

CYCLES

CHILD AND YOUTH CARETAKERS FINANCIAL LITERACY AND ENTREPRENEURSHIP SKILLS



IO2 – Skill Card

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FINAL SKILL CARD

MODULE, DURATION (IN TOTAL 30H) & MODUL LEADER	TRAINING TOPICS - LIST OF SUB- TOPICS	LEVEL & SKILLS - WHAT THEY KNOW, CAN DO, ARE ABLE TO AND HOW RESPONSIBLE AND SELF-RELIANT THEY CAN DO IT	METHOD & STRATEGY - FACE-TO- FACE OR ONLINE
<p>1.</p> <p>Basic financial literacy for daily life</p> <p>(10h)</p> <p>FHJ</p>	1.1 Meaning of money	<p>Basic:</p> <p>Children and youth care practitioners (CYCPs) know and are able to explain the following:</p> <p>Money has three functions:</p> <ol style="list-style-type: none"> 1) Medium of exchange 2) Unit of account 3) Store of purchasing power <p>Money consists of bank notes, coins and of book money.</p> <p>They should know the difference between a barter economy and a complex economy as we have today.</p>	Face-to-Face
	1.2 Bank account	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs are able to explain the purpose and function of bank accounts. - They should know the minimum age for open a bank account or a savings account without a CYCP. - They can explain how to open a bank account for minors. <p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs know and are able to explain different types of bank accounts (accounts with or without debit cards, credit cards, overdraft). 	Face-to-Face

		<ul style="list-style-type: none"> - CYCPs know the costs of a bank account. - They are able to explain what is a debit or a credit card and how they can use it. - CYCPs know the advantages of »Online banks«. - CYCPs know how to use, are able to explain and can show how to use online banking for certain transactions like transfers and regular orders. Result: YCLs and YPC can make a transfer to another account or establish a regular order. - More information could be added about explaining the risks of online orders to YCLs and YPC. - CYCPs know and can explain how YPC and YCLs can overdraft their account, when it makes sense to do that and the risks coming along with overdrafting a bank account. 	
	1.3 Savings account	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know how to open a savings account and know the minimum age for minors to open such an account without a CYCP. - CYCPs can explain and help YCLs and YPC how to open a savings account. - CYCPs know what to do when the password from »password accounts« gets lost. 	Face-to-Face
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs know that there are saving accounts with obligations and with no obligations. - CYCPs know the different types of interest rates for savings accounts. - CYCPs can explain YPC and YCLs the different types of savings accounts and know which type is the right one for a certain purpose. - CYCPs can explain YPC and YCLs the differences of a savings account in comparison to a simple salary account. - For example: A YCL wants to save for his driving licence. The right type would probably be an online savings account where the YCL can save a certain amount per month. The account could also have an obligation, because interest is higher. 	Face-to-Face
	1.4 Cashless money (debit cards, credit cards)	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know to which conditions YCLs and YPC get debit cards and credit cards and help them to get them. - CYCPs know the functions of debit and credit cards. 	Face-to-Face

		<ul style="list-style-type: none"> - Explanations and »warnings« when using credit cards - the psychological effect that offers the principle »buy now- pay later«. 	
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs know and can explain how to use a debit and a credit card (withdraw money from a bank automat and pay with debit/credit card). - CYCPs know that you need a code to pay with a debit or credit card. - CYCPs can supervise YCLs and YPC when they pay with debit and credit cards. - CYCPs know and can explain where you can pay with debit and credit cards (sign of VISA, Master Card and Maestro) and where they can withdraw money. - CYCPs know and can demonstrate YCLs and YPC how to pay with credit card in the internet. - A warning about risks in paying orders online shall be included. - What they should do, if the debit card or credit card gets stolen or lost. 	Face-to-Face
	1.5 Borrowing money and debts	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know and can explain what credit or a loan is. CYCPs know the different types of credits (consumer loan, mortgage, leasing). 	Face-to-Face
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs know how to make a comparison of credits and leasing from different banks. - CYCPs know and can show YCLs and YPC where they can find an internet site with the possibility to compare credit and leasing offers of different banks. - Circumstances which allows the bank to give an attractive interest rate will be explained. Consumer credit ratings shall be mentioned and explained what consequences will appear if someone has weak credit rating. - CYCPs know and can explain the difference between a credit with fixed interest and a credit with flexible interest. 	Face-to-Face

