

Getting Started - Class 3 Lesson Plan, Government Services

Welcome and Introduction



Goals

- Explain to your learner about what they will be learning at today's class

Suggested Actions

- Check with your learner that they are comfortable with what they have learnt so far
- Address any questions they may have

Refresher Exercise

- **Ask the learner to log into their Gmail account and check for any new emails**
- Outline the goals for this session
 - How to search for Government services
 - Using these services

Resources/Notes

Introduction to Government Online Services



Goals

- To help your learner understand how to access Government services online

Remember

- **Explain...**
- **Let them try...**
- **Practice...**

Suggested Actions

- **Explain** that there are a number of Government services available online.
- Ask your learner to type in the address www.gov.ie and press the enter key.
- Explain that the website has 3 sections -
 - Government websites*
 - Online Services*
 - Citizens Information*
- Spend some time exploring these 3 sections

Exercise

- Click on www.citizensinformation.ie
- Ask the learner to click on the **Health** link and to scroll down the page and click on the link called **Health Services for Older People**

Resources/Notes

- Getting Started book page 32/33

Using Government Online Services



Goals	Suggested Action	
<ul style="list-style-type: none"> Help your learner to use the Motor Tax demonstration website 	<ul style="list-style-type: none"> Explain that the learner will be using a demonstration website which will allow them to learn how to pay their Motor Tax online Ask the learner to type in the website address www.dcenr.gov.ie/omt A window will open and you will be asked for a username and password. The username is: omt The password is: *omt* Ask the learner to read the text in the window that's open and then close the window by clicking either on the X in the top right hand corner of the window or on the text <u>Close this dialog box to continue.</u> Start by entering the Registration No. The details are in the window on the left. Enter the PIN, details are in a window on the right. Click LOGIN. Follow the steps 1 to 6 to the end of the demonstration. 	<p>Note: Has your learner noticed that when they typed the password the text didn't appear? Explain that this is hidden for security reasons</p>

Wrap Up



Goals	Suggestion Actions	
<ul style="list-style-type: none"> Check that your learner is comfortable with what they have learnt 	<ul style="list-style-type: none"> Recap on what you have covered Remind your learner that next week is the last class and you will revise the topics that you have covered. 	