



Unit 5

myAccount

Lesson Plan





1.0 Learning Outcome

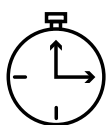
To recognise and navigate the online self-service options available via Revenue myAccount.



2.0 Learning Intentions

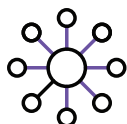
At the end of this lesson I will be able to:

- | | |
|----|--|
| 1. | Register for myAccount |
| 2. | Register my first job on myAccount |
| 3. | Navigate the self-service options available on myAccount |
| 4. | Complete a number of common tasks on myAccount |



3.0 Duration

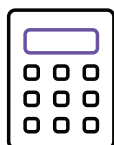
2 x 1hr classes



4.0 Links

Literacy Links

Revenue myAccount, Personal Public Service Number (PPSN), myAccount registration, Revenue services



Numeracy Links

Passwords, Dates



Cross-Curricular Links

Business, Computer Science, Home Economics



TY Skills

Being personally effective, Communicating, Critical and creative thinking, Information processing, Working with others



5.0 Resources

The resources required for this lesson are:

1.	Whiteboard, projector, PC / laptop with an internet connection
2.	Lesson Plan
3.	PowerPoint Presentation
4.	Student Activity Worksheet 1
5.	Interactive PDF Scenarios
6.	Student Learning Journal

6.0 Lesson Introduction

The **teacher** briefly **outlines the learning intentions** on **PowerPoint Slide 2** to highlight the topics to be covered during the lesson. A copy of **Unit 5: Student Activity Worksheet 1** is **distributed** to all students.

6.1 Retrieval Practice

Activity 1

The **teacher** displays **PowerPoint slide 3** showing a **retrieval practice activity** for the **students** to complete in groups. In this activity, **each student** records their **answers** on **Unit 5: Student Activity Worksheet 1, Activity 1** and **notes** the **time** they **finish** the task. Students **swap** their **answers** and **correct** them based on the answers shown by the teacher. The **student(s) who answer the most questions correctly in the fastest time win(s) the game.**

Question	Suggested Answers
1. What do the letters USC mean?	Universal Social Charge
2. USC is paid when total income exceeds what amount?	€13,000
3. What is the rate of USC charged on income above €70,044?	8%
4. Name an income source on which USC is paid.	Wage/salary/bonus/commission
5. Name an income source that is exempt from USC.	All social welfare payments/scholarship income/cycle to work scheme
6. What do the letters TCC mean?	Tax Credit Certificate
7. In what month does the Revenue Commissioners issue the TCC?	December
8. What do the letters PRSI mean?	Pay Related Social Insurance
9. What do PRSI contributions fund?	Social Insurance Fund, e.g. Maternity Benefit, Illness Benefit, Jobseeker's Benefit, State Pension, Dental benefits
10. How many PRSI classes exist in Ireland?	11

7.0 Registering for myAccount

The **teacher** goes through the process of **registering** for the **myAccount** platform and the **details** that are **needed for registration** on **PowerPoint slides 4-11**. An **overview** of the **services** available on myAccount are shown on **PowerPoint slides 12-13**.

7.1 Registering a First Job on myAccount

The **teacher** goes through the process of **registering** an individual's **first employment** on the **myAccount** platform on **PowerPoint slides 14-22**. An **overview** of what happens once this **information** has been **submitted** is outlined on **PowerPoint slide 23**.

Activity 2

Students examine the **job offer** provided on **Unit 5: Student Activity Worksheet 1, Activity 2** to identify if there is **sufficient information** available to **register** the **employment** on **myAccount**.

Solution

No, there is insufficient information available to register this employment on myAccount.

Information Included	Information Missing
Date of commencement	Salary
Industry	Payment frequency
	Employer registered number

Activity 3

Students examine the **job offer** and **payslip** provided on **Unit 5: Student Activity Worksheet 1, Activity 3** to identify if there is **sufficient information** available to register the **employment** on **myAccount**.

Solution

Yes, there is sufficient information available to register this employment on myAccount.

Information Included	Information Missing
Date of commencement	
Industry	
Salary	
Payment frequency	
Employer registered number	

8.0 myAccount Overview Video Clip

On **PowerPoint slide 24**, students can **watch a clip** providing an **overview** of the **services** available on **myAccount** [3m 17], including My Documents, My Profile, My Enquiries, PAYE Services and Manage my Record.



Extension Task

8.1 Sample Documents

Students could examine some **sample documents** that can be accessed on **myAccount**, including: Tax Credit Certificate, Statement of Liability and Employment Detail Summary.

9.0 Overview of myAccount Services

Teacher distributes Unit 5: Scenarios and students complete **six** common **tasks** on the **myAccount** platform using **interactive PDF** documents.

10.0 Learners' Journal

Teacher distributes **learning journal template** and **students complete** the learning journal associated with this lesson.