

LESSON PLAN

Trainer: _____ Course: Basic Digital Skills

Modules: 5 – Using Online Forms and Shopping Services, 6 - Introduction to the HA Portal

Location: _____ Date: _____

Number of Learners: _____ Week Number: 4

Previous Knowledge of the Topic: Basic

Aims of the Lesson:

To introduce the Learner to using online forms for a range of services, how to use online shopping services and how to use their housing associations portal.

Objectives and Learning Outcomes:

At the end of the session the Learners will have a good understanding of how to fill in online forms for a range of different applications on the Internet. They will gain knowledge on how to sign up and use online shopping facilities from a variety of sources available and how to access, understand and use the facilities that are available on the Learners housing association portal.

Assessment Methods

Ongoing exercises, Questions and answers

Promotion of Equality, Diversity and Every Learner Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Learners' Activities</i>	<i>Trainer Notes</i>
Introduction to Session	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Online Forms ➤ Online Shopping Services ➤ The Housing Association Portal 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of what is going to be covered during the session
Module 5 Using Online Forms and Shopping Services	<ul style="list-style-type: none"> • Understand what an Online Form is • How to use different elements of an Online Form • Understand what Online Shopping Services are • Appreciate how to access online Shopping Services 	<ul style="list-style-type: none"> • Start up laptops • Activate Google Chrome • Form filling activity • Using shopping facilities 	<ul style="list-style-type: none"> • Slide 56 - Learner Question • Slide 57 – Online Task Filling Forms Activity • Slide 57 – Sign up to Tesco / Sainsbury Activity • Slide 58 – Amazon activity • Slide 59 – Other Online Shopping
Module 6 Introduction to the HA Portal	<ul style="list-style-type: none"> • Accessing the Housing Association Portals • Login to Housing Association Portals • How to register and create an Account on a Housing Association Portals 	<ul style="list-style-type: none"> • Activate Google Chrome • Practical Activities 	<ul style="list-style-type: none"> • Slide is dependant on which Housing Association are being trained (Use hyperlink buttons to access)
Session Recap	<ul style="list-style-type: none"> • Recap of what has been covered during session • Question Session 	<ul style="list-style-type: none"> • Answering Questions 	<ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ How would you access an online shopping service? ➤ What online shopping services are there ➤ How do you access your HA Portal