

## Session Plan - Unit 4: Buying Online

### Session overview

This session, which is Unit 4 of 8 in the financial capability programme, is titled Buying online. It focuses on:

- Introduction to the Internet - using online tools (Search Engine)
- Using price comparison websites to save money
- Making a 1 off online payment

### Session learning aims

In this session, learners will:

- Explore search engines and know why you would use them
- Be able to recall the pros of using a price comparison site
- Make a simulated 1 off online payment

### Note to tutors

Please ensure that you have read the 'Key Background Information for Tutors' before delivering the session. This contains relevant information that will ensure you are equipped to support learners. We also recommend you have a copy of this document with you when delivering, so you can refer to it if/when necessary.

Trainers should familiarise themselves with the following online sources of further information on the Money Advice Service website [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk) The easiest way to find these resources is by entering the description in the search bar on the Money Advice Service homepage. *(Enter the site, using the link above, search from the MAS homepage by inserting 'Buying Online' in the sites Search Tab [top right handside of the the screen] - various articles are then displayed and you're able to choose the most relevant).*

### Digital platform

Throughout the session learners will be instructed to use the Toynbee Hall Financial Inclusion 'digital platform'. Each learner will need an individual account (username and password). To access the platform go to: <http://moneymentors.org.uk>

## Delivery guide

Delivery guide			
Week no	4	Session name	Buying Online
Time Allocated (approx)	Objectives	Training and Learning Strategies <i>(What will the tutor and learner do?)</i>	Classroom resources
5 min	Introduction	<p>Welcome all learners, introduce tutor(s) and reiterate aims of the course and session.</p> <p>Ask each learner to introduce themselves (if they feel comfortable)</p>	
5 min	To be logged onto the digital platform ready to learn	<p>Ask learners to log into the <b>digital platform</b>, open the Week 4 module Buying online and click to open the first section 4.1 - Introduction to Browsing the Internet.</p> <p><b>Note:-</b> If learners completed Unit 3, sub section 3.1 Searching the Internet at Week 3 - , please instruct them to move directly onto Unit 4, sub-section 4.2 Buying Online. This is because sub-sections 3.1 and 4.1 Introduction to Browsing the Internet, cover the same material, ie Introduction to the character Reenie and her neighbour Bob, who asks the learners help to teach Reenie how to use a search engine.</p>	Laptops / Computer / Tablets
10 min	<p>Introduction</p> <p>Set up</p>	<p><b>4.1 - Introduction to Browsing the Internet.</b></p> <p>Cover the material in slides 1-9. These slides introduce how to search using an internet browser. This is a sub-unit of Unit 4. The aim of this sub-module is to introduce the learner to</p> <ul style="list-style-type: none"> <li>● How to search the internet</li> <li>● What a search engine is and how to use one</li> </ul>	<p>Laptops / Computer / Tablets</p> <p>Pen &amp; paper</p>

		<ul style="list-style-type: none"> <li>• Physically make an internet search</li> <li>• How to retrieve some search results, how the results are displayed and what to do next.</li> </ul> <p>Learners are introduced to the characters Reenie and Bob. A video (no voice over) demonstrates the steps to perform an online browser search. Users are then tasked to practically perform a search for 'cheaper electric' with guidance.</p> <p><b>Reminder</b> - depending on the prior knowledge and immediate needs of your learners and the session time available you may have already delivered this session at Week 3, under Unit 3 3.1.</p> <p>Ask learners to move onto the next section of Unit 4, 4.1.</p>	
5 min	To become familiar with George, the main character in this unit, and the issue he faces	<p>Instruct learners to go through the second section of <b>Unit 4, 4.2 Buying Online</b>, which introduces George, the main character. Slides 1 to 3.</p> <p>Learners are asked to accompany George as he explores the internet to build his confidence online. He wants to be able to find information related to his hobbies and interests and explore potential online financial savings that he has heard about.</p>	Laptops / Computer / Tablets
5 min	To be able to describe why you would want to use a search engine	<p>Ask learners if they can name any search engines then discuss the most common such as Google, Bing and Yahoo.</p> <p>Follow the discussion by explaining/reiterating why you would use a search engine, giving personal examples to support what you say.</p>	Flipchart Pens
5 min		<p>On the <b>digital platform</b> ask learners to go through the information on search engines. Slides 4 - 5.</p> <p>These slides provide (through text instruction and a video) a description of what a search engine is, what it does, how it works and also introduces one of the most well known - Google.</p>	Laptops / Computer / Tablets

		Ask learners for any ideas on things they could search for?	
5 min	Know what types of products and services can be bought online	<p>Explain to learners they will be looking at information about what types of things they can buy online</p> <p>On the <b>digital platform</b> instruct learners to go through the information on Everyday Purchases Online. Slide 6.</p> <p>A video introduces the learner to the similarities between online shopping and everyday shopping in supermarkets/shops, the pros of online shopping, ie convenience, flexibility and access to reviews.</p> <p>Ask learners what types of things they have bought online or think they might like to buy in the future.</p> <p>Explain how shopping online has many similarities to shopping in a real world shop eg. You browse for products, put them in your basket/trolley complete a transaction to purchase the products.</p>	Laptops / Computer / Tablets
10 min	Know the functions of a price comparison site and can list examples of products you can compare prices of	<p>Introduce price comparison sites and ask the learners if they have ever used one, if so ask if they will share their story.</p> <p>Explain why it's a good idea to use a price comparison site for example:</p> <ul style="list-style-type: none"> <li>● It's free</li> <li>● It's quick and easy to do</li> <li>● You can see and make savings straight away</li> </ul> <p>Slide 7. Uses a video to re-introduce Price Comparison Sites and highlight the potential pros, ie cost savings available (covered previously at Week 3/Unit 3 3.2 What is a Price Comparison Site.</p> <p>(See Key Background Information for Tutors - Core Information I)</p>	Projector Flipchart Pens

10 min	<p>Making one-off payments online</p> <p>To understand how an online payment works and what to look out for</p>	<p>Learners are introduced to making online payments via the use of a video. They are also introduced to a Debit &amp; Credit Card for making online payments.</p> <p>On the <b>digital platform</b>, support learners complete the exercise on making a one-off payment. They are asked to support George search for and purchase a TV online. During the activity they practice the use of filters in order to focus/define their search. They review search result matches. They choose a TV, choose a delivery type and confirm the purchase.</p> <p><b>Note</b> - this is a simulation activity only!</p> <p>Slides 8 - 14.</p> <p>Learners have now made a 1 off payment online.</p> <p>Unit 4 Buying Online is now complete.</p>	Laptops / Computer / Tablets
NA	Additional resources	<p>The Money Advice Service website will be a good source of further information.</p> <p>Which Magazine's site (<a href="http://www.which.co.uk">www.which.co.uk</a>) is a good place to practice searching for goods and looking at reviews,</p> <p>The website of any major retailer (<a href="http://www.sainsburys.co.uk">www.sainsburys.co.uk</a> and <a href="http://www.johnlewis.co.uk">www.johnlewis.co.uk</a> work well) or major price comparison site (<a href="http://www.moneysupermarket.co.uk">www.moneysupermarket.co.uk</a> or <a href="http://www.confused.com">www.confused.com</a> for example) will allow tutors and learners to examine these topics further.</p>	