

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

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 the 'Find a Job' facility?➤ What is Universal Credit
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