

KYCC Curriculum for Life

Financing for Life

A guide to personal finance, careers and uni

#KYCC4Life



Introduction

Welcome to our short guide to personal finance, careers and university choices. At Kent Youth County Council, we believe that the information given to young people at schools is far too limiting and instead everyone needs a curriculum for life.

This guide, one in a series which includes politics, finance, health and first aid is intended to give you a basic outline of what schools and colleges are not teaching you and will hopefully allow you to be more informed in the future.

We hope this is a useful guide for you and that it helps you to supplement the education you already receive!

Joshua Gray MYP & Ella Knapp

KYCC Cabinet Members for Education

Careers

Writing a CV

Include:

- Contact details (name, phone number, professional email address).
- Qualifications and educational background.
- Work experience/positions of responsibility.
- 2-3 line personal statement.
- Skills, traits and characteristics
- Relevant extracurricular activities and volunteer work.
- References.
- Make sure it's as close to one page long as possible.

Contact details: Mobile number. Professional email address (e.g. john.smith@gmail.com)

Personal statement: Short and to the point. About 3 sentences long. Relevant skills and future ambitions.

Educational background: Reverse chronological order. State qualification level (GCSE, A-Level, BTEC). Don't need individual grades, general can do, specify if job requires (e.g. 11 GCSEs, 3 B, 8 A, including English maths and science).

Work experience: List relevant skills learnt with each job. Roles of authority/responsibility.

Volunteer work and extracurricular activities: Brownies, guides, scouts etc look good. In school activities (e.g. school council or head student). Outside of school (make sure these are relevant).

General tips:

Fill it all in. Don't leave anything blank.

- Be accurate with dates. Ensure that dates of your former and current jobs are lined up with the relevant job title in your employment history.
- Add skills information. Try to describe all of your skills within the experience sections for each job you mention. Remember to add skills gained as well as those used.
- Two jobs, one employer. For people who have changed roles within an organisation, it is better to list these as two or more individual job roles. Add each job title with its corresponding start and end date.

File naming. When saving your CV, it is better to name it by profession or job description rather than a generic 'John Smith CV' which means little to a potential employer. Instead you should name your CV as 'Office Administrator', 'Classroom Assistant' or 'Electrical Engineer' and so on.



Understanding Careers & Money

Minimum Wage

The minimum wage is the minimum (smallest) amount your employer can legally pay their employee. The hourly rate for the minimum wage depends on your age and whether you're an apprentice.

From	25+	21-24	18-20	U-18	Apprentice
April 2016	£7.20	£6.70	£5.30	£3.87	£3.30

Workers' Rights

Workers' rights or labour rights as they're otherwise known are a group of rules or 'rights' put in place to protect people who work. Much like the human rights they are there to protect and have the best interests of the person using them.

An example of some of the things that they cover:

- Negotiating workers' pay
- Benefits
- Safe working conditions



Wages and Salaries

A wage is a fixed payment for a worker that can be paid on or a daily or weekly basis.

A salary is also a fixed payment but on an annual or monthly basis rather than daily or weekly.

Job Applications

A job application is a form you will be asked to fill out when you apply for a job. It is also a chance for you to tell your future employer what you are capable of and what skills you possess.

This is where your exam grades come in into the situation as for certain jobs you will need to have a certain grade.

Banking

The bank and knowing how to use the bank is going to be a key part of your life. As you probably already know the bank is where you get money from and where you put money into, but you can also do other things at the bank like

- Open an account
- Make a deposit or withdrawal
- Take out a loan
- Cash in a check
- Apply for a credit card
- Pay bills



Choosing a Bank

When choosing a bank there are important things you need to consider to make sure you get the right bank for you. Some things you should consider:

- Where is the bank?
- How secure is it?
- Are they charging you fees to use them?
- Are the interest rates reasonable?

Types of Accounts

There are different kinds of accounts you can get depending on what you would like to do. For example, if you want to save up money you can get a savings account. Other kinds of accounts include:

- Basic checking accounts
- Interest checking
- Certificate of deposit
- Money market accounts

Overdrafts

An overdraft is when more money is taken out of an account than is actually in the account. For example, if there was £500 in your account and you withdrew £600 you would have an overdraft of £100. There are two different types of overdrafts: authorised and unauthorised overdrafts. As the names suggests one kind allows you to have an overdraft and the other does not.



University

Applying to University

Firstly, the way that UK higher education works means there are different rules for UK, EU and international students.

