Session Plan

Programme Title	Money My Way	Session No	10/10
Session length	1 hour	Topic	Money and Work
Pre related topics		Post related topics	
Not compulsory ● Shopping ● Saving		N/A	

Resources (Including eLearning if applicable)	Assessment
● Pens ● Paper ● www.learnmyway.com/what-next/money-my-way/money-and-work ● Case study MMW10 - Sophie ● Example pay slip MMW10	● Formative assessment - contributes to discussions ● Formative assessment - records thoughts and ideas on case study ● Formative assessment - highlights key information on example payslip

Timing	Tutor activities	Learner activities (Inc. Extension activities)
5 mins	● Perform health and safety check ● Introductions ● Ensure register is filled in ● Provide session overview - what will be covered in this session?	
10 mins	● Discussion of who you need to provide information to when you get	● Contributes to discussion

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	a new job 　○ What information does your new employer need and why? 　　■ Proof of eligibility to work in UK 　　■ National Insurance number for NI contributions 　　■ P45 (tax form) for accurate tax 　　■ Bank details for pay to be sent to 　○ What about your existing employer (if anyone in group is employed) and why? 　　■ Last day working for final pay calculation 　　■ Check address for final pay slip and P45 to be sent 　○ Who do you need to tell about new job if you receive benefits and when? 　　■ Contact JobCentrePlus as soon as start date is known 　　■ Some benefits continue when in work - check!		
20 mins	● Provide group with Sophie case study ask them to work in pairs or small groups to think of problems Sophie may have and ways she could work around them. If any groups struggle prompt with: 　○ Travel 　○ Clothing 　○ Food 　○ Childcare ● Gather feedback from wider group. Did any groups identify these help sources? 　○ Local charities 　○ JCP - Budgeting loan or budgeting advance 　○ Credit union loan (alternative to doorstep/payday lenders)	● Record thoughts and suggestions on case study form ● Contributes to discussion	
15 mins	● Provide each member of the group with an example payslip and ask them to find these key pieces of information:	● Highlights key information on example provided	

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	○ Gross pay - and explain how this can be calculated for hourly pay workers ○ Net pay - check they understand which they receive and why it is different (tax and NI) ○ Deductions - NI and Tax (can they think of others) ○ Tax code - example isn't current so have learners check their own at http://www.moneysavingexpert.com/family/check-tax-code	

10 mins	Recap session
	● Who to tell and what to tell them when starting work
	● How to arrange finances to get you to your first payday in a new job
	● What a payslip looks like and where to find the most important information
	    ○ Additional resources
	      ■ http://www.nationwide.co.uk/guides/planning-for-life-events/starting-work/starting-work-the-basics
	      ■ http://www.taxguideforstudents.org.uk/files/What_should_I_see_on_my_payslip_FINAL_2014.pdf
	      ■ https://www.moneyadviceservice.org.uk/en/categories/work-and-redundancy
	      ■ https://www.moneyadviceservice.org.uk/en/articles/how-you-get-paid-at-work
	      ■ https://www.gov.uk/budgeting-loans/overview	

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Learning Outcomes and Assessment Criteria

Learning Outcomes	Assessment Criteria
Learners should be able to: ➤ 1. Provide accurate summary of who requires what information when you start a new job ➤ ➤ 2. Predict and offer solutions for possible cash flow problems when starting a new job ➤ 3. Identify where key information is recorded on a payslip	➤ 1.1) In discussion, learner has identified information that is required for new employer, previous employer and DWP (Job Centre Plus) ➤ 2.1) Learner has recorded some possible problems and solutions on case study provided ➤ 3.1) Learner has highlighted correctly key information on example payslip provided

What went well?

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What did not go well?
Did the learners meet the lesson aims? What was the assessment?
What is the progression (what session is next)?

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