<p>2. Contracts, law and benefits in finances (6h) FHJ</p>	2.1 Contracts	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know and can explain different contract forms. - CYCPs know and can explain legal and contractual regulations for conclusion and termination. - CYCPs know and can explain that different contractual partners may have different terms and conditions of business and understand the terms and conditions. - CYCPs know and can explain contract modification processes for technical, scheduling, personnel or financial reasons. 	Face-to-Face
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs know and can explain calculable contract risks in various areas of life (counter party risk). - CYCPs know about the consequences of breaching a contract. - CYCPs observe and comply with contractual conditions. - Independent and responsible risk assessment based on existing or to be established contractual relationships. 	Face-to-Face
	2.2 Working law	<p>Basic:</p> <ul style="list-style-type: none"> - YCLs and YPC know the major components (minimum wage, holidays, termination, collective agreement) of an employment agreement inside out. - CYCPs know internet links where they find minimum requirements concerning an employment agreement. - CYCPs can help YCLs and YPC if they have basic questions concerning their employment agreement. - With the help of CYCPs, YCLs and YPC know the main rights and obligations concerning their employment agreement. - CYCPs know something about trade unions and how they can help YCLs and YPC. 	Face-to-Face
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs understand a written employment agreement. - CYCPs can help YCLs and YPC when they do not understand detailed information of an employment agreement. 	Face-to-Face

	2.3 Unemployment benefits, housing benefit, challenges against sanctions of unemployment benefits	Basic: <ul style="list-style-type: none"> - CYCPs know the procedures and rules to claim unemployment benefits. - CYCPs know and can explain the reasons for benefit sanctions and the consequences of them. For example: CYCPs can supervise YCLs or YPC in order that they do not miss an interview with a job centre adviser - CYCPs should know internet links where they can find general information and show YCLs and YPC what happens when they get sanctions for benefits. - CYCPs can explain YCLs or YPC for how long they get an unemployment benefit. 	Face-to-Face
		Advanced: <ul style="list-style-type: none"> - Recommendation: CYCPs organize the following: YCLs and YPC know the issue of sanctions and are in contact with a CYCP so that this case will not happen. - CYCPs know when someone gets a housing benefit (especially relevant for YCLs) - YCLs know that there is a relationship between unemployment benefits and housing benefits. - CYCPs can explain YCLs that they will lose their housing benefit when they lose their unemployment benefit (this could be different in the individual countries). <p>If relevant,</p> <ul style="list-style-type: none"> - CYCPs know that people can challenge their sanctions. - CYCPs know and can explain where (at which office) and when a challenge against a sanction for a benefit is possible. - CYCPs know internet links concerning this issue. - CYCPs can supervise the situation when YCLs or YPC are unemployed. If they did everything right and they get a sanction then they could help them to make a challenge. 	Face-to-Face

<p>3. Personal budget planning (8h) IKJ</p>	<p>3.1 Budget plan on income and expenses</p>	<p>Basic:</p> <ul style="list-style-type: none"> - Knowledge of planning, monitoring and evaluation income and expenditure, for example using Excel lists or account statements. - Knowledge of basic concepts for budget planning and business evaluation. If necessary, be able to take corrective action. Being able to explain the budget planning to others. - Knowing how much money you want to spend on what position or how much you have already spent. - Knowing that you shouldn't spend more money than you earn. - Mathematically calculate target/actual comparison. - Know how to create (automatic) evaluations, for example of account transactions. - CYCPs can explain YCLs and YPC how their budget situation is changing when they raise a credit. - CYCPs should know approximately how much YCLs or YPC have to earn, so that they are able to pay back a loan of a certain amount. - CYCPs know how much money YCLs and YPC would have to save per month to reach a certain amount in a certain time period (Example: how much money they have to save per month to finance a driving license in four years). - CYCPs are able to explain YCLs and YPC that saving is the better way than taking out a loan in four years. - Recommendation: CYCPs could supervise the monthly transactions if the YCLs agree. 	<p>Face-to-face</p>
	<p>3.2 Shopping/Sh opping- list/Price- Performance -Ratio</p>	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs have knowledge of written and digital (for example apps) forms for composing shopping lists. - CYCPs have knowledge of shops that are available for personal shopping or online shopping. Be able to do shopping offline and online. - CYCPs have knowledge of price ratios, for example through comparison possibilities via relevant Internet search engines such as Google Shopping or with the aid of apps such as "Idealo" and/or through insight into differentiated, converted price information such as kg price information or something similar. - CYCPs have knowledge of the legal basis for (various) purchases, such as the necessary age for legal capacity. 	<p>Face-to-face</p>