To apply, you must submit your application before 15 January (18:00 UK time) if possible, (or 15 October 18:00 UK time the year before for Oxford, Cambridge or most medicine, veterinary and dentistry courses).

Choosing a course is a daunting decision but websites such as UCAS provides information about many courses.

Alternatives to university

Apprenticeships give you the chance to earn while you learn and gain a qualification. They're a good way to gain the skills and experience you need for many careers. Traineeships prepare you for the future world of work. They're tailored to your needs and provide you with the experience to get an apprenticeship or job.

- Intermediate level apprenticeship – equivalent to five GCSE passes.
- Advanced level apprenticeship – equivalent to two A level passes.
- Higher apprenticeship – can lead to NVQ level 4 and above, or a foundation degree.

You can gain lots of lots of skills and amazing experiences on a gap year. They give you time to focus on what you want to do next, and can enhance your CV or higher education application. Travelling is a great way to get an insight into a new culture. You could go abroad to teach English or learn a language, or to work, volunteer or join a conservation project.

Studying in another country can be a real benefit for any student, particularly if you are thinking of a career which has international dimensions. You can either take a whole degree at a uni abroad or include a year overseas as part of your UK degree.

Studying a year or all of a degree abroad can have great benefits – not least proving to employers that you're flexible and culturally mobile. Many employers also think studying abroad gives you great maturity and a breadth of experience that makes you stand out from other candidates.

STUDENT LOANS

Applying for Student Loans

How to apply for student loan?

- Set up a student finance online account.
- Log in and complete the online application.
- Include details of your household income and get your parents (or partner) to support your application, if needed.
- Send in proof of identity, if needed.
- Sign and return the loan declaration, which you should receive within 6 weeks.

Types of Student Loan

Tuition Fee Loans

Non-income assessed loan to meet the cost of tuition fees. It is payable to the university or college in three instalments. Payment is made when confirmation is received from university or college that the student is in attendance at the start of each term.

Maintenance Loans

For living costs. You may have to give details of your household income. EU students can't apply for Maintenance Loans. The loan is paid directly into your bank account at the start of term. You have to pay the loan back.

Maintenance Grants

This grant is non-repayable and is intended to help cover living and study costs. It is available to full-time undergraduate UK* students whose household income falls below the required threshold. The grant is paid in three instalments directly to your bank account, along with your student loan.

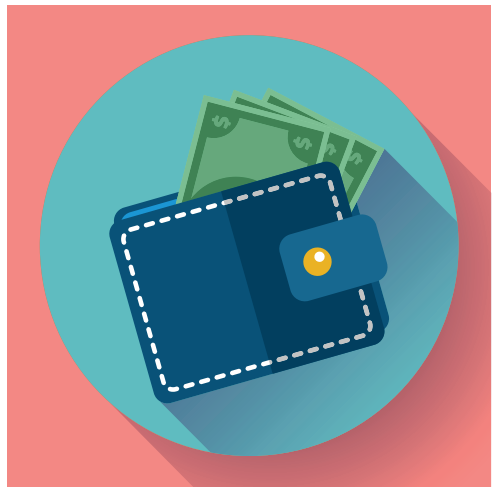
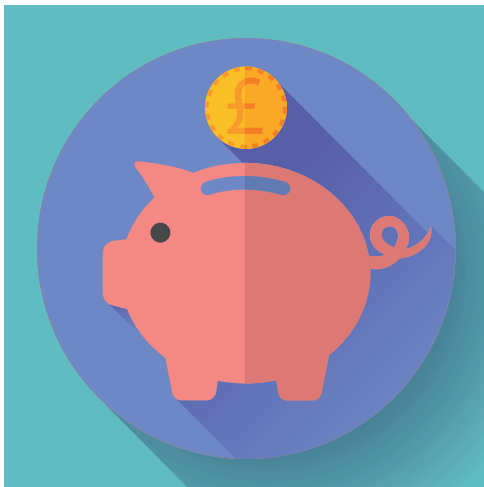
Advanced Learner Loan

Intended to help learners studying an eligible course pay the course fee charged by the college or training provider. For courses that begin before 1 August 2016 the learner must be aged 24 or over and be studying for an eligible qualification at level 3 or 4.

You only start repaying your loan once you've graduated and you're earning more than £21,000 a year. After that, you'll pay back 9% of anything you earn over £21,000. So if you're earning £26,000 a year, you'll lose £450 in loan repayments - £37.50 each month.

