

# LESSON PLAN

Trainer: \_\_\_\_\_ Course: Basic Digital Skills

Modules: 7 – Introduction to Universal Credit, 8 – Finding Work Online (Job Search)

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Learners: \_\_\_\_\_ Week Number: 5

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 claim for Universal credit.*

## 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 claim for Universal credit if required at any time.*

## 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>
<b>Introduction to Session</b>	<ul style="list-style-type: none"> <li>• Explanation of the content that will be covered in the session               <ul style="list-style-type: none"> <li>➤ Universal Credit</li> <li>➤ Finding work online</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Watching</li> </ul>	<ul style="list-style-type: none"> <li>• General overview of what is going to be covered during the session</li> </ul>
<b>Module 7 Introduction to Universal Credit</b>	<ul style="list-style-type: none"> <li>• Understand what Universal Credit is</li> <li>• Appreciate what did Universal Credit Replace</li> <li>• General facts about Universal Credit</li> <li>• How to apply for Universal Credit</li> </ul>	<ul style="list-style-type: none"> <li>• Activate Google Chrome</li> <li>• Look at Universal Credit website</li> <li>• Practice Universal Credit Online Form</li> </ul>	<ul style="list-style-type: none"> <li>• Slide 170 – Learner Question</li> <li>• Slide 171 – Replaced benefits</li> <li>• Slide 172 to 173 – Universal Credit Facts</li> <li>• Slide 174 to 177 – Universal Credit Requirements</li> <li>• Slide 178 to 179 – Universal Credit Website</li> <li>• Slide 180 – Universal Credit Tips</li> <li>• Slide 181 – Universal Credit Activity</li> <li>• Slide 182 to 185 – Things you should know about Universal Credit</li> </ul>
<b>Module 8 Finding Work Online (Job Search)</b>	<ul style="list-style-type: none"> <li>• How to create a 'Find a Job' account</li> <li>• How to search for jobs using online job sites</li> </ul>	<ul style="list-style-type: none"> <li>• Start up laptops</li> <li>• Activate Google Chrome</li> <li>• Practical Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Slide 188 to 203 - Learner Activity</li> <li>• Slide 204 – Learner Activity</li> <li>• Slide 205 to 206 – Learner Activity</li> </ul>

<b>Session Recap</b>	<ul style="list-style-type: none"><li>• <b>Recap of what has been covered during session</b></li><li>• <b>Question Session</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Answering Questions</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Questions</b><ul style="list-style-type: none"><li>➤ <b>How would you access the 'Find a Job' facility?</b></li><li>➤ <b>What is Universal Credit</b></li></ul></li></ul>
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