

Skills Checks for Personal Assistants

2. Shopping Receipts

Employer's pack

Contents

- Skills Check activity
- Skills Check answer sheet
- Feedback form
- Personal development form

Summary	
Suitable for	Personal assistant
Skill checked	Reading comprehension, number skills
Covers	Petty cash for shopping, importance of keeping accurate records, entering transactions in a petty cash book
Learning for employer	Can the personal assistant enter information from receipts into a petty cash record and calculate the balance accurately? How does the personal assistant feel about numbers, forms and record-keeping?
Learning for personal assistant	Role of paperwork, record-keeping and number skills
Approx time needed	Total: 30 minutes (20 minutes for Skills Check and 10 minutes for feedback)
How it works	Offers information on the work of a personal assistant, then asks the person to use number skills to complete a petty cash record. Discuss the person's answers to check understanding, also to gauge the person's reading comprehension and spoken communication skills.
Notes	Let the person read the activity sheet to themselves then complete the task. If they do not understand, explain it to them. See if they are able to solve the problems without a calculator. Answers are provided on a separate sheet.

We welcome suggestions to improve this Skills Check. Please use the contact form on our website at www.scie.org.uk/careskillsbase

Being a personal assistant: Shopping receipts

Effective personal assistance depends on good communication, which can involve numbers.

1. Tasks of daily life

A personal assistant helps someone to accomplish the tasks of daily life. This may include

- answering the telephone and making calls
- helping to deal with correspondence, e.g. typing letters and emails
- paying bills and filling in forms.

How do you feel about doing these sorts of task in your own life?

2. Petty cash

Many employers keep a little cash in a box, tin or purse so that their personal assistant can make small purchases. One name for this money is 'petty cash' (from the French word *petit*, meaning small).

To keep an accurate record of this cash, people often use a petty cash book.

Here they note how much cash they take out, how much they spend, how much change they put back and what money is left in the box, tin or purse afterwards. We call this the 'balance'.

Here are four receipts and part of a page from a petty cash book. Some of the information from the receipts has already been entered. Use the receipts to fill in the gaps.

Petty cash book					
Date	Item	Out	Spent	Change	Balance
21/3	Cash in £30.00				£30.00
23/3	Tea, coffee, sugar, biscuits	£10.00	£7.87	2.13	£22.13
28/3	Groceries	£10.00			
7/4	Groceries	£10.00			
18/4	Biscuits, milk	£5.00	£2.48		£7.62

7 April 11.47	
FRESH MILK	0.89
WLM 400GM BREAD	0.60
OLIVE OIL 100ML	1.99
TOM SOUP	0.89
TOM SOUP	0.89
TOTAL	5.26
CASH	10.00
CHANGE DUE	4.74

You were served by SYLV	
PYRAMID TEA BAG.	£2.53
S/SKIMMED MILK	£0.92
FAIRTRADE COFFEE	£2.49
M/CHOC WHEATMEAL	£1.29
T&L FT SUGAR	£0.64
BALANCE DUE	£7.87
Items Purchased 5	
Cash	£10.00
Change	£2.13
Weds 23 MARCH 15.39	

Cashier Confirmed Over 18	£
BRITISH BUTTER	£1.49
G&B DARK CHOC	£2.09
WOODLAND EGGS X6	£1.90
APPLES NZ	£1.29
4	
BALANCE DUE	£6.77
COUPON	£0.00
TOTAL TO PAY	£6.77
CASH	£10.00
CHANGE	£3.23
28MAR 08:59:19	

Description	Qty	Price	Amount
FOX /BICCIES	1	1.49	1.49
FRESH MILK SS	1	0.99	0.99
TOTAL			2.48
CASH PAYMENT			-5.00
CHANGE DUE			2.52
18 APR 10.13			
THANK YOU FOR YOUR CUSTOM			
PLEASE COME AGAIN			

Being a personal assistant: Shopping receipts

Answers

2. Petty cash

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23/3	Tea, coffee, sugar, biscuits	£10.00	£7.87	£2.13	£22.13
28/3	Groceries [receipt 3]	£10.00	£6.77	£3.23	£15.36
7/4	Groceries [receipt 1]	£10.00	£5.26	£4.74	£10.10
18/4	Biscuits, milk [receipt 4]	£5.00	£2.48	£2.52	£7.62

1

7 April 11.47

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CASH PAYMENT			-5.00
CHANGE DUE			2.52

18 APR 10.13
THANK YOU FOR YOUR CUSTOM
PLEASE COME AGAIN

4

Feedback form	Date:		
Personal assistant (PA)			
Employer			
1. Employer's view The PA ...	No	Partly	Yes
a. Read the activity sheet with understanding (reading skills).			
b. Solved the problem (number skills).			
2. Employer's reasons The PA ...	No	Partly	Yes
a. Responded to the activity sheet appropriately.			
b. Used number skills and knowledge to solve the problems; did not guess the answers (knowledge of how to solve problems).			
c. Gave the correct answer (ability to make accurate calculations).			
d. Wrote calculations and answers clearly (legibility).			
e. Completed the activity within a reasonable length of time (ability to problem solve quickly).			
3. PA's view (note any comments the PA wishes to make)			
4. Next steps to help develop skills and knowledge for the job	Yes	No	
a. Learning to develop PA's job-related knowledge and skills			
b. Learning to develop PA's number skills			
5. Employer's signature	PA's signature		

Use the other side of this sheet for notes.

Personal development form	Date:	
Personal assistant (PA)		
Employer		
1. Learning aims	Tick (✓) if 'yes'	
a. Job-related knowledge and skills to be developed		
b. Number skills to be developed		
2. How will the learning happen?		
3. What support and resources will be needed to make the learning successful?		
4. When will the learning happen?		
5. How will we know the learning has been successful?		
6. Progress review date:		
7. Employer's signature	PA's signature	