> • use basic cognitive and practical skills to complete well-defined routine tasks and procedures • select and use relevant information • identify whether actions have been effective

Appendix 3 – Your Personal Finances

A description of the Unit that provides detail on syllabus content, learning outcomes and assessment criteria, and specific unit level descriptors.

Your Personal Finances (Unit 1)

Unit narrative

In this unit, you will develop an understanding of money and sources of money. You will learn how to store money safely, how to prepare a personal budget and learn about different types of borrowing. You will also develop your understanding of saving money, borrowing money and different types of insurance. This unit will help you to develop understanding of spending and how to become competent at managing your own money.

Unit profile

Unit title	Unit 1: Your Personal Finances (YPF)
Ofqual unit reference number	T/508/5292
Unit level	1
Unit credit value	5
Typical study hours	48.5

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Assessment methodology

- a. The assessment of Unit 1 comprises 30 stand-alone multiple-choice questions. The examination is to be completed in 30 minutes.
- b. The examination will be worth a total of 30 marks.

Learning outcomes / assessment criteria

Learning outcome (LO) A learner when awarded credit for this unit will:	Assessment criteria (AC) Assessment of the LOs will require a learner to demonstrate that they can:
1. Understand the principles of money	<ol style="list-style-type: none">1.1 Identify the key roles, features and definitions of money1.2 Identify sources and features of income and make basic calculations1.3 Identify various sources of money1.4 Identify where money can be stored1.5 Identify the features of bank accounts
2. Understand how to manage money	<ol style="list-style-type: none">2.1 Outline the different types of spending2.2 Identify the tools to manage a personal financial budget2.3 Outline the features of savings products2.4 Identify the different ways that items can be exchanged for money2.5 Identify the types of borrowing products2.6 Outline the features and providers of borrowing products
3. Understand the ways of keeping money safe	<ol style="list-style-type: none">3.1 Identify the purpose and types of insurance3.2 Identify ways of keeping money safe

Topic content / syllabus

UNIT 1 SYLLABUS	
LOs / ACs	
LO1:	Understand the principles of money
AC1.1	<ul style="list-style-type: none"> • Identify the key roles, features and definitions of money <p>Topic 1a What is money?</p> <ul style="list-style-type: none"> - What is money? <ul style="list-style-type: none"> ○ What are the features of money? ○ What do we use as money? - How do we know money is genuine? - Electronic balances - What did people do before money?
AC1.2	<ul style="list-style-type: none"> • Identify sources and features of income and make basic calculations <p>Topic 1b What is income?</p> <ul style="list-style-type: none"> - What is 'income'? <ul style="list-style-type: none"> ○ What are 'earnings'? - National minimum wage - Earnings from self-employment <ul style="list-style-type: none"> ○ Eric the self-employed painter <p>Topic 1c How do we calculate income?</p> <ul style="list-style-type: none"> - What is income tax? <ul style="list-style-type: none"> ○ Personal allowance - National Insurance (NI) - Pay as you earn (PAYE) - Payslips
AC1.3	<ul style="list-style-type: none"> • Identify various sources of money <p>Topic 2 Sources of income</p> <ul style="list-style-type: none"> - Different types of employment <ul style="list-style-type: none"> ○ Full time working ○ Shifts ○ Part-time working ○ Zero-hour contracts - Income for people who are not working <ul style="list-style-type: none"> ○ Education Maintenance Allowance (EMA) ○ Jobseeker's Allowance (JSA) ○ Income Support ○ Employment and Support Allowance (ESA) ○ Universal Credit ○ Child Benefit ○ Basic state pension [includes new state pension] ○ Auto-enrolment and NEST - Investment income - Gifts - Inheritance and its implications <ul style="list-style-type: none"> ○ Inheriting money and possessions ○ A will ○ Making wills

	<ul style="list-style-type: none"> ○ Intestacy ○ Inheritance tax (IHT)
AC1.4	<ul style="list-style-type: none"> ● Identify where money can be stored <p>Topic 3a Where can we store money?</p> <ul style="list-style-type: none"> - Storing money - Where can we store money in a house? - Should we carry our money with us? - Who can store our money for us? <ul style="list-style-type: none"> ○ Banks ○ Building societies and credit unions ○ Earning interest - What accounts can we use? - How do we know our money is safe?
AC1.5	<ul style="list-style-type: none"> ● Identify the features of bank accounts <p>Topic 3b How do bank accounts work?</p> <ul style="list-style-type: none"> - Current accounts <ul style="list-style-type: none"> ○ Sort code and account number - Debit cards <ul style="list-style-type: none"> ○ Chip and PIN ○ Contactless cards - What about buying on the internet? - How do we deposit and withdraw money? <ul style="list-style-type: none"> ○ Automatic teller machine (ATM) ○ In branch - How do we pay other people? <ul style="list-style-type: none"> ○ Direct debits ○ Standing orders ○ Cheques - How do we keep track of our money?
LO2:	Understand how to manage money
AC2.1	<ul style="list-style-type: none"> ● Outline the different types of spending <p>Topic 4a What is spending?</p> <ul style="list-style-type: none"> - How do we choose to spend money? <ul style="list-style-type: none"> ○ Needs v wants ○ Essential v non-essential spending - Value for money - Price comparison and shopping around <ul style="list-style-type: none"> ○ Good v poor deals (buy one get one free, etc.) ○ Loyalty cards - Attitudes to spending <ul style="list-style-type: none"> ○ Three attitudes to spending ○ Prioritising - Taking risks with money - Risk and reward <ul style="list-style-type: none"> ○ Shares - Premium Bonds - Gambling - The UK National Lottery <ul style="list-style-type: none"> ○ How likely are you to win a prize on the Lottery? - Stocks and shares

