



## Links Digital Champions Project

### Lesson plans

#### **GROUP 1: Ukrainian Refugees & Muslim Women**

##### **Lesson 1: Getting Started in the UK – Health, Safety & Essential Services**

###### **Topics**

- Learn My Way (registration)
- Guide to Being Safe Online (Learn My Way)
- Staying safe & avoiding scams online
- Saving passwords online
- NHS App
- NHS registration
- GP appointments
- Child benefit & pensions
- ICE card & sunflower lanyard
- Samaritans
- Blocking scam calls

###### **Activities**

- Create NHS App accounts
- Fill in a sample GP registration form
- Make an “ICE card” for phone/wallet
- Scam quiz: identify fraudulent texts
- Learn My Way: *Improving Your Health Online* module

##### **Lesson 2: Preparing CV and Job search**

## Topics

- Learn My Way: *Finding a Job Online, Managing Your Money Online*
- CV creation
- LinkedIn account
- Preparing job applications
- DBS check
- Applying for scholarships & bursaries
- Understanding professional certification equivalency (NARIC/ECCTIS)
- Universal Credit (UC) application & account management
- Learn My Way UC support resources (online journal, flowchart)

## Activities

- Build/upgrade CV
- Register for LinkedIn
- Learn My Way job search practice

## Lesson 3: Housing, Bills, Daily Life & Avoiding Fines

### Topics

- Learn My Way: *Public Services Online*
- Housing: Rightmove, Zoopla, SpareRoom
- Tenancy agreements (rights & responsibilities)
- Gas, electricity, water accounts + apps
- Council tax registration
- Avoiding fines:
  - Fly tipping
  - Littering
  - Public transport rules
- Finding local charity shops for cheaper alternatives

### Activities

- Explore local rentals on Rightmove
- Compare utility providers

- Find and map charity shops locally on Google maps
- Understand tenancy agreement key words

#### **Lesson 4: Travel, Community Life & Digital Communication**

##### **Topics**

- Travel booking train, bus, flight
- Booking theatre tickets
- Facebook (safe use, privacy)
- Blocking people / blocking scams
- Learn My Way: email, Skype, WhatsApp, Messenger, Facetime guides
- Creating PDFs & scanning documents
- Signing documents electronically

##### **Activities**

- Book a sample train ticket
- Walk through Facebook privacy settings
- Practice scanning a document and converting into PDF
- Sign a digital form/ document
- Learn My Way: *More Internet Skills and Communication Tools*

#### **Lesson 5: Legal Documents, Rights & Appeals**

##### **Topics**

- Passport applications
- UK driving licence application
- Reporting racial hate crime
- Making appeals (immigration, benefits, housing)
- Learn My Way accessibility guides (supporting additional needs)

##### **Activities**

- Fill in a sample DVLA form
- Role-play: reporting hate crime safely
- Create a folder to store important documents online

## **GROUP 2: People with Learning Disabilities (LD-Friendly Versions)**

### **Lesson 1: Health, Safety & Contacting Help**

#### **Topics**

- NHS App basics
- GP appointments
- ICE card
- Sunflower lanyard
- Samaritans
- Learn My Way: *Health & Online Safety* and NHS Website Guide

#### **Activities**

- Download NHS App
- Step-by-step: "How to book a GP visit"

### **Lesson 2: Online Safety, Scams & Social Connections**

#### **Topics**

- Facebook basics
- Blocking phone numbers
- Avoiding scams
- Saving passwords safely
- Reporting hate crime
- Learn My Way: Online Safety module & communication guides

#### **Activities**

- "Real or Fake?" scam identification game
- Practice blocking a number
- Guided Facebook privacy setup

### **Lesson 3: Independent Living & Local Navigation**

#### **Topics**

- Utilities (simple explanation): gas, electricity, council tax
- Travel booking: bus, train
- Learn My Way: *Using Your Device, Online Basics*

**Activities**

- Look up bus times
- Find nearest charity shops on Google Maps

**Lesson 4: Work Skills – Accessible Employment Prep****Topics**

- Simple CV creation
- Finding work online
- DBS check explained
- Professional skills recognition (simple version)

**Activities**

- Fill out a one-page CV
- Search for one job together

**Lesson 5: Essential Digital Tasks & Documents****Topics**

- Create PDFs
- Scan documents using phone
- Sign documents electronically
- Passport & licence explained

**Activities**

- Scan a piece of paper
- Sign on a touchscreen

## **GROUP 3: Asylum Seekers & Refugees**

### **Lesson 1: Health, Safety & Support Systems**

#### **Topics**

- Learn My Way
- NHS registration & GP booking
- NHS App
- Samaritans
- ICE card & sunflower lanyard
- Online Safety module

#### **Activities**

- Register NHS practice (sample)
- Tour NHS App
- Identify unsafe messages/scams

### **Lesson 2: Immigration, Rights & Essential Documents**

#### **Topics**

- ASPEN card
- Making appeals
- Passport application
- Right to Remain website
- Saving passwords
- Reporting racial hate crime
- Learn My Way: *Public Services Online*

#### **Activities**

- Explore Right to Remain toolkit
- ASPEN card walkthrough
- Practice filling forms

### **Lesson 3: Housing, Bills & Living in the UK**

#### **Topics**

- Register gas, electricity, water, council tax
- Using utility apps
- Rightmove, Zoopla, SpareRoom
- Tenancy agreements
- Avoiding fines
- Charity shops

### **Activities**

- Compare two rental listings
- Identify key terms in tenancy agreement
- Find local charity shops on Google Map
- Explore local council website

## **Lesson 4: Employment, Education & Documentation**

### **Topics**

- Learn My Way: *Finding a Job Online, Office Programs*
- CV creation
- LinkedIn
- Job applications
- DBS check
- Professional certification equivalence
- Scholarships & bursaries
- Creating PDFs & signing documents

### **Activities**

- Build a simple CV
- Create/apply LinkedIn account
- Scan and submit a PDF
- Explore a real job listing

## **Lesson 5: Travel, Communication & Everyday Digital Skills**

### **Topics**

- Booking travel: train, bus, flight

- Facebook safe usage
- Blocking scams
- Creating PDFs
- Simple guides: email, WhatsApp, Messenger, Skype, Facetime (Learn My Way)

**Activities**

- Book a sample train ticket
- Review Facebook privacy settings
- Demonstrate blocking a scam caller
- Book theatre tickets