Unit 4222-321 Support individuals to manage their finances (HSC 3023)

Level: **3**
Credit value: **3**
UAN: **D/601/7904**

Unit aim

This unit is aimed at those working in a wide range of settings. It provides the learner with the knowledge and skills required to support individuals to manage and review their financial affairs, in accordance with their needs and preferences.

Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. Know how to access information and advice about financial affairs
2. Be able to provide support for individuals to manage their finances
3. Be able to contribute to applying for financial assistance
4. Be able to contribute to reviewing support for managing finances

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is linked to HSC 345.

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Care & Development.

Assessment

This unit must be assessed in accordance with Skills for Care & Development's QCF Assessment Principles.

Learning outcomes 2, 3 and 4 must be assessed in a real work environment.

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Assessment Criteria

Outcome 1 Know how to access information and advice about financial affairs

The learner can:

1. identify sources of information and advice about **methods and services for managing personal finances**
2. identify sources of information and advice about benefits and allowances
3. describe the role of **others** who may be involved in supporting individuals to manage their own finances
4. describe how and when to access specialist expertise about managing financial affairs
5. explain how to access advice on safeguarding against financial abuse.

Outcome 2 Be able to provide support for individuals to manage their finances

The learner can:

1. identify legislation, codes of practice and **agreed ways of working** that apply when providing support to manage financial affairs
2. work with the **individual** to identify the skills they have for managing their own finances
3. identify an individual's preferred methods and services for managing their finances
4. provide support for managing finances in a way that promotes **active participation** and safeguards the individual
5. contribute to records and reports about finances in line with agreed ways of working.

Outcome 3 Be able to contribute to applying for financial assistance

The learner can:

1. provide support for an individual to check the benefits and allowances to which they are entitled
2. contribute to completing forms and paperwork to apply for benefits or entitlements in a way that promotes active participation.

Outcome 4 Be able to contribute to reviewing support for managing finances

The learner can:

1. agree with the individual the process and criteria for measuring the effectiveness of methods, services and support for managing finances
2. work with the individual to evaluate methods, services and support for managing finances
3. agree with the individual any changes to methods, services and support for managing finances
4. provide feedback to an organisation or agency about the effectiveness of financial information or support
5. explain the importance of providing feedback to organisations or agencies about any shortfalls in their financial services or support.

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Additional guidance

- **Methods and services for managing personal finances** may include those for
  - budgeting
  - tracking income and expenditure
  - making payments
  - keeping money safely
  - managing debts
  - keeping financial records
- **Agreed ways of working** will include policies and procedures where these exist and will indicate where others need to be involved
- An **individual** is someone requiring care or support
- **Others** may include
  - family
  - friends
  - advocates
  - professionals
  - others who are important to the individual's well-being
- **Active participation** is a way of working that recognises an individual's right to participate in the activities and relationships of everyday life as independently as possible; the individual is regarded as an active partner in their own care or support, rather than a passive recipient.