	<ul style="list-style-type: none"> - Safe / responsible gambling – the risks
AC2.2	<ul style="list-style-type: none"> • Identify the tools to manage a personal financial budget <p>Topic 4b What is budgeting?</p> <ul style="list-style-type: none"> - What is ‘budgeting’? <ul style="list-style-type: none"> ○ Income and expenditure - Short-term budgeting <ul style="list-style-type: none"> ○ Example short-term budget - Checking bank statements - Putting it all together - What happens when things change? - Creating a medium-term budget - Long-term budgeting
AC2.3	<ul style="list-style-type: none"> • Outline the features of savings products <p>Topic 5a How can we save money?</p> <ul style="list-style-type: none"> - Why should we save money? <ul style="list-style-type: none"> ○ Saving for the future ○ Earning interest - Tax on savings interest - Where can we put savings? <ul style="list-style-type: none"> ○ Instant-access account ○ Notice account ○ Cash individual savings account (ISA) - How is interest worked out? - What do people look for in a savings account?
AC2.4	<ul style="list-style-type: none"> • Identify the different ways that items can be exchanged for money <p>Topic 5b What is selling?</p> <ul style="list-style-type: none"> - Why might we sell items? <ul style="list-style-type: none"> ○ Saving up - Where can we sell items? - Online auctions <ul style="list-style-type: none"> ○ How does an online auction work? - Car boot and garage sales - Online marketplaces - Cash for gold - Cash converters - Recycling mobile phones - What are the costs of selling?
AC2.5	<ul style="list-style-type: none"> • Identify the types of borrowing products <p>Topic 6a What is borrowing?</p> <ul style="list-style-type: none"> - Why might we borrow money? - How does borrowing work? - In what ways can people borrow? <ul style="list-style-type: none"> ○ Personal loan ○ Overdraft ○ Credit card
AC2.6	<ul style="list-style-type: none"> • Outline the features and providers of borrowing products <p>Topic 6b How do we borrow sensibly?</p> <ul style="list-style-type: none"> - Can we afford to borrow?

	<ul style="list-style-type: none"> ○ Checking our budget ○ Considering interest ○ Annual percentage rate (APR) - How do we choose the right lender? <ul style="list-style-type: none"> ○ What is interest-free credit? - Which lenders should we avoid? <ul style="list-style-type: none"> ○ Payday lenders ○ Store cards ○ Loan sharks
LO3:	Understand the ways of keeping money safe
AC3.1	<ul style="list-style-type: none"> ● Identify the purpose and types of insurance <p>Topic 7 What is insurance?</p> <ul style="list-style-type: none"> - What is insurance? <ul style="list-style-type: none"> ○ How do insurers make money? ○ Providers of insurance - Compulsory insurance <ul style="list-style-type: none"> ○ Car insurance (third party) - Voluntary insurance <ul style="list-style-type: none"> ○ Comprehensive car insurance ○ Travel insurance ○ House insurance ○ Buildings insurance ○ Home contents insurance ○ Pet insurance ○ Health insurance - Life assurance <ul style="list-style-type: none"> ○ Whole of life ○ Term - Insurance premium tax (IPT) - What are the risks of not insuring? <ul style="list-style-type: none"> ○ Theft ○ Accidental damage - Important principles <ul style="list-style-type: none"> ○ Material facts ○ 'In good faith' ○ Indemnity - How do we get good insurance deals?
AC3.2	<ul style="list-style-type: none"> ● Identify ways of keeping money safe <p>Topic 8</p> <ul style="list-style-type: none"> - How do we keep our money safe? - What is fraud? <ul style="list-style-type: none"> ○ Identity fraud (or theft) - How do we avoid fraud? <ul style="list-style-type: none"> ○ Account security ○ Phishing ○ Keep your details secret ○ Report suspicions straight away - How do we buy safely online?
Study skills and exam practice	
<ul style="list-style-type: none"> ● Exam techniques 	