Life Budgeting

A good place to start would be to track your income and expenses. Then you can estimate how much money you spend every month. There is a lot of software out there to help you budget. These include Microsoft Money, AceMoney and Mint. If you don't use budgeting software you can choose to just make a spreadsheet. You want to chart all your expenses and income during a year. This allows you to see where you can spend less.



After this, you can create a preliminary budget. To calculate fixed expenses take an average for every month over the last year and add about 5%. Remember to account for changes. Next set goals for the majority of your discretionary spending. Now that you know how much money you have leftover each month, decide how you want to spend it. For example you can save some money for a holiday, put some money into a savings account, etc.

For food, there is a simple answer. Eating out costs more than cooking at home. Learning easy recipes is a good way to budget yourself!

Mortgages

Mortgages are used by property purchasers to buy a house. These are generally loans given by a bank. A mortgage is largely the security of confirmation that the property is secured.

The most common way to repay a mortgage loan is to make regular payments over a set term.



Postgraduate Loans

If you apply to study for a master's you can get £10,000 to help with course fees and living costs. You can get some extra if you have a disability. For those studying towards a part-time master's course which is over 2 years, you can apply for up to £5,000 in the first year and up to £5,000 in the second year. Loan is not affected by income, any other funding will not affect eligibility. DWP takes account of the loan when working out benefits. Get the loan after the course start date, in the first or second academic year of the course. Each year's amount will be paid in three instalments of 33%.

Whether you qualify depends on: If you've studied a postgraduate course before, your course, nationality or residency status. If you already have a master's you are not eligible. The course must be provided by a university or college, which includes the Open University. And it must lead to a postgraduate master's degree. It can be full-time or part-time.

Only start repaying when your income is above £21,000. You pay back 6% of your income. Loans also charge interest, currently 3.9%. Payments will be taken out at the same time as tax. Disabled students can also apply for disabled students' allowances. This includes disabilities, long-term health conditions, mental health conditions or learning difficulties e.g. dyslexia.



Student Finance

There are two main types: Tuition Fee loan and Maintenance Loan. The Tuition Fee loan goes up to £9,000 and is paid directly to the university. The maintenance loan goes up to £10,702 if you are living away from home in London, and as low as £6,904. It varies depending on your circumstance. If you do a part-time course you can get up to £6,750 for tuition fee loans.

If you are on a low income you can apply for income support. If you have children or dependent adults you can apply for: Childcare grant, Parent's Learning Allowance, Adult Dependents' Grant and Child Tax Credit. Many universities and colleges offer extra money to students.

If you study abroad you can get travel grants. You do not have to pay back this grant. This grant depends on household income. Must pay the first £303 of travel costs, and the travel grant is reduced by £1 for each £9.27 of household income over £39,796.

You can apply for up to 3 return journeys between your home and the overseas institution during a full academic year abroad.

Bus Passes

16+ travel pass: Must be aged between 16 and 19, live in a house that pays council tax, attend a school, college or work-based learning provider. The first instalment, the 'term 1 card' costs £400, and it goes down each term e.g. term 2 is £340, term 3 is £280. Travel cards are to be collected from school, college or employer. You can travel all day, all year with the travel card.

Young person's travel pass: Must be in yr 7-11 and pay the full price OR you can get it if you qualify for free school means. It costs £250 for a full year pass, or £100 if you get free school meals. You can get a free pass if you are: A young carer, in care or a care leaver, applying for more than two full cost passes you can get the third or fourth for free. Passes can be taken away from people who don't stick to the code of conduct. So bad behaviour and abuse can lead to losing it.

Tax

You pay income tax on: Money you earn, profits if you're self-employed, state benefits, pensions, rental income, benefits from your job, and income from a trust. You do NOT pay tax on things like interest on savings, income from tax-exempt accounts, the first £5,000 of dividends from company shares, some state benefits, National Lottery wins, and rent from a lodger in your house that's below the rent a room limit. Most people get a personal allowance of tax-free income. This is the amount of income you can have before paying the tax. The amount that you pay can be reduced by tax reliefs. There are state benefits that are taxable for example Jobseeker's Allowance, State Pension and Carer's Allowance.

To check how much you have to pay, add up all your taxable income. Then work out your tax-free allowances and take that away from your taxable income. That is how much you have to pay tax on.

There are other types of tax for example Council Tax, Inheritance Tax and Capital Gains Tax.