		<ul style="list-style-type: none"> - CYCPs are able to convert prices in different currencies or quantities or similar. Select products that offer the best value for money. - Purchase self-reliant and on your own responsibility within the budget and at the best price-performance ratio. 	
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs know and can explain the advantages and disadvantages of different forms of planning and creating shopping lists. - CYCPs have knowledge of quality differences between different products in similar price categories. - CYCPs are able to indicate possibilities to select the best price-performance ratio nationally and internationally. - CYCPs are able to search and find the desired products. - CYCPs are able to calculate the price-performance ratio. - CYCPs are able to shop effectively and efficiently for yourself and others. - CYCPs are able to optimize the structure and procedure of purchasing for yourself and others. 	Face-to-face or Online
	3.3 Own flat	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know and can explain different types of housing and suppliers, such as apartments, student residences, development companies. - CYCPs know and can explain the cost composition of the basic rent and the rent including heating. Register and manage your housing account. - CYCPs know and can explain the necessary payment modalities. Consequences of delayed payment of housing costs. - CYCPs have knowledge of regional rent index. - CYCPs have knowledge of possible subsidies, such as housing benefit, basic equipment. - CYCPs have knowledge of duties, such as house rules, deposit, guarantees, self-disclosure. - CYCPs have knowledge of rights such as the protection of the home without access by unauthorised persons. - CYCPs have knowledge of helpful insurance, such as household contents, personal liability insurance including keys. 	Online

		<ul style="list-style-type: none"> - CYCPs have knowledge of contractual regulations private and legal. - CYCPs are able to apply for support if necessary. - CYCPs are able to plan and implement a move-in. - CYCPs know that housing cooperatives are very common and an "easier" way to get an own apartment. - CYCPs know that you must get an energy certificate stating how much energy can be consumed, when you buy an apartment or a house. - Also the saving for later building should be mentioned. 	
		<p>Advanced:</p> <ul style="list-style-type: none"> - CYCPs are able to identify and implement savings potential on the subject of living (For example: comparison of electricity costs of various suppliers in the Internet). - CYCPs are able to manage and optimise housing costs on their own responsibility and providing guidance to other people on how to do so. 	Online
	<p>3.4 Financing educations and qualification s (for example driving license, languages etc.)</p>	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know approximately how much a driving license costs or where they can find this information on internet. - CYCPs know how much a YCL or a YPC has to earn in order to be able to finance a car or a moped. - CYCPs should be able to explain YCLs and YPC the costs of buying a car or a moped (including the driving license) - CYCPs can show the YCLs and YPC where they can find offers of a loan on the internet. - YCLs and YPC can make a cost report of buying a car or a moped (including the driving license). - CYCPs supervise the cost report. - In addition to the cost of buying a car, costs such as repairs, taxes, tolls, etc. must be taken into account. 	Online

<p>4. Entrepreneurs hip (6h) Groupe SOS Jeunesse</p>	<p>4.1 How to become an entrepreneu r</p>	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know that entrepreneurs need certain skills - CYCPs know a basic statistic about the income of entrepreneurs. - CYCPs know an internet link to a simple test whether someone is appropriate to become an entrepreneur and are able to question the explanatory power of such a test. - CYCPs know that an entrepreneur needs a promising business idea. - CYCPs are able to discuss business ideas with YCLs or YPC. - CYCPs know some experts in entrepreneurship and can ask them on possible ideas of YCLs and YPC. - YCLs and YPC are able to develop a suitable business idea which has a good chance to become interesting on the market. CYCPs are the supervisor. - CYCPs know the basics of a business plan - CYCPs know internet links to find an example for a business plan. - CYCPs know where they can ask experts in the field of business plans. - CYCPs can supervise when YCLs or a YPC is writing a business plan. - CYCPs can supervise YCLs or YPC when they participate in an entrepreneur competition for young people or children. 	<p>Face-to-face, maybe with the intervention of a entrepreneur to share his/her experience</p>
	<p>4.2 Source of funding and marketing strategies for entrepreneu r at a glance</p>	<p>Basic:</p> <ul style="list-style-type: none"> - CYCPs know and can explain the possible sources of funding for entrepreneurs. - CYCPs know and can explain the advantage of equity funding in relation to a loan. - CYCPs know some experts of funding of entrepreneurs. - CYCPs can ask experts about specific questions. - CYCPs can discuss an example concerning the sources of funding with YCLs and YPC. - CYCPs have basic knowledge of the importance and possible strategies in the field of marketing - CYCPs have knowledge of market research and competitive analysis 	<p>Face-to-face, maybe with the intervention of an entrepreneur to share his/her experience</p>

		<ul style="list-style-type: none"> - CYCPs have knowledge of quality management for entrepreneurs. - CYCPs are able to develop concepts on which the purchase of raw materials and intermediate products (inputs) is based, which further leads to production (of goods or services) and ends with marketing (marketing or sales). - CYCPs are able to conduct market research and competitive analysis. - CYCPs are able to develop marketing strategies. - CYCPs are able to carry out quality controls and ensure quality. - CYCPs are able to manage and mediate the marketing process on your own responsibility. This includes (1) identifying opportunities through market, customer and competitive analysis including market research, (2) setting goals that ensure that the funds invested are returned, (3) selecting suitable strategies for achieving the goals, (4) implementing the strategy with the marketing mix, and finally (5) monitoring the success of the entire process and all decisions taken. 	
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