

▶ Unit 5  
**myAccount**

**Lesson Plan**





## 1.0 Learning Outcome

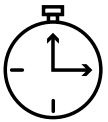
To recognise and navigate the online self-service options available via Revenue myAccount.



## 2.0 Learning Intentions

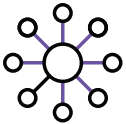
At the end of this lesson I will be able to:

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

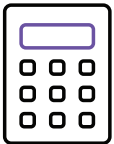
2 x 1hr classes



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

## 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 22**.

#### 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

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: myAccount Services Worksheet** 